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SOUTHEND-ON-SEA BOROUGH COUNCIL

Cabinet

Date: Tuesday, 14th March, 2017

Time: 2.00 pm

Place: Committee Room 1 - Civic Suite

Contact: Colin Gamble

Email: colingamble@southend.gov.uk

A G E N D A

- 1 Apologies for Absence**
- 2 Declarations of Interest**
- 3 Minutes of the Meetings held on 10th and 19th January and 14th February 2017**
- 4 Notice of Motion - International Holocaust Remembrance Alliance definition of anti-Semitism**
- 5 Monthly Performance Report**
- 6 Quarter Three Treasury Management Report - 2016/17**
Report of Chief Executive
- 7 Annual Procurement Plan**
Report of Deputy Chief Executive (People)
- 8 HRA Development - Future Phases Update**
Report of Deputy Chief Executive (People)
- 9 School Places Report**
Report of Deputy Chief Executive (People)
- 10 Admission Arrangements annual update**
Report of Deputy Chief Executive (People)
- 11 Annual Education Report**
Report of Deputy Chief Executive (People)
- 12 School Term Dates**
Report of Deputy Chief Executive (People)
- 13 Smoke & Carbon Monoxide Alarm Enforcement**
Report of Deputy Chief Executive (People)
- 14 Annual Public Health Report**
Report of Deputy Chief Executive (People)
- 15 Airport Business Park Report**
Report of Deputy Chief Executive (Place)

16 FLAG Report
Report of Deputy Chief Executive (Place)

17 Gambling Policy Report
Report of Deputy Chief Executive (Place)

18 Standing Order 46

19 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.

20 Capital Re-development of Delaware, Priory and Viking
Report of Deputy Chief Executive (People)

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SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of Cabinet

Date: Tuesday, 10th January, 2017
Place: Committee Room 1 - Civic Suite

Present: Councillor J Lamb (Chair)
Councillors A Holland (Vice-Chair), T Byford, J Courtenay, T Cox,
M Flewitt, A Moring and L Salter

In Attendance: Councillors M Assenheim and C Mulroney
R Tinlin, J Williams, J Chesterton, J Ruffle, A Lewis, S Leftley, A
Atherton, C Gamble, E Cooney, S Dolling and A Keating

Start/End Time: 2.00 - 2.45 pm

590 Apologies for Absence

There were no apologies for absence.

591 Minutes of the Meeting held on 8th November 2016

Resolved:-

That the Minutes of the Meeting held on 8th November 2016 be confirmed as a correct record and signed.

592 Declarations of Interest

Cllr Cox – Development & Expansion of National Jazz Archive – Beecroft – Person named in report is a work colleague – disclosable non-pecuniary interest – withdrew

593 Notice of Motion - York Road

At the meeting of Council held on 15th December 2016, Members received the following Notice of Motion in relation to the possible compulsory purchase of properties in York Road as a means of addressing anti-social activities in the area. The Motion was proposed by Councillor Assenheim and seconded by Councillor Terry (this had been referred to Cabinet in accordance with standing order 8.4).

Resolved:-

1. That it be noted that compulsory purchase order action is not an appropriate procedure to address the problems in York Road.
2. That it also be noted that any criminal and anti-social issues in York road should be addressed under the criminal law and the remedies available under the Anti-social Behaviour Crime and Policing Act 2014.
3. That the situation in relation to York Road be kept under review

Reason for Decision

To respond to the Notice of Motion

Other Options

None

Note:- This is an Executive Function.

Referred direct to Policy and Resources Scrutiny Committee.

Executive Councillor :- Flewitt

594 Notice of Motion - State Pension Arrangements for 1950s Women

At the meeting of Council held on 15th December 2016, Members received a Notice of Motion proposing that “the Council calls upon the Government to make fair transitional state pension arrangements for all women born on or after 6th April 1951, who have unfairly borne the burden of the increase to the State Pension Age (SPA) with lack of appropriate notification.” The Motion was proposed by Councillor Ware-Lane and seconded by Councillor McDonald (this had been referred to Cabinet in accordance with standing order 8.4).

Resolved:-

That the motion be adopted.

Reason for Decision

To respond to the Notice of Motion

Other Options

None

Note:- This is an Executive Function.

Referred direct to Policy and Resources Scrutiny Committee.

Executive Councillor :- Moring

595 Notice of Motion - Affordable Housing & Viability Issues

At the last meeting of the Council held on 15th December 2016, Members received a Notice of Motion in relation to the provision of affordable housing through section 106 agreements. This was proposed by Councillor Mulroney and seconded by Councillor Gilbert (this had been referred to Cabinet in accordance with standing order 8.4).

Resolved:-

1. That it be noted that, considering the Government’s approach to encouraging significant levels of new house building, it is highly unlikely that it will remove the relevant sections of National Planning Policy Framework and the National Planning Practice Guidance.

2. That it further be noted that, since the adoption of the Interim Affordable Housing Policy, (by Council 20th October 2016), the Council is better placed to ensure equitable off-site contributions are made. However, the effectiveness of the Policy would be monitored.

Note:- This is an Executive Function.
Referred direct to Place Scrutiny Committee.
Executive Councillor :- Flewitt

596 Monthly Performance Report

Resolved:-

That the submitted report be noted.

Note:- This is an Executive Function.
Referred direct to all three Scrutiny Committees.
Executive Councillor:- As appropriate to the item.

597 Council Debt Position - 30th November 2016

The Cabinet considered a report of the Chief Executive informing Members of the current outstanding debt to the Council as at 30th November 2016 and debts that had been, or are recommended for write-off.

Resolved:-

1. That the current outstanding debt position as at 30th November 2016 and the position of debts written off to 30th November 2016, as set out in Appendices A and B to the submitted report, be noted.
2. That the write-offs as set out in Appendix B to the report, be approved.

Reason for Decision

All reasonable steps to recover the debt have been taken, and therefore where write-off is recommended it is the only course of action available. If the Council wishes to pursue debts for bankruptcy proceedings, it will follow the agreed and published recovery policy that covers this.

Other Options

None

Note:- This is an Executive Function
Referred direct to Policy & Resources Scrutiny Committee
Executive Councillor:- Moring

598 Annual Report on Safeguarding Children & Adults

The Cabinet considered a report of the Deputy Chief Executive (People) on the annual assurance assessment in respect of the Council's responsibilities for safeguarding children and vulnerable adults in Southend.

Resolved:-

That the report be noted and that the actions detailed in paragraph 3.9 of the submitted report, be approved.

Reason for Decision

To keep the Council informed of the position in respect of safeguarding children and adults in Southend.

Other Options

None

Note:- This is an Executive Function
Referred direct to People Scrutiny Committee
Executive Councillors:- Courtenay and Salter

599 Adoption Service Annual Report

The Cabinet considered a report of the Deputy Chief Executive (People) on the activities of the Adoption Service for the period January – December 2016 and, set out for approval, the updated Statement of Purpose.

On behalf of the Cabinet, the Leader of the Council asked that the appreciation of Members be conveyed to the relevant officers in recognition of the achievements of the Team and their sterling work.

Resolved:-

1. That the Annual Report, as set out in Appendix 1 to the submitted report, be noted.
2. That the updated Statement of Purpose, as set out in Appendix 2 to the report, be approved.

Reason for Decision

To comply with the statutory requirements.

Other Options

None

Note:- This is an Executive Function
Referred direct to People Scrutiny Committee
Executive Councillor:- Courtenay

600 Fostering Service Annual Report

The Cabinet considered a report of the Deputy Chief Executive (People) presenting the Fostering Service Annual report and the updated Statement of Purpose.

On consideration of the report, the Leader of the Council referred to the excellent work undertaken by the Team and thanked the relevant officers for their efforts.

Resolved:-

That the Annual Report, as set out in Appendix 1 to the submitted report, and Statement of Purpose at Appendix 2 to the report, be approved.

Reason for Decision

The Fostering Statement of Purpose outlines the Fostering Service core services. The annual report outlines the activities undertaken by the Southend Fostering Service during 2016 and the outcomes and impact of the service.

Other Options

None

Note:- This is an Executive Function
Referred direct to People Scrutiny Committee
Executive Councillor:- Courtenay

601 General Market Provision

The Cabinet considered a report of the Deputy Chief Executive (Place) providing an update on the Thursday General Market in the High Street following three years of trading and set out the options for the future management of the market.

Resolved:-

That the management of the market be outsourced to an experienced market operator, external to the Council, on a three year contract with an option for a further two years.

Reason for Decision

The preferred option to outsource the market (option 1) would result in the general market having the benefit of industry expertise and contacts as well as the ability to grow. It would also have the benefit of releasing up officer time to focus on other activity.

Other Options

As set out in the submitted report

Note:- This is an Executive Function
Referred direct to Place Scrutiny Committee
Executive Councillor:- Holland

602 Development & Expansion of National Jazz Archive - Beecroft

The Cabinet considered a report of the Deputy Chief Executive (Place) informing Members of the proposal for Jazz Centre (UK) to develop and expand its programme to take over areas of the lower ground floor of the Beecroft Centre, Victoria Avenue.

Resolved:-

1. That, in principle, the Jazz Centre (UK) proposal to extend its presence beyond the current single room on the Lower Ground Floor of the Beecroft Centre, be approved.
2. That the Deputy Chief Executive (Place), in consultation with the Portfolio Holder for Culture, Tourism and the Economy, be authorised to approve the terms of a lease, based on the terms negotiated and recommended by Asset Management.

3. That the future aspirations of Jazz Centre UK to further develop a Jazz Club for Southend into a regular performance space subject to future self-funding and planning considerations, be noted.

Reason for Decision

1. To support, in principle, the Jazz Centre UK's aspirations so it can progress fundraising and business planning.
2. To provide a new cultural facility and asset to the town for the express purpose of developing jazz in the Borough, without any capital investment required by the local authority.
3. To encourage cultural tourism to the town, with the associated social and economic benefits this could bring to the Borough.
4. To enable increased community use of an existing civic building.
5. The former Central Library has proved to be a successful site for the Beecroft Gallery, and additional investment in these facilities is important to improve the cultural offer in central Southend.

Other Options

To continue with the current arrangement and lose the opportunity of improving the cultural offer in Southend.

Note:- This is an Executive Function
Referred direct to Place Scrutiny Committee
Executive Councillor:- Holland

603 Ballot for Business Improvement District (BID) Renewal

The Cabinet considered a report of the Deputy Chief Executive (Place) providing an update on the success of the Southend Business Improvement District (BID) since its launch in April 2013, and the requirements in relation to the undertaking of a renewal ballot of Southend town centre and central seafront businesses to extend the Southend BID for another five year term.

In noting the positive impact the BID had made in the town centre and seafront areas, Members acknowledged the benefits that could be derived from the establishment of BIDs in other areas of the Borough.

Resolved:-

1. That the progress and impact of the BID in Southend's town centre and central seafront area, be noted.
2. That the Deputy Chief Executive (Place), in consultation with the Executive Councillor for Culture, Tourism and the Economy, be authorised to:-
 - Consider on behalf of the Council as billing authority, whether the proposal conflicts with any formally adopted policy of the Council, and, if it does, give notice of this in accordance with the BID regulations
 - Determine whether the Council should support the BID proposal and if so, to vote yes on its behalf in the BID ballot. If a 'no' vote is proposed, this will be referred to Cabinet for further consideration

- Formally manage the ballot process in accordance with BID regulations
- That subject to a 'yes' vote at ballot by the relevant BID business community, the Council as relevant local billing authority will manage the billing and collection of the additional levy, and its transfer to the BID company. In the event of a 'no' vote, the costs of the ballot be recovered from the BID Company as per the BID regulations.
- Review and update the Operating Agreement, as required, that details the billing, collection and enforcement provisions as well as the arrangements for transmitting the BID receipts to the BID in consultation with the Director of Finance and Resources.
- Enter into a revised service level agreement with the BID company regarding the operation of the BID and delivery of Council requirements and baselines.

Reason for Decision

1. The Southend BID company has leveraged funding from businesses in the BID area which wouldn't otherwise have been available to invest in the town. Paragraph 3.4 to the submitted report provides an overview of the impact the BID has made in the town centre and central seafront area funded through the levy and additional contributions. These interventions and value adding activities have been to the benefit of the town and could not have been delivered under the previous Town Centre Partnership/Management arrangement.
2. A second term is subject to a positive outcome from the business ballot and therefore the decision to progress is one that is led by the business community to meet their needs and is recognised as good practice by Government.

Other Options

None

Note:- This is an Executive Function
 Referred direct to Place Scrutiny Committee
 Executive Councillor:- Holland

604 Minutes of the Performance Related Pay Panel held 13th December 2016

The Cabinet considered the recommendations of the Performance Related Pay Panel on Senior Managers pay.

Resolved:-

1. That Senior Manager pay ranges move to a 'spot' salary as detailed in appendix 1 to the submitted report to the Pay Panel.
2. That the principles of the Council's PRP Scheme be maintained and that the scheme be amended in line with 1 above. The revised scheme will continue to ensure that the performance of Senior Managers against agreed objectives will be monitored and assessed through an annual appraisal cycle.

3. That the changes be incorporated in the Council's Pay Policy Statement for 2017/18 and are therefore effective from 1st April 2017.

Note:- This is an Executive Function
Referred direct to Policy and Resources Scrutiny Committee
Executive Councillor:- Lamb

605 Standing Order 46

Resolved:-

That the submitted report be noted.

Note:- This is an Executive Function
Referred direct to the relevant Scrutiny Committees as appropriate to the item
Executive Councillor:- As appropriate to the item

606 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.

607 Standing Order 46 - Confidential Sheet

Resolved:-

That the submitted report be noted.

Note:- This is an Executive Function
Referred direct to the relevant Scrutiny Committee
Executive Councillor:- As appropriate to the item

608 Establishing a Special Purpose Vehicle with South Essex College

The Cabinet considered a report of the Deputy Chief Executive (Place) on the above.

Recommended:-

That the recommendations in the submitted report, be approved.

Reason for Decision

As set out in the submitted report

Other Options

As set out in the submitted report

Note:- This is a Council Function
Referred direct to Policy and Resources Scrutiny Committee
Executive Councillor:- Lamb

Chairman: _____

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SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of Cabinet

Date: Thursday, 19th January, 2017
Place: Committee Room 1 - Civic Suite

Present: Councillor J Lamb (Chair)
Councillors A Holland (Vice-Chair), A Moring, L Salter, T Cox,
J Courtenay and T Byford

In Attendance: Councillors M Assenheim and C Mulroney
R Tinlin, J K Williams, S Leftley, A Lewis, A Atherton, J Chesterton,
J Ruffle, I Ambrose, C Gamble, F Abbott and M Sargood

Start/End Time: 2.00 - 2.35 pm

643 Apologies for Absence

Apologies for absence were received from Cllr Flewitt.

644 Declarations of Interest

There were no declarations of interest.

645 Corporate Performance Management - 2017/18

The Cabinet considered a report of the Chief Executive detailing the Council's corporate approach to performance management for 2017/18.

Resolved:-

1. That the Corporate Priority Performance Indicators to be monitored via the Monthly Performance Report (MPR) for 2017/18, as set out at Appendix 1 to the submitted report, be approved.
2. That the MPR will also include a small basket of indicators (as outlined in paragraph 4.3 of the report) relating to areas where the Council does not have lead responsibility or direct control.
3. That the Corporate Priority Actions, to support implementation of the Council's 2017/18 Corporate Priorities, as set out at Appendix 2 to the report, be approved.

Reason for Decision

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

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.

Note:- This is an Executive Function

Referred direct to all three Scrutiny Committees.

Executive Councillor:- Lamb

646 Council Tax Base and National Non Domestic Rating Base 2017/18

The Cabinet considered a report of the Chief Executive concerning the calculation of the Council Tax Base for 2017/18 and the submission of the National Non Domestic Rates (NNDR1) form to the Department of Communities and Local Government (DCLG) by 31st January 2017.

Resolved:-

1. That in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended by the Local Authorities (Calculation of Council Tax Base) (Amendment) (England) Regulations 2003) and Local Government Finance Act 2012 (Calculation of billing authority's council tax base Section 15):
 - (i) The Local Council Tax Support Scheme for 2017/18 approved by Council on 15 December 2016, be incorporated into the Council Tax base setting as outlined in Appendices A and B to the submitted report.
 - (ii) That the following changes to Council Tax discounts and exemptions approved by Cabinet on 5 January 2016 will remain unchanged from 1 April 2017 and these are incorporated into the Council Tax Base:-
 - Properties requiring or undergoing structural alteration or major repairs (Class D) as allowed by Section 11A of the Local Government Finance Act 2012 is set at 0%.
 - Vacant and substantially unfurnished properties (Class C) as allowed by Section 11A of the Local Government Finance Act 2012 to be entitled to receive a discount of 100% for up to 1 month. If Class D is applicable then there is no entitlement to Class C.
 - (iii) That it be noted that the further discounts and exemptions that were approved by Council on 13 December 2012 will remain unchanged from 1 April 2017 and these are incorporated into the Council Tax Base;
 - Second homes (Classes A and B) as allowed by Section 1A of the Local Government Finance Act 2012 is set at 0%.
 - Long-term empty homes (Class C) as allowed by Section 11A of the Local Government Finance Act 2012, a surcharge of 50% is set allowing a full charge of 150% where they have been unoccupied for more than 2 years.

- That a continuous 6 week period of occupancy is required between empty periods before a further discount can be awarded.
- 2. That the amount calculated by Southend-on-Sea Council as its Council Tax Base for the year 2017/18 shall be 56,917.61.
- 3. That the amount calculated by Southend-on-Sea Council as the Council Tax Base in respect of Leigh-on-Sea Town Council for the year 2017/18 shall be 8,717.19.
- 4. That it be noted that it will be necessary for the Director of Finance and Resources, in conjunction with the Leader of the Council, to approve the NDR1 form for submission to the DCLG, in line with previous delegated approval, and that the Director of Finance and Resources will include an explanation in a subsequent report to Council as to why it was not practical for Cabinet to use its own delegation.

Reason for Decision

To comply with the relevant statutory requirements.

Other Options

None.

Note:- This is an Executive Function.

Referred direct to Policy and Resources Scrutiny Committee.

Executive Councillor:- Lamb

647 Draft Housing Revenue Account Budget 2017/18 and Rent Setting

The Cabinet considered a joint report of the Deputy Chief Executive (People) and the Director of Finance and Resources setting out the Housing Revenue Account (HRA) budget for 2017/18 together with the information necessary to set a balanced budget as required by legislation.

Resolved:-

1. That a rent reduction of 1% on secure tenancies, as required by the Welfare Reform and Work Act 2016, be endorsed.
2. That an average rent increase of 4.41% on shared ownership properties, be endorsed.
3. That the proposed rent changes in 1 and 2 above to be effective from 3 April 2017, be endorsed.
4. That the increases in other charges as set out in section 5 of the submitted report, be endorsed.
5. That the management fee and increases in service charges and heating charges proposed by South Essex Homes, as set out in section 6 of the report, be endorsed.
6. That the appropriations to the Repairs Contract Pensions earmarked reserve and the HRA Capital Investment earmarked reserve, as set out in section 8 of the report, be endorsed.

7. That subject to 1 - 6 above, the HRA budget as set out in Appendix 1 to the report, be endorsed.
8. That the value of the Council's capital allowance for 2017/18 be declared as £25.370M, as determined in accordance with regulation 16 of the Local Authorities (Capital Finance and Accounting) (England) Regulations, be endorsed.

Reason for Decision

Part of the process of maintaining a balanced budget for the HRA is to consider and set a rent rise (and associated increases in other income streams). Full Council need to approve the HRA budget prior to the start of the financial year.

Other Options

As set out in the submitted report

Note:- This is an Executive Function save that approval of the final budget following Cabinet on 14th February 2017 is a Council Function.
Referred direct to Policy and Resources Scrutiny Committee.
Executive Councillor:- Flewitt

648 Draft Capital Programme 2017/18 to 2020/21

The Cabinet considered a report of the Corporate Management Team setting out a draft programme of capital projects for the period 2017/18 to 2020/21.

It was noted that the Council had been notified of a successful bid to the Department for Education for a grant of £536k for the expansion of early years (3-4 year olds) places in preparation for the 30 hour entitlement for working parents in September 2017. The grant will be included in the final capital report to Cabinet on 14th February 2017.

Resolved:-

1. That the current approved Programme for 2017/18 to 2019/20 of £125.4m, as set out in Appendix 1 to the submitted report, be noted.
2. That the changes to the approved Programme, as set out in Appendix 2 to the report, be noted.
3. That 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, as set out in Appendices 6 and 7 to the report, be endorsed.
4. That the proposed schemes subject to external funding approval for the period 2017/18 to 2020/21 totalling £42.6m as set out in Appendices 2 and 7 to the report, be endorsed.
5. That it be noted that the proposed new schemes and additions, as set out in Appendices 6 and 7 to the report, and other adjustments as set out in Appendix 2 to the report, will result in a proposed capital programme (excluding schemes subject to external funding approval) of £185.8m for 2017/18 to 2020/21.
6. That it be noted 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.

7. That it be noted that a final review is being undertaken on the 2016/17 outturn and that the results will be included in the report to Cabinet on 14th February 2017.

Reason for Decision

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

Other Options

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

Note:- This is an Executive Function save that approval of the final budget following Cabinet on 14th February 2017 is a Council Function.

Referred direct to all three Scrutiny Committees.

Executive Councillor:- Lamb

649 Draft Fees and Charges 2017/18

The Cabinet considered a report of the Corporate Management Team detailing fees and charges for services included in the budget proposals for 2017/18.

Resolved:-

That the proposed fees and charges for each Department as set out in the submitted report and appendices, be endorsed.

Reason for Decision

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.

Other Options

None.

Note:- This is an Executive Function save that approval of the final budget following Cabinet on 14th February 2017 is a Council Function.

Referred direct to all three Scrutiny Committees.

Executive Councillor:- Lamb

650 Draft General Fund Revenue Budget 2017/18

The Cabinet considered a report of the Corporate Management Team presenting the draft revenue budget for 2017/18.

Members of the Cabinet conveyed their thanks and appreciation to the Director of Finance & Resources and his team for their sterling work in preparing the draft budget.

Resolved:-

1. That the 2017/18 draft revenue budget and any required commencement of consultation, statutory or otherwise, be approved.

2. That it be noted 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.
3. That it be noted 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.
4. That the 2017/18 draft revenue budget, as endorsed, be referred to all three Scrutiny Committees, Business sector and Voluntary sector to inform Cabinet, which will then recommend the Budget and Council Tax to Council.
5. That the schools position and the recommendations to the Schools Forum on 18th January 2017, as set out in Appendix 14 and 14(i) to the submitted report, be noted and referred to People Scrutiny Committee and then to Cabinet and Council.
6. That the direction of travel for 2018/19 and beyond, as set out in section 15 of the report, be endorsed.

Reason for Decision

Budget scrutiny is at the core of the Council's corporate planning framework. It is a complex process that is fully integrated with strategic service planning. Annually, prior to the start of the year, the Council agrees the budget using a consistent, transparent and prudent approach.

Other Options

None

Note:- This is an Executive Function save that approval of the final budget following Cabinet on 14th February 2017 is a Council Function.
Referred direct to all three Scrutiny Committees.
Executive Councillor:- Lamb

Chairman: _____

SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of Cabinet

Date: Tuesday, 14th February, 2017

Place: Committee Room 1 - Civic Suite

Present: Councillor J Lamb (Chair)
Councillors A Holland (Vice-Chair), T Byford, J Courtenay, M Flewitt,
A Moring and L Salter

In Attendance: Councillors L Davies and C Mulroney
R Tinlin, J K Williams, A Lewis, A Atherton, J Chesterton, J Ruffle,
Brin Martin, C Gamble, I Ambrose and A Keating

Start/End Time: 2.00 pm - 2.15 pm

758 Apologies for Absence

Apologies for absence were received from Councillor Cox.

759 Declarations of Interest

The following interests were declared at the meeting:

(a) Councillor Holland – All Agenda Items – Non-pecuniary interest: Vice-Chairman of the Essex Fire Authority and son works for the Council;

(b) Councillor Flewitt – Agenda Item No. 3 (Housing Revenue Account Budget 2017/18 and Rent Setting) – Non-pecuniary interest: Friends and family are tenants of South Essex Homes Ltd.;

(c) Councillor Flewitt – Agenda Item No. 6 (Fees & Charges 2017/18) – Non-pecuniary interest: Use of Porters on 18 February 2017;

(d) Councillor Lamb – Agenda Item No. 7 (General Fund Revenue Budget 2017/18) – Non-pecuniary interest: Chairman of Kent & Essex IFCA – Levy;

(e) Councillor Mulroney – Agenda Item No. 7 (General Fund Revenue Budget 2017/18) – Non-pecuniary interest: Chairman of Leigh Town Council.

760 Housing Revenue Account Budget 2017/18 and Rent Setting

The Cabinet considered a joint report of the Deputy Chief Executive (People) and Director for Finance and Resources setting out the Housing Revenue Account (HRA) budget for 2017/18, together with the information necessary to set a balanced budget as required by legislation. This item was considered by Policy and Resources Scrutiny Committee.

Recommended:-

1. That a rent reduction of 1% on secure tenancies, as required by the Welfare Reform and Work Act 2016, be approved.
2. That an average rent increase of 4.41% on shared ownership properties, be approved.
3. That the proposed rent changes in 1 and 2 above be effective from 3 April 2017
4. That the increases in other charges as set out in section 5 of the submitted report, be approved.
5. That the proposed management fee and the proposed increases in service charges and heating charges by South Essex Homes, as set out in section 6 of the report, be approved.
6. That the appropriations to the Repairs Contract Pensions earmarked reserve and the HRA Capital Investment earmarked reserve, as set out in section 8 of the report, be approved.
7. That subject to 1-6 above, the HRA budget as set out in Appendix 1 to the report, be approved.
8. That the HRA Medium Term Financial Plan as set out in section 9 and Appendix 2 to the report, be noted
9. That the value of the Council's capital allowance for 2017/18 be declared as £25.965M, as determined in accordance with regulation 16 of the Local Authorities (Capital Finance and Accounting) (England) Regulations.

Reason for Recommendation

Part of the process of maintaining a balanced budget for the HRA is to consider and set a rent rise (and associated increases in other income streams). Full Council need to approve the HRA budget prior to the start of the financial year.

Other Options

Given the statutory nature of the required reduction in rents, there is limited scope to alter the budget.

Note:- This is a Council Budget Function, not eligible for call in by virtue of Budget and Policy Framework Procedure Rule 1.1(b)

Executive Councillor:- Flewitt

761 Capital Programme 2017/18 to 2020/21

The Cabinet considered a report of the Corporate Management Team setting out the proposed programme of capital projects for 2017/18 to 2020/21. This item was considered by all three Scrutiny Committees.

Recommended:-

1. That the current approved Programme for 2017/18 to 2019/20 of £125.4m, as set out in appendix 1 to the submitted report, be noted.

2. That the changes to the approved Programme as set out in Appendix 2 to the report, be approved.
3. That the proposed new schemes and additions to the Capital Programme for 2017/18 to 2020/21 totalling £79.0m of which £72.8m is for the General Fund and £6.2m for the Housing Revenue Account, as set out in appendices 6 and 7 to the report, be approved.
4. That the proposed new schemes and additions as set out in appendices 6 and 7 to the report, and other adjustments as set out in appendix 2 to the report will result in a proposed capital programme of £213.0m for 2017/18 to 2020/21 set out in appendix 8, be noted.
5. That it be noted that of the total programme of £213.0m for the period 2017/18 to 2020/21, the level of external funding supporting this programme is £80.8m, as set out in paragraph 9.1 of the report.
6. That it be noted that a final review has been undertaken on the 2016/17 projected outturn and that the results have been included in the report.
7. That the proposed Capital Programme for 2016/17 to 2020/21, as set out in appendix 8 to the report, be approved.
8. That the Capital Strategy for 2017/18 to 2020/21, as set out in appendix 9 to the report, be approved.

Reason for recommendation

The proposed Capital Programme is compiled from a number of individual projects which either contribute to the delivery of the Council's objectives and priorities or enhances the Council's infrastructure.

Other Options

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.

Note:- This is a Council Budget Function, not eligible for call in by virtue of Budget and Policy Framework Procedure Rule 1.1(b)
Executive Councillor:- Lamb

762 Treasury Management and Prudential Indicators 2017/18

The Cabinet considered a report of the Chief Executive concerning the Treasury Management Policy for 2017/18 and the requirement for Prudential indicators to be set under the Local Government Act 2003.

Recommended:-

1. That the Treasury Management Policy Statement set out at Appendix 1 to the submitted report, be approved.
2. That the Treasury Management Strategy set out at Appendix 2 to the report, be approved.
3. That the Annual Investment Strategy set out at Appendix 3 to the report, be approved.

4. That the Minimum Revenue Provision (MRP) Policy set out at Appendix 5 to the report, be approved.
5. That the prudential indicators set out at Appendix 6 to the report, be approved.
6. That the operational boundary and authorised limits for borrowing for 2017/18 be set at £285m and £295m respectively as set out in Appendix 1 to the report.

Reason for Recommendation

1. Recommendations 1-3 above are to comply with the CIPFA Treasury Management Code of Practice.
2. Recommendation 4 above is to comply with the Local Authority's general duty to charge an amount of MRP to revenue which it considers to be prudent.
3. Recommendations 5 and 6 above are to demonstrate compliance with the CIPFA Prudential Code for Capital Finance in Local Authorities.

Other Options

There are many options available for the operation of the Treasury Management function, with varying degrees of risk associated with them. The Treasury Management Policy set out in the report aims to effectively control risk to within a prudent level, whilst providing optimum performance consistent with that level of risk.

Note:- This is a Council Budget Function, not eligible for call in by virtue of Budget and Policy Framework Procedure Rule 1.1(b)
Executive Councillor:- Moring

763 Fees and Charges 2017/18

The Cabinet considered a report of the Corporate Management Team detailing fees and charges for services included in the budget proposals for 2017/18. This item was considered by all three Scrutiny Committees.

Recommended:-

That the proposed fees & charges for each Department as contained within the body of the submitted report and its appendices, be approved.

Reason for Recommendation

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

Other Options

None

Note:- This is a Council Budget Function, not eligible for call in by virtue of Budget and Policy Framework Procedure Rule 1.1(b)
Executive Councillor:- Lamb

764 General Fund Revenue Budget 2017/18

The Cabinet considered a report of the Corporate Management Team presenting a 2017/18 General Fund revenue budget including schools and a proposal for the level of Council Tax for 2017/18. This item was considered by all three Scrutiny Committees.

Members noted that the final Local Government Settlement had yet to be announced and that this was likely to be made in the week commencing 20th February 2017. It was proposed that the Director of Finance & Resources, in consultation with the Leader of the Council, be authorised to make the required changes to the Council budget following notification of the final Settlement.

Recommended:-

In respect of 2016/17:

1. That the forecast outturn of £123.206 million, be noted.
2. That the appropriation of the sums to earmarked reserves totalling £6.468 million, as set out in detail in Appendix 16 to the submitted report, be approved.
3. That the appropriation of the sums from earmarked reserves totalling £7.226 million, as set out in detail in Appendix 16 to the report, be approved.

In respect of 2017/18 and later years:

1. That the Section 151 Officer's (Director of Finance and Resources) report on the robustness of the proposed budget, the adequacy of the Council's reserves and the Reserves Strategy as set out in Appendix 1 to the report, be acknowledged.
2. That a General Fund net revenue budget for 2017/18 of £123.153 million, set out in Appendix 3 to the report, and any required commencement of consultation, statutory or otherwise, be approved.
3. That a Council Tax increase of 4.99% for the Southend-on-Sea element of the Council Tax for 2017/18, being 1.99% for general use and 3% for Adult Social care, be approved.
4. That it be noted that the 2017/18 revenue budget has been prepared on the basis of using £1.637 million for earmarked reserves for the core budget to allow for a smoothing of the budget gap across the next three financial years with a consequent replenishment of those reserves in 2017/18 and 2018/19. Also, that it be noted that £2.222 million of the Business Rates Retention reserve is being used to equalise the projected 2017/18 business rates yield.
5. That the position of the Council's preceptors be noted as follows:

- Essex Police Authority – approved Council Tax increase of 3.25%
 - Essex Fire Authority – approved Council Tax increase of 1.99%
 - Leigh-on-Sea Town Council – approved precept increase of 1.59%
6. That no Special Expenses be charged other than Leigh-on-Sea Town Council precept for 2017/18.
 7. That the appropriation of the sums to earmarked reserves totalling £1.009 million, as set out in Appendix 16 to the report, be approved.
 8. That the appropriation of the sums from earmarked reserves totalling £17.150 million, as set out in Appendix 16 to the report, be approved.
 9. That the schools’ budget and its relevant distribution as recommended by the Schools’ Forum and as set out in Appendix 2 to the report, be approved.
 10. That the pressures required of £3.000 million, as set out in Appendices 12 and 13 to the report, and the General Fund and Public Health savings required of £7.502 million, as set out in Appendices 14 and 15 to the report, and the subsequent individual service cash limits for 2017/18, as contained in Appendices 3 to 11 to the report, be approved.
 11. That the direction of travel for 2018/19 and beyond, as set out in Section 11 of the report, be endorsed.
 12. That the revised Medium Term Financial Strategy up to 2020/21, as set out in Appendix 17 to the report, be approved.
 13. That authority be delegated to the Director of Finance and Resources (S151 Officer), in consultation with the Leader, to make the required changes to the Council Budget following the final Local Government Finance settlement and other related Government announcements.

Reason for recommendation

Budget setting is at the core of the Council’s corporate planning framework. It is a complex process that is fully integrated with strategic and service planning. Annually, prior to the start of the financial year, the Council agrees its budget using a consistent, transparent and prudent approach.

Other Options

None

Note:- This is a Council Budget Function, not eligible for call in by virtue of Budget and Policy Framework Procedure Rule 1.1(b)
Executive Councillor:- Lamb

Chairman: _____

Notice of Motion: To adopt the International Holocaust Remembrance Alliance definition of anti-Semitism

This council expresses alarm at the rise in anti-Semitism in recent years across the UK including incidents when criticism of Israel has been expressed using anti-Semitic tropes. Criticism of Israel can be legitimate, but not if it employs the tropes and imagery of anti-Semitism.

This Council therefore:

- Welcomes the UK Government's announcement on December 11th 2016 that it will sign up to the internationally recognised International Holocaust Remembrance Alliance (IHRA) guidelines;
- Welcomes the cross-party support within the Council for combating anti-Semitism in all its manifestations; and
- Adopts the below definition of anti-Semitism as set out by the International Holocaust Remembrance Alliance and pledges to combat this pernicious form of racism:

“Anti-Semitism is a certain perception of Jews, which may be expressed as hatred toward Jews. Rhetorical and physical manifestations of anti-Semitism are directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.”

The guidelines highlight manifestations of anti-Semitism as including:

- Calling for, aiding, or justifying the killing or harming of Jews in the name of a radical ideology or an extremist view of religion.
- Making mendacious, dehumanizing, demonizing, or stereotypical allegations about Jews as such or the power of Jews as collective — such as, especially but not exclusively, the myth about a world Jewish conspiracy or of Jews controlling the media, economy, government or other societal institutions.
- Accusing Jews as a people of being responsible for real or imagined wrongdoing committed by a single Jewish person or group, or even for acts committed by non-Jews.
- Denying the fact, scope, mechanisms (e.g. gas chambers) or intentionality of the genocide of the Jewish people at the hands of National Socialist Germany and its supporters and accomplices during World War II (the Holocaust).
- Accusing the Jews as a people, or Israel as a state, of inventing or exaggerating the Holocaust.

- Accusing Jewish citizens of being more loyal to Israel, or to the alleged priorities of Jews worldwide, than to the interests of their own nations.
- Denying the Jewish people their right to self-determination, e.g., by claiming that the existence of a State of Israel is a racist endeavour.
- Applying double standards by requiring of it behaviour not expected or demanded of any other democratic nation.
- Using the symbols and images associated with classic anti-Semitism (e.g., claims of Jews killing Jesus or blood libel) to characterize Israel or Israelis.
- Drawing comparisons of contemporary Israeli policy to that of the Nazis.
- Holding Jews collectively responsible for actions of the state of Israel.

MONTHLY PERFORMANCE REPORT

January 2017

Contents







| | |
|----------------------------------|--|
| Section 1 Page 1 - 4 | 2016-17 Exceptions – Current Month’s Performance Current Month’s performance information for indicators rated Red or Amber |
| Section 2 Page 5 - 8 | 2016-17 Corporate Performance Indicators Performance Information for all Corporate Priority Indicators |
| Section 3 Page 9 - 22 | Detail of Indicators Rated Red or Amber Performance detail for indicators rated Red or Amber |
| Section 4 Page 23 - 54 | Budget Management Statements Budget monitor and forecast by Portfolio |
| Section 5 Page 55 - 68 | Capital Expenditure Summary of Capital Expenditure |

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Published by the Policy, Engagement & Communication Team

Further information: timmacgregor@southend.gov.uk (01702) 534025 or Louisabowen@southend.gov.uk (01702) 212039

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> |

Version: **V1.0**

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Further information: timmacgregor@southend.gov.uk (01702) 534025 or Louisabowen@southend.gov.uk (01702) 212039

Section 1: 2016-2017 Exceptions - Current Month Performance



Comments on Indicators rated Red or Amber

Generated on: 28 February 2017 09:47

Expected Outcome At risk of missing target
Responsible OUs Department of the Chief Executive



| 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 | Working days lost per FTE due to sickness - excluding school staff [Cumulative] | Aim to Minimise | January 2017 | 6.15 | 5.82 | 7.20 | | | While the Council has met its targets for the months of November and December it is not meeting the required cumulative target for the year to date. HR continue to provide managers with information regarding key areas of sickness to ensure sickness absence is appropriately managed, and to help departments identify trends. The Council still compares favourably with other local authorities and other sectors (latest Local Government Association Workforce Survey shows councils reporting an average of 8.5 days lost per FTE employee). | 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 1.4 | Rate of children subject to a Child Protection Plan per 10,000 (not including temps) [Monthly Snapshot] | Goldilocks | January 2017 | 59.9 | 45.7-52.3 | 45.7-52.3 | | | The rate of children reduced this month. This is due to an increase in the number of children whose plans were discontinued, while the number of children becoming subject of a CP Plan was slightly below last month. However this indicator remains at risk of missing target, this indicator is being monitored by managers and work is in place to reduce the rate of CP | 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 |
|----------|---|----------------------|--------------|---------------|----------------|-----------------------|---|---|--|--------------------|
| | | | | | | | | | plans. | |
| 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 | January 2017 | 1.93 | 1.43 | 1.43 |  |  | Whilst the average level of delayed transfers of care is above target, performance on this measure has improved this month. We remain well below the regional average of 3.22. It is expected that performance will continue to track towards target for the rest of the financial year. | 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, wounding's, robbery. [Cumulative] | Aim to Minimise | January 2017 | 7054 | 6235 | 7389 |  |  | <p>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. Members will have the opportunity to meet with Senior Police officers to review crime statistics on a quarterly basis from 2017. In addition, the in-depth scrutiny review on enforcement is progressing and has considered evidence from the Police and Crime Commissioner and wider stakeholders both from within the Council and external.</p> <p><u>The BCS Crime breakdown for December 2016:</u> Theft of a Vehicle - 4%; Theft from a vehicle - 10%; Vehicle interference- 2%; Burglary in a dwelling - 8%; Bicycle theft - 6 %; Theft from the Person - 3%; Criminal Damage - 19%; HMIC Violence Without Injury - 29%; Wounding (Serious and Other) - 17%; Robbery (Personal Property) - 2%.</p> | 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 |
|----------|---|----------------------|---------------|---------------|----------------|-----------------------|---|---|--|--------------------|
| CP 2.3 | Percentage of household waste sent for reuse, recycling and composting [Cumulative] | Aim to Maximise | December 2016 | 47.79% | 54.00% | 54.00% |  |  | <p>Reported Quarterly</p> <p>This figure is the latest position and will be validated by the end of March 2017.</p> <p>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. Performance is likely to increase in the new financial year with the roll out of further recycling services to flats.</p> | Place 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 1.3 | The percentage of children reported to the police as having run away that receive an independent return to home interview [Cumulative] | Aim to Maximise | January 2017 | 79.3% | 85% | 85% |  |  | The Police carry out safe and well checks following a missing episode, which establishes the safety of the child. Return to home interviews (RHI) are voluntary. At the time of the Ofsted inspection the percentages of RHIs were at 35%, since then improvements in practice have increased this to 79.3%. | People Scrutiny |
| 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 | January 2017 | 80.2% | 86% | 86% |  |  | For the period August - October which is reported 3 months later in January 2017, 101 people started reablement, of which 81 were at home 91 days later, which is 80.2%. Unfortunately, during this period of reablement 10 clients passed away, which had an impact on this outcome. Whilst this remains below target we are continuing investigations at a client and supplier level to analyse the context of the clients that do not meet the criteria of this indicator. | 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 3.3 | The proportion of people who use services who receive direct payments (ASCOF 1C (2A)) [Year to date Snapshot] | Aim to Maximise | January 2017 | 29.5% | 30% | 30% |  |  | The performance of this indicator is very slightly below target. We are ensuring that direct payments are offered to clients when appropriate. Performance remains above the national benchmark and also above our comparative neighbours. | 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 | January 2017 | 665 | 1,000 | 1,300 |  |  | Final quit data January is unlikely to be available until the end of March 2017. Department of Health guidelines state that successful quits can be registered up to 42 days after a quit date is set. | People Scrutiny |
| CP 3.9 | Take up of the NHS Health Check programme - by those eligible [Cumulative] | Aim to Maximise | January 2017 | 3,562 | 4,482 | 5,673 |  |  | Work continues with GP practices following the migration of their computer systems from EMIS to SystemOne. Work is also on going to invite patients in for their NHS Health Check to ensure the target is met. The outreach work which has been planned over the next three months has commenced. | People Scrutiny |

Section 2: 2016-2017 Corporate Performance Indicators

Information for all 2013-2014 Corporate Priority Indicators

Generated on: 28 February 2017 09:47



Performance Data Expected Outcome: At risk of missing target 5 On course to achieve target 18 Some slippage against target 5

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 | 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 | January 2017 | 7054 | 6235 | 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 | January 2017 | 79.1% | 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 | January 2017 | 79.3% | 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 | January 2017 | 59.9 | 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 | January 2017 | 66.9 | 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 | January 2017 | 43 | 45 | 45 | | | Dipti Patel | Place Scrutiny |
| CP 2.2 | % acceptable standard of cleanliness: litter [Cumulative] | Aim to Maximise | January 2017 | 95% | 92% | 92% | | | Dipti Patel | Place Scrutiny |
| CP 2.3 | Percentage of household waste sent for reuse, recycling and composting [Cumulative] | Aim to Maximise | December 2016 | 47.79% | 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 reduce inequalities and social deprivation across our communities.









| 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 | January 2017 | 80.2% | 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 | January 2017 | 1.93 | 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 | January 2017 | 29.5% | 30% | 30% | | | Sharon Houlden | People Scrutiny |
| CP 3.4 | Proportion of adults with learning disabilities in paid employment [Monthly Snapshot] | Aim to Maximise | January 2017 | 10.2% | 10% | 10% | | | Sharon Houlden | People Scrutiny |
| CP 3.5 | Number of Children Involved with Early Help Assessments (cumulative) | Aim to Maximise | January 2017 | 1,688 | 1,670 | 2,000 | | | John O'Loughlin | People Scrutiny |
| CP 3.6 | Participation and attendance at | Aim to | January | 3,706,068 | 3,333,333 | 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 |
|----------|---|----------------------|--------------|---------------|----------------|-----------------------|------------------|--------------------------------|----------------|--------------------|
| | council owned / affiliated cultural and sporting activities and events [Cumulative] | Maximise | 2017 | | | | | | | |
| CP 3.7 | Public Health Responsibility Deal [Cumulative] | Aim to Maximise | January 2017 | 48 | 33 | 40 | | | James Williams | People Scrutiny |
| CP 3.8 | Number of people successfully completing 4 week stop smoking course [Cumulative] | Aim to Maximise | January 2017 | 665 | 1,000 | 1,300 | | | Liesel Park | People Scrutiny |
| CP 3.9 | Take up of the NHS Health Check programme - by those eligible [Cumulative] | Aim to Maximise | January 2017 | 3,562 | 4,482 | 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 | January 2017 | 86.80% | 86.80% | 97.20% | | | Joe Chesterton | Policy & Resources Scrutiny |
| CP 4.4 | % of Non-Domestic Rates for 2016/17 collected in year [Cumulative] | Aim to Maximise | January 2017 | 85.50% | 85.50% | 97.80% | | | Joe Chesterton | Policy & Resources Scrutiny |
| CP 4.5 | Major planning applications determined in 13 weeks [Cumulative] | Aim to Maximise | January 2017 | 92.59% | 79.00% | 79.00% | | | Peter Geraghty | Place Scrutiny |
| CP 4.6 | Minor planning applications determined in 8 weeks [Cumulative] | Aim to Maximise | January 2017 | 90.39% | 84.00% | 84.00% | | | Peter Geraghty | Place Scrutiny |
| CP 4.7 | Other planning applications determined in 8 weeks [Cumulative] | Aim to Maximise | January 2017 | 94.56% | 90.00% | 90.00% | | | Peter Geraghty | Place Scrutiny |
| CP 4.8 | Current Rent Arrears as % of rent due [Monthly Snapshot] | Aim to Minimise | January 2017 | 1.47% | 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 | January 2017 | 84.71% | 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.

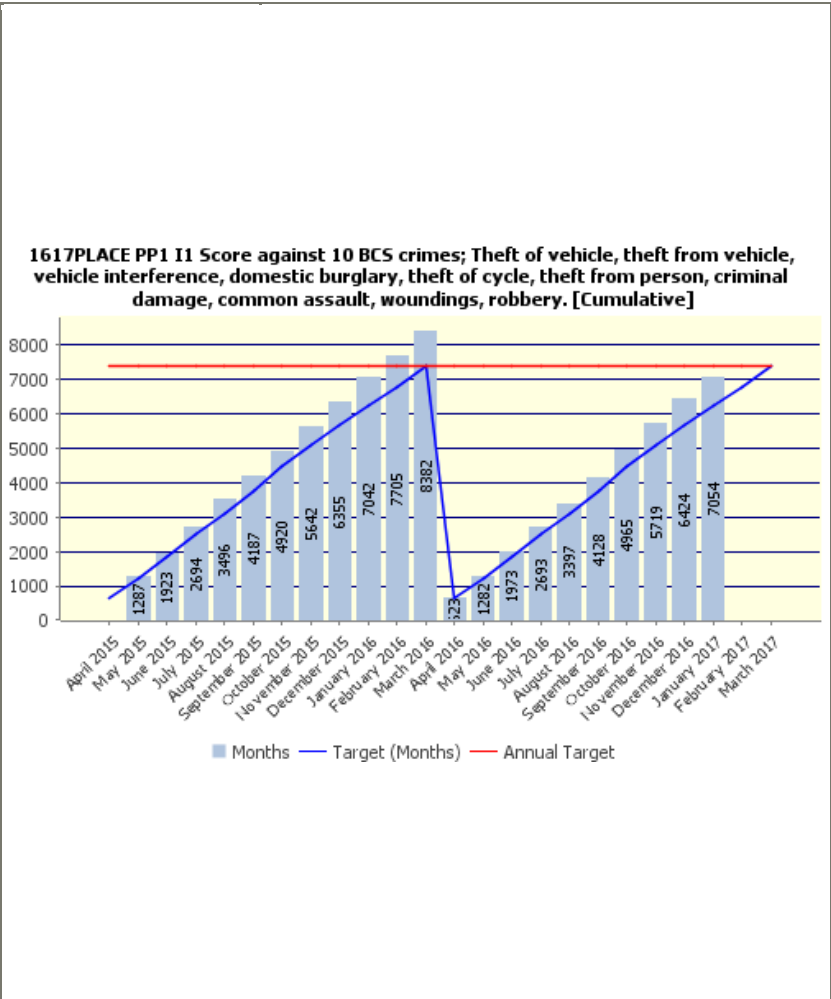
| MPR Code | Short Name | Minimise or Maximise | Latest Month | Month's Value | Month's Target | Annual Target 2016/17 | Expected Outcome | Better or worse than last year | Managed By | Scrutiny Committee |
|----------|---|----------------------|--------------|---------------|----------------|-----------------------|---|---|------------------------------|-----------------------------|
| CP 5.1 | Number of hours delivered through volunteering in Culture Services [Cumulative] | Aim to Maximise | January 2017 | 14,379 | 10,833 | 13,000 |  |  | Scott Dolling | Place Scrutiny |
| CP 5.2 | Govmetric Measurement of Satisfaction (3 Channels - Phones, Face 2 Face & Web) [Cumulative] | Aim to Maximise | January 2017 | 86.65% | 80.00% | 80.00% |  |  | Nick Corrigan; Joanna Ruffle | Policy & Resources Scrutiny |
| CP 5.3 | Number of payments made online [Cumulative] | Aim to Maximise | January 2017 | 54,474 | 41,660 | 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 | January 2017 | 6.15 | 5.82 | 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 1

| | | | | |
|-------------------------|--|---------------|-----------------|----------------------------|
| 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, wounding's, robbery. [Cumulative] | | | <p>January 2017 result</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 | 6424 | 5665 |
| January 2017 | 7054 | 6235 |
| February 2017 | | 6754 |
| March 2017 | | 7389 |




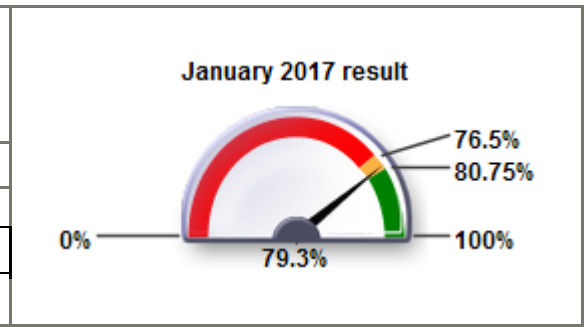
Southend Community Safety Partnership have progressed a number of key recommendations from the 16/17 Strategic Intelligence Assessment. This includes a multiagency focus on certain key high crime areas such as York Road (Operation Stonegate), a review of crimes that are

causing concern (violent crime), and improved strategic and operational links between the key partnership boards. Members will have the opportunity to meet with Senior Police officers to review crime statistics on a quarterly basis from 2017. In addition, the in-depth scrutiny review on enforcement is progressing and has considered evidence from the Police and Crime Commissioner and wider stakeholders both from within the Council and external.

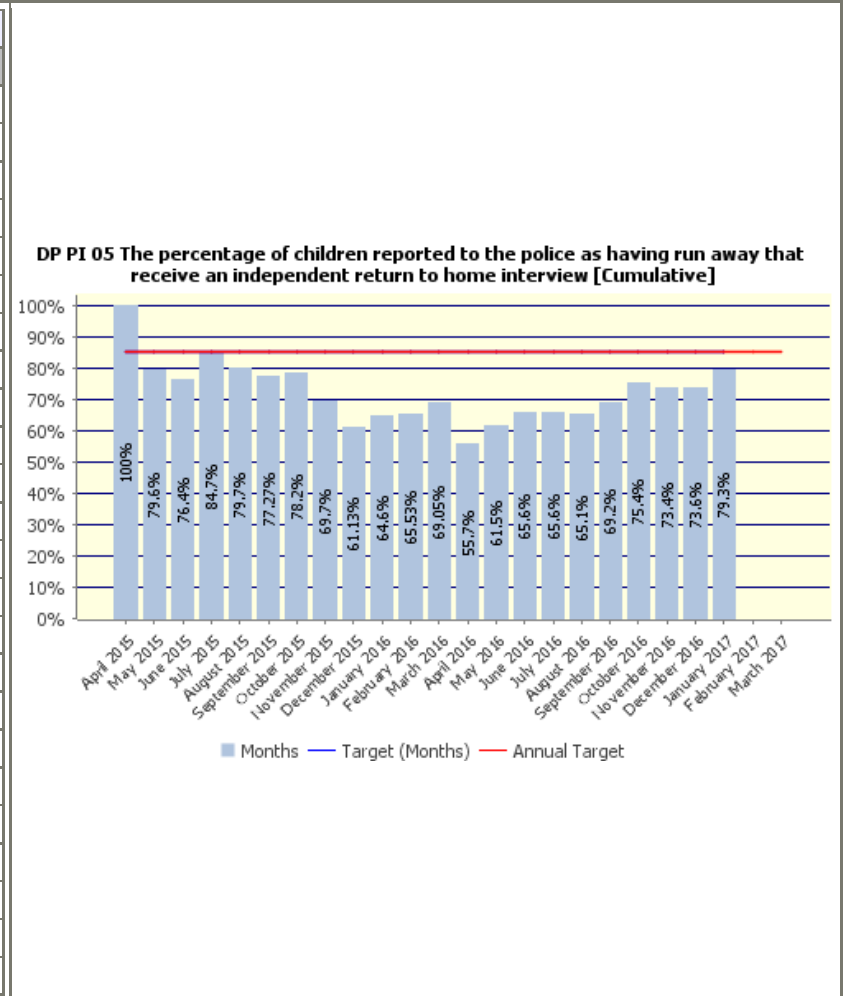
The BCS Crime breakdown for December 2016:

Theft of a Vehicle - **4%**; Theft from a vehicle - **10%**; Vehicle interference- **2%**; Burglary in a dwelling - **8%**; Bicycle theft - **6 %**; Theft from the Person - **3%**; Criminal Damage - **19%**; HMIC Violence Without Injury - **29%**; Wounding (Serious and Other) - **17%**; Robbery (Personal Property) - **2%**.

| | | | |
|-------------------------|---|---------------|-----------------|
| 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 | | |



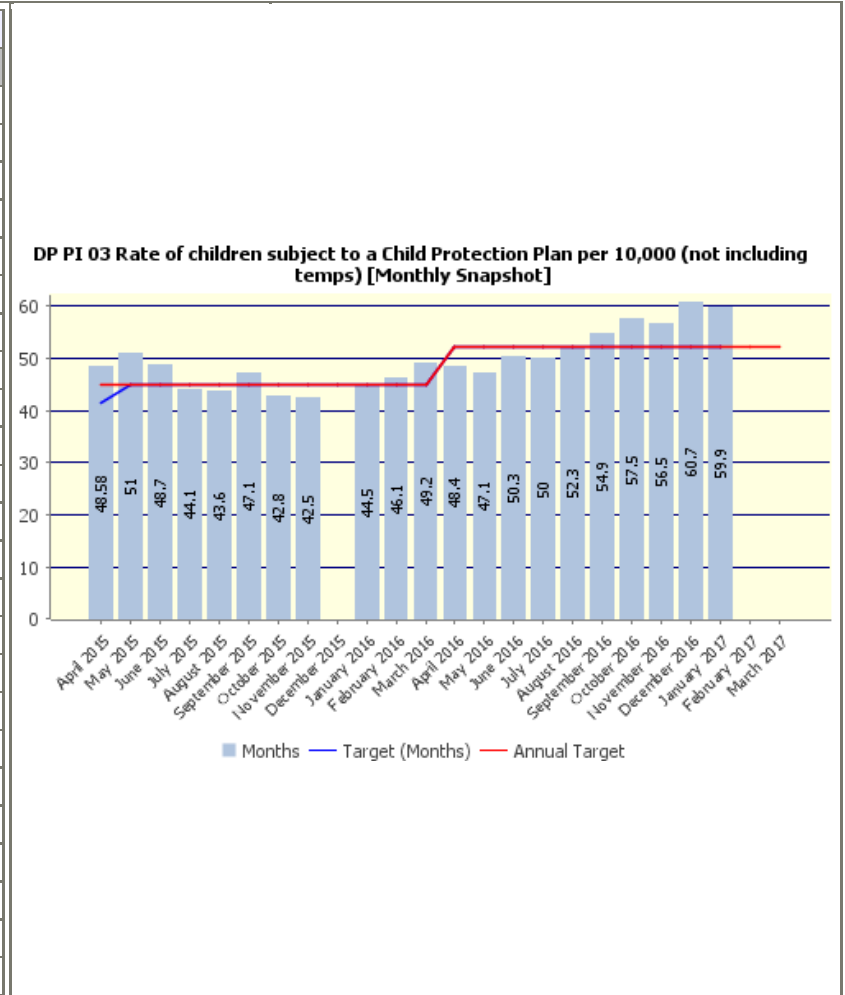
| Date Range 1 | | |
|----------------|--------|--------|
| | Value | Target |
| April 2015 | 100% | 85% |
| May 2015 | 79.6% | 85% |
| June 2015 | 76.4% | 85% |
| July 2015 | 84.7% | 85% |
| August 2015 | 79.7% | 85% |
| September 2015 | 77.27% | 85% |
| October 2015 | 78.2% | 85% |
| November 2015 | 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 | 73.6% | 85% |
| January 2017 | 79.3% | 85% |
| February 2017 | | |
| March 2017 | | |



The Police carry out safe and well checks following a missing episode, which establishes the safety of the child. Return to home interviews (RHI) are voluntary. At the time of the Ofsted inspection the percentages of RHIs were at 35%, since then improvements in practice have increased this to 79.3%.

| | | | |
|-------------------------|--|--------------------------|-----------------------------------|
| CP 1.4 | Rate of children subject to a Child Protection Plan per 10,000 (not including temps) [Monthly Snapshot] | | <p>January 2017 result</p> |
| 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 - 52.3 |
| May 2016 | 47.1 | 45.7 - 52.3 |
| June 2016 | 50.3 | 45.7 - 52.3 |
| July 2016 | 50 | 45.7 - 52.3 |
| August 2016 | 52.3 | 45.7 - 52.3 |
| September 2016 | 54.9 | 45.7 - 52.3 |
| October 2016 | 57.5 | 45.7 - 52.3 |
| November 2016 | 56.5 | 45.7 - 52.3 |
| December 2016 | 60.7 | 45.7 - 52.3 |
| January 2017 | 59.9 | 45.7 - 52.3 |
| February 2017 | | |
| March 2017 | | |



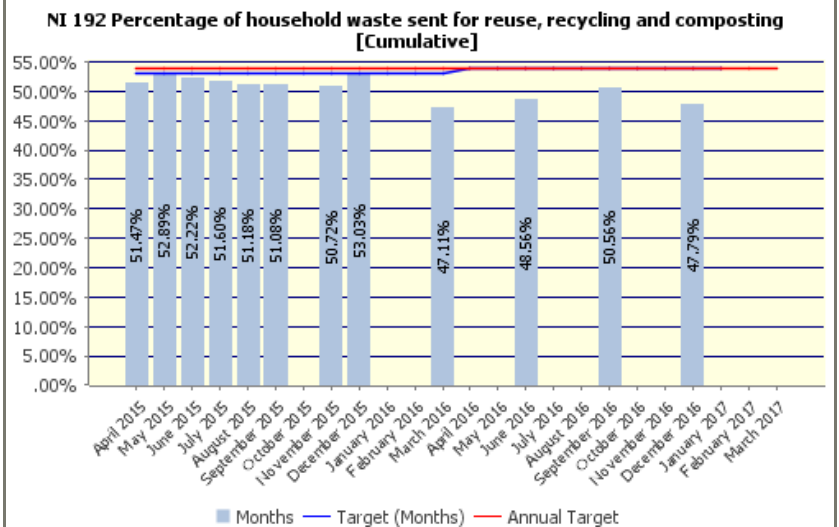
The rate of children reduced this month. This is due to an increase in the number of children whose plans were discontinued, while the number of children becoming subject of a CP Plan was slightly below last month. However this indicator remains at risk of missing target, this indicator is being monitored by managers and work is in place to reduce the rate of CP plans.

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>December 2016 result</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 | N/A | 53.00% |
| February 2016 | N/A | 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 | N/A | 54.00% |
| November 2016 | N/A | 54.00% |
| December 2016 | 47.79% | 54.00% |
| Q3 2016/17 | | |
| January 2017 | N/A | 54.00% |
| February 2017 | | |
| March 2017 | | |
| Q4 2016/17 | | |




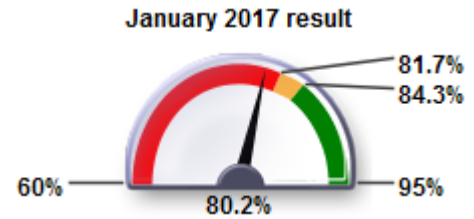
Reported Quarterly

This figure is the latest position and will be validated by the end of March 2017. 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. Performance is likely to increase in the new financial year with the roll out of further recycling services to flats.

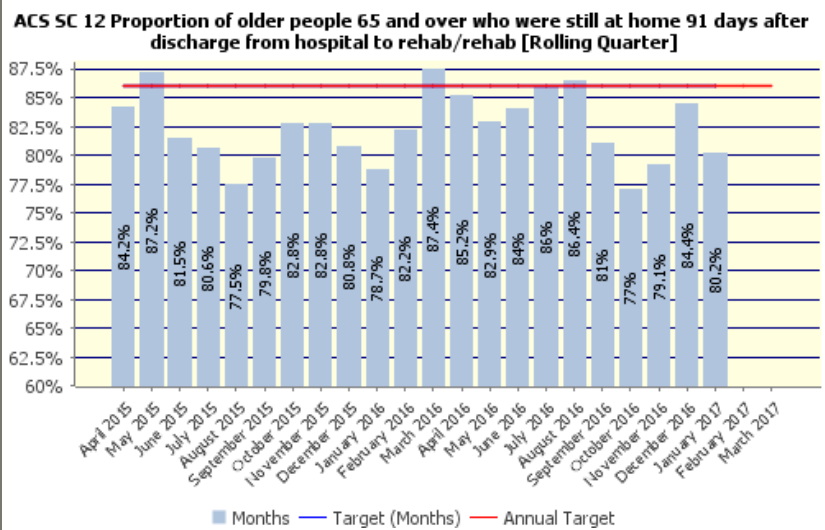
AIM: HEALTHY: Priorities • Actively promote healthy and active lifestyles for all. • Work with the public and private rented sectors to provide good quality housing. • Improve the life chances of our residents, especially our vulnerable children & adults, by working to reduce inequalities and social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

Expected Outcome: At risk of missing target 1 Some slippage against target 4

| | | | |
|-------------------------|---|---------------|-----------------|
| 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 | | | |



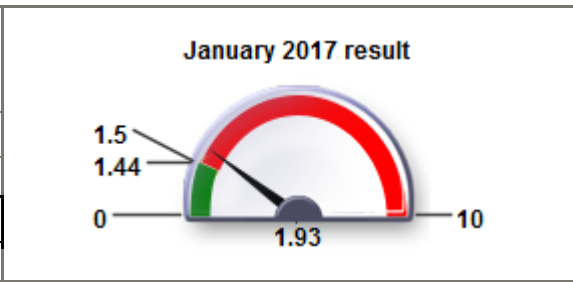
| Date Range 1 | | |
|----------------|-------|--------|
| | Value | Target |
| April 2015 | 84.2% | 86% |
| May 2015 | 87.2% | 86% |
| June 2015 | 81.5% | 86% |
| Q1 2015/16 | | |
| July 2015 | 80.6% | 86% |
| August 2015 | 77.5% | 86% |
| September 2015 | 79.8% | 86% |
| Q2 2015/16 | | |
| October 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 | 84.4% | 86% |
| Q3 2016/17 | | |
| January 2017 | 80.2% | 86% |
| February 2017 | | |
| March 2017 | | |
| Q4 2016/17 | | |



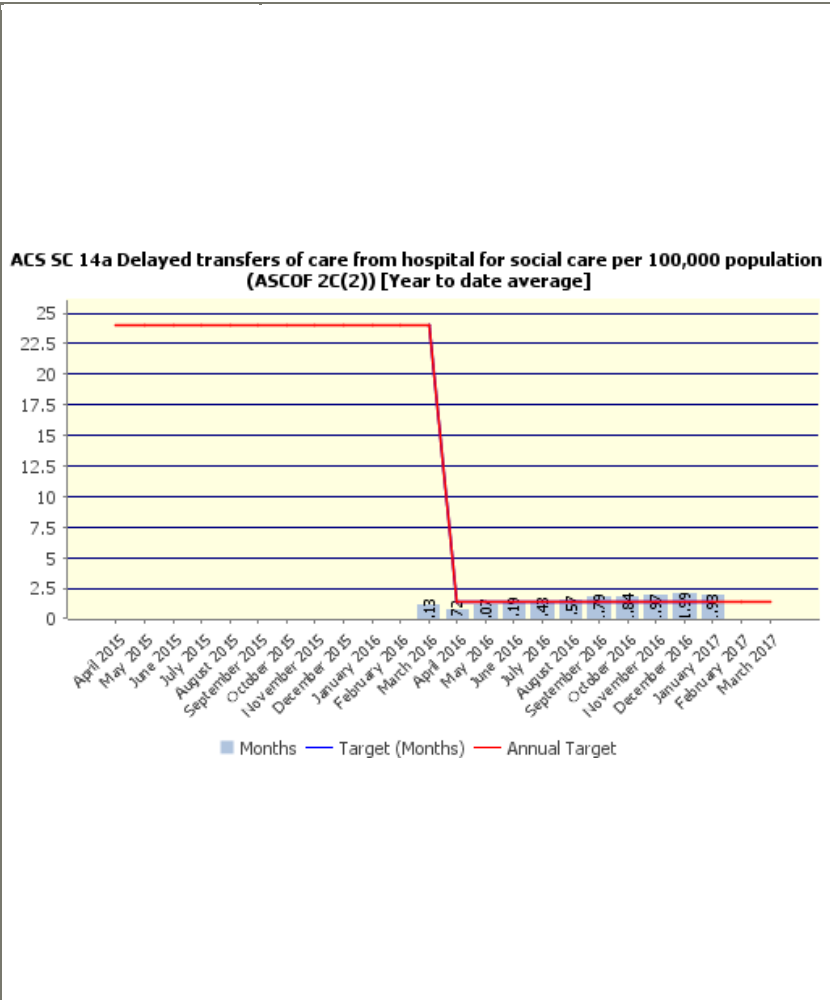
For the period August - October which is reported 3 months later in January 2017, 101 people started reablement, of which 81 were at home 91 days later, which is 80.2%. Unfortunately, during this period of reablement 10 clients passed away, which had an impact on this outcome. Whilst this remains below target we are continuing investigations at a client and supplier level to analyse the context of the clients that do not meet the criteria of this indicator.

| | | | |
|-------------------------|--|---------------|-----------------|
| 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 | |

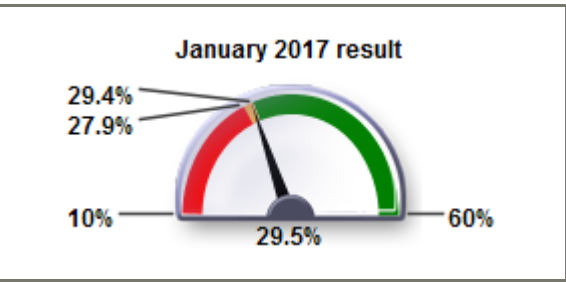


| Date Range 1 | | |
|----------------|-------|--------|
| | Value | Target |
| April 2015 | | |
| May 2015 | | |
| June 2015 | | |
| July 2015 | | |
| August 2015 | | |
| September 2015 | | |
| October 2015 | | |
| November 2015 | | |
| December 2015 | | |
| January 2016 | | |
| February 2016 | | |
| 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 | 1.99 | 1.43 |
| January 2017 | 1.93 | 1.43 |
| February 2017 | | |
| March 2017 | | |

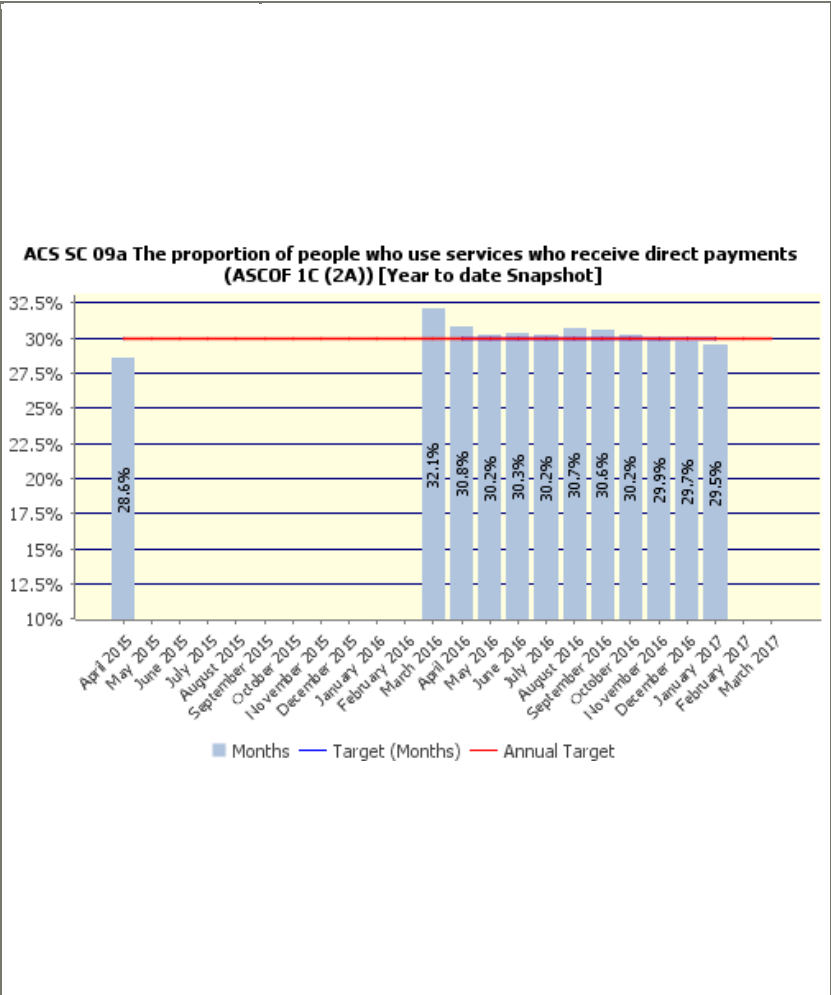


Whilst the average level of delayed transfers of care is above target, performance on this measure has improved this month. We remain well below the regional average of 3.22. It is expected that performance will continue to track towards target for the rest of the financial year.


| | | | |
|-------------------------|--|---------------|-----------------|
| 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 | 30.8% | 30% |
| May 2016 | 30.2% | 30% |
| June 2016 | 30.3% | 30% |
| July 2016 | 30.2% | 30% |
| August 2016 | 30.7% | 30% |
| September 2016 | 30.6% | 30% |
| October 2016 | 30.2% | 30% |
| November 2016 | 29.9% | 30% |
| December 2016 | 29.7% | 30% |
| January 2017 | 29.5% | 30% |
| February 2017 | | |
| March 2017 | | |



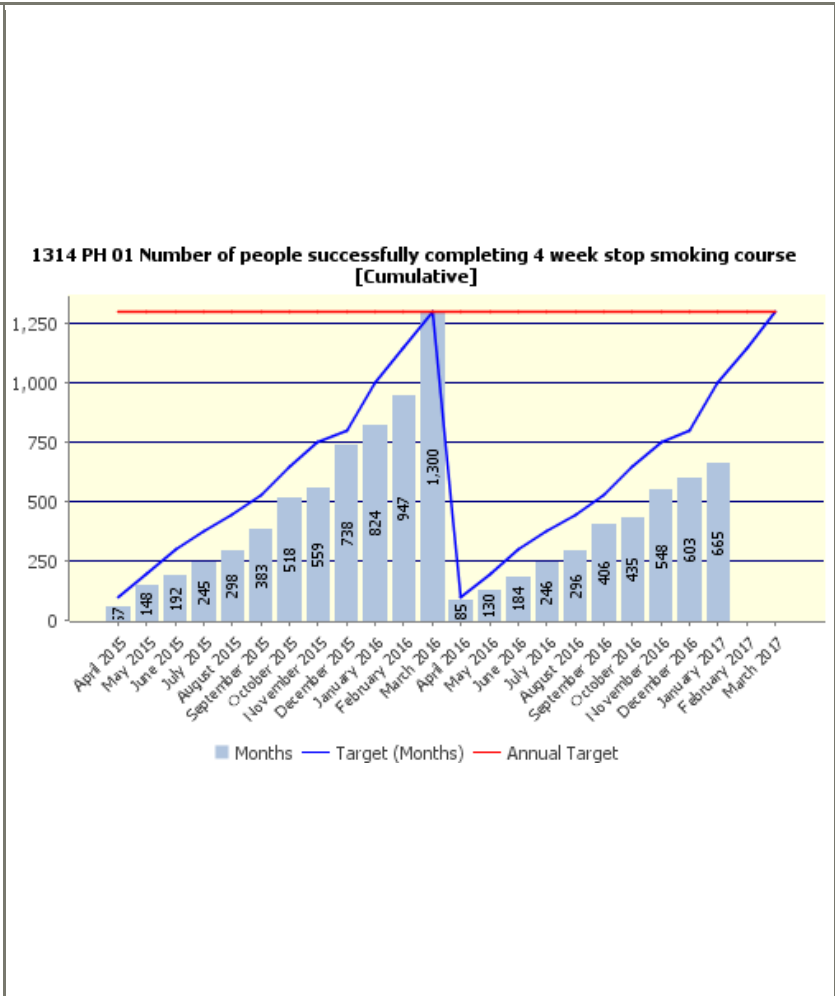
The performance of this indicator is very slightly below target. We are ensuring that direct payments are offered to clients when appropriate. Performance remains above the national benchmark and also above our comparative neighbours.

| | | | |
|-------------------------|---|---------------|-----------------|
| 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 | | | |

January 2017 result

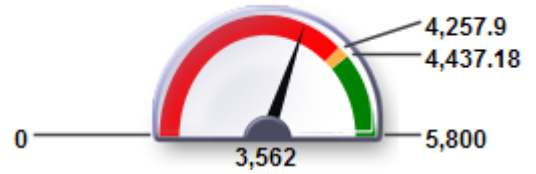


| Date Range 1 | | |
|----------------|-------|--------|
| | Value | Target |
| April 2015 | 57 | 100 |
| May 2015 | 148 | 200 |
| June 2015 | 192 | 300 |
| July 2015 | 245 | 380 |
| August 2015 | 298 | 450 |
| September 2015 | 383 | 530 |
| October 2015 | 518 | 650 |
| November 2015 | 559 | 750 |
| 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 | 603 | 800 |
| January 2017 | 665 | 1,000 |
| February 2017 | | 1,150 |
| March 2017 | | 1,300 |

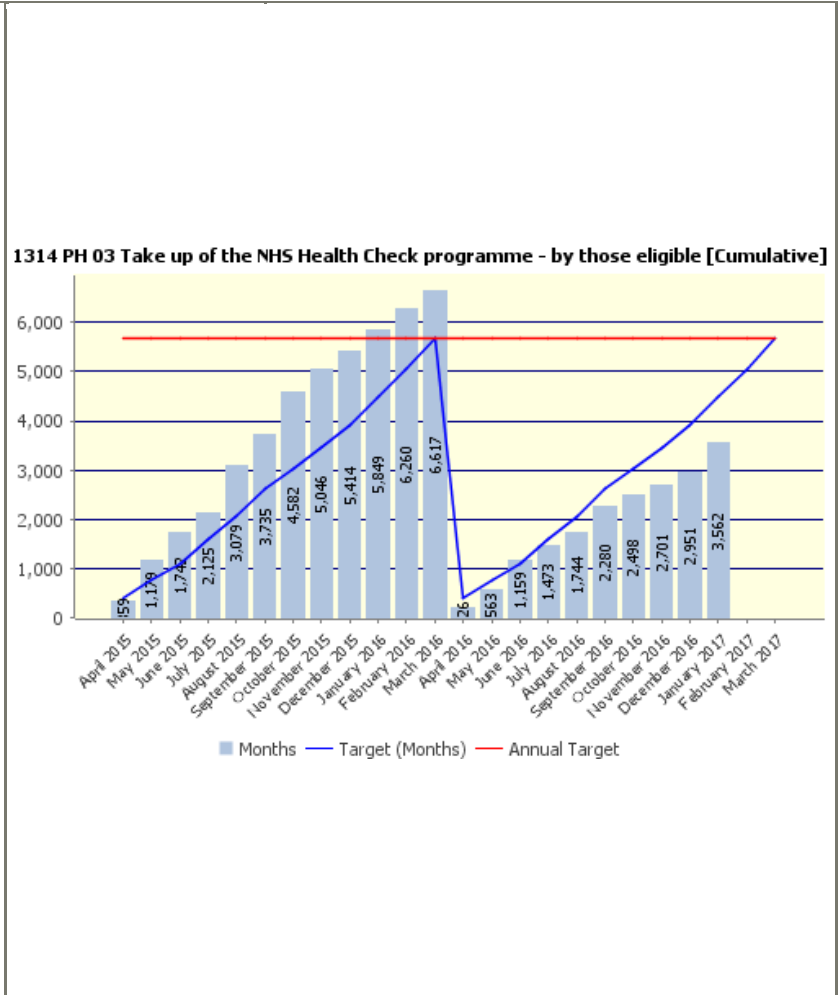


Final quit data January is unlikely to be available until the end of March 2017. Department of Health guidelines state that successful quits can be registered up to 42 days after a quit date is set.

| | | | | |
|-------------------------|---|---------------|----------------------------|--|
| CP 3.9 | Take up of the NHS Health Check programme - by those eligible [Cumulative] | | January 2017 result | |
| 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 | 2,951 | 3,914 |
| January 2017 | 3,562 | 4,482 |
| February 2017 | | 5,050 |
| March 2017 | | 5,673 |



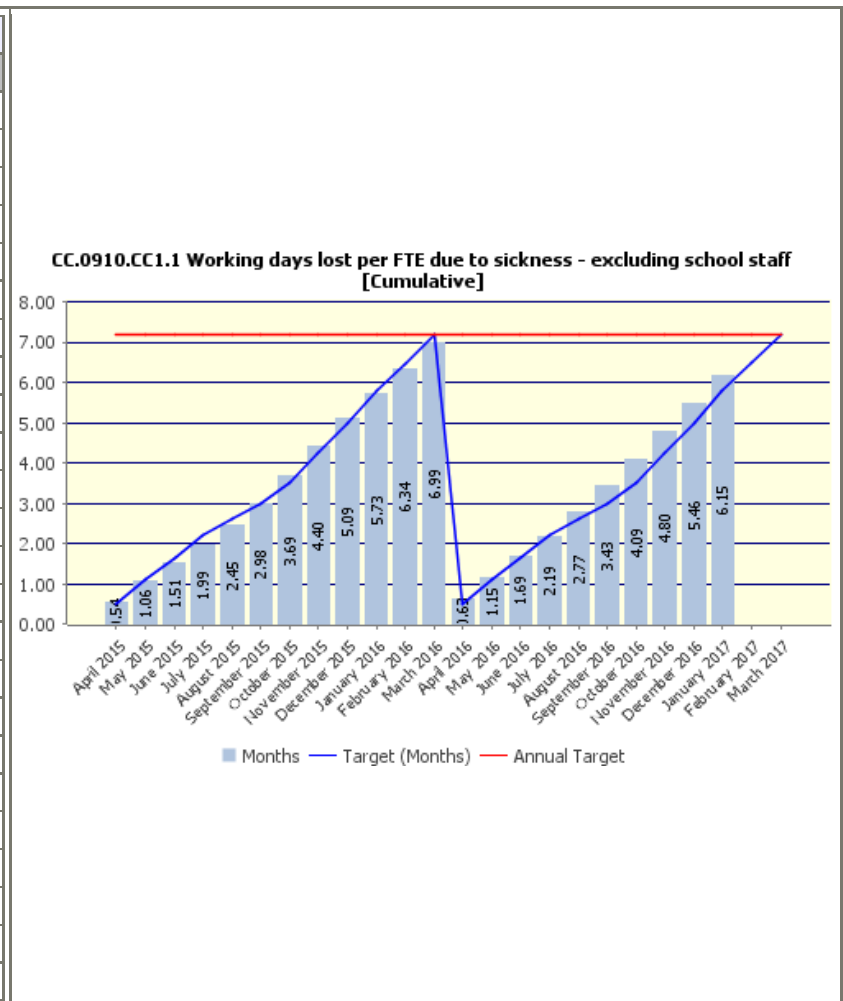
Work continues with GP practices following the migration of their computer systems from EMIS to SystemOne. Work is also on going to invite patients in for their NHS Health Check to ensure the target is met. The outreach work which has been planned over the next three months has commenced.

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>January 2017 result</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 | 1.69 | 1.65 |
| July 2016 | 2.19 | 2.21 |
| August 2016 | 2.77 | 2.61 |
| September 2016 | 3.43 | 3.01 |
| October 2016 | 4.09 | 3.51 |
| November 2016 | 4.80 | 4.27 |
| December 2016 | 5.46 | 4.99 |
| January 2017 | 6.15 | 5.82 |
| February 2017 | | 6.49 |
| March 2017 | | 7.20 |



While the Council has met its targets for the months of November and December it is not meeting the required cumulative target for the year to date. HR continue to provide managers with information regarding key areas of sickness to ensure sickness absence is appropriately managed, and to help departments identify trends. The Council still compares favourably with other local authorities and other sectors (latest Local Government Association Workforce Survey shows councils reporting an average of 8.5 days lost per FTE employee).



Revenue Budget Monitoring 2016/17

Period 10

**as at 31 January 2017
Portfolio Summary**

Contents

| | |
|--|----|
| Commentary | 3 |
| General Fund Summary Forecast | 9 |
| Portfolio | |
| Leader | 10 |
| Culture, Tourism and the Economy | 12 |
| Corporate and Community Support Services | 14 |
| Housing, Planning & Public Protection Services | 18 |
| Children & Learning | 20 |
| Health & Adult Social Care | 23 |
| Transport, Waste & Cleansing | 25 |
| Technology | 28 |
| Housing Revenue Account Summary Forecast | 30 |

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 31 January 2017.

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 2016 all corporate savings had been allocated.

2. Overall Budget Performance – General Fund

As at the end of January, an overspend to the overall Council budget of £24,000 is currently being forecast for the year-end. This position reflects a projected overspend of £350,000 in Council departmental spending and a £326,000 underspend on financing costs and levies. The budget pressures which services are reporting are detailed in section 3. The minor forecast net overspend of £24,000 is currently estimated to be met from earmarked reserves.

General Fund Portfolio Forecast Comparison 2016/17 at 31 January 2017 - Period 10

| Portfolio | Latest Budget 2016/17 £000 | Projected Outturn 2016/17 £000 | January Forecast Variance £000 | December Forecast Variance £000 |
|--|----------------------------|--------------------------------|--------------------------------|---------------------------------|
| Leader | 2,934 | 2,909 | (25) | 10 |
| Culture, Tourism and the Economy | 16,599 | 16,909 | 310 | 288 |
| Corporate and Community Support Services | 5,102 | 4,820 | (282) | (180) |
| Housing, Planning & Public Protection Services | 10,788 | 10,760 | (28) | 17 |
| Children & Learning | 31,857 | 32,408 | 551 | 493 |
| Health & Adult Social Care | 43,008 | 43,229 | 221 | 191 |
| Transport, Waste & Cleansing | 26,063 | 25,666 | (397) | (325) |
| Technology | 46 | 46 | - | - |
| Total Portfolio | 136,397 | 136,747 | 350 | 494 |
| Non-Service Areas | (11,994) | (12,320) | (326) | (205) |
| Earmarked Reserves | (1,197) | (1,221) | (24) | (289) |
| 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 - £350,000 forecast overspend

The key variances are as shown in the following table:-

| Portfolio | Unfavourable £(000) | Favourable £(000) | Net £(000) | Previous period £(000) |
|--|--------------------------------|------------------------------|-----------------------|---------------------------------------|
| <u>Leader</u> | | | | |
| Treasury Management Costs | | | | 10 |
| Vacancies in the Policy and Communications team | | (25) | | |
| | 0 | (25) | (25) | 10 |
| <u>Culture, Tourism and the Economy</u> | | | | |
| 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 |
| Grounds Maintenance - One off additional materials and maintenance costs in relation to the new Southend contract | 60 | | | 60 |
| Grounds Maintenance - shortfall in income | 40 | | | 0 |
| Golf course - reduced income due to lower user numbers | 50 | | | 50 |
| The Forum - Facilities Management contract | 100 | | | 100 |
| Leisure Management - Newly tendered contract saving & part year vacant post | | (182) | | (182) |
| Tourism & Events - Vacant post | | (18) | | 0 |
| | 510 | (200) | 310 | 288 |
| <u>Corporate and Community Support</u> | | | | |
| Income from Cremations | | (50) | | |
| Vacancies in the Customer Service team | | (8) | | |
| Income from the Customer Service support for the Veolia | | (30) | | |
| Benefits Admin Team Staffing | 100 | | | 100 |
| Vacancies in the Partnership team and Grants to Voluntary Organisation teams | | (50) | | |
| Corporate Training Income | | (14) | | |
| Vacancies in the Accounts Payable team | | (20) | | |
| Vacancies in the Financial Management and Planning & Control Teams | | (150) | | (150) |
| Vacancy in the Asset Management Team | | (50) | | (50) |
| Additional security costs for Civic Campus | 25 | | | |
| Lettings Income not achieved at Civic Centre | 23 | | | |
| Council Tax Court Income | | (90) | | (80) |
| Vacancies in the Chief Executive Support team | | (35) | | (20) |
| Printing and Postage for Local Elections and Referendum | 12 | | | |
| Vacancy Factor in the Legal Team | 5 | | | 10 |
| Legal Services Court Costs and Barristers' Fees | 65 | | | 25 |
| Legal Services Income | 20 | | | 20 |
| Staffing costs in the Business Rates team | | (15) | | (15) |
| Vacancies in Corporate Procurement | | (20) | | (20) |
| | 250 | (532) | (282) | (180) |

...Continued**Housing, Planning & Public Protection Services**

| | | | | |
|---|------------|--------------|-------------|-----------|
| Building Control - staffing pressures | 57 | | | 75 |
| Development Control - staffing & court cost underspends | | (64) | | (63) |
| Development Control - CIL monitoring income | | (42) | | (42) |
| CCTV - Consultants costs and equipment maintenance | 27 | | | 27 |
| Vacancies in Private Sector Housing | | (27) | | (15) |
| Vacancies in Community Housing | | (35) | | |
| Regulatory Services - Legal advice | 13 | | | 13 |
| Licensing - Tables and chairs income shortfall | 27 | | | 27 |
| Licensing - Gambling Act income shortfall | 21 | | | 0 |
| Minor variances | | (5) | | (5) |
| | 145 | (173) | (28) | 17 |

Children and Learning

| | | | | |
|--|------------|--------------|------------|------------|
| Children's Placements - high cost children with disabilities, and cost of direct payments | 56 | | | 57 |
| Children's Placements - forecast for current cohort of looked after children | 46 | | | 28 |
| Unaccompanied asylum younger people - legacy scheme | 54 | | | 60 |
| Unaccompanied asylum younger people - 16/17 National transfer scheme | 17 | | | 0 |
| Pressure on Leaving Care accommodation placements | 102 | | | 122 |
| Staffing pressure costs in children services due to high levels of agency staff and MARAT team | 321 | | | 304 |
| Children under Sect 17 and Sect 20 support costs | | (62) | | (72) |
| Funding pressures at the Marigold Assessment centre mostly attributable to transport costs | 143 | | | 145 |
| Legal charges for children in care - high case load | 86 | | | 87 |
| Forecast on current in-house fostering placements and impact of adoption referral income | 38 | | | 12 |
| Home to School Education Transport - lower demand and contract management | | (150) | | (150) |
| School Improvement staff vacancies | | (100) | | (100) |
| | 863 | (312) | 551 | 493 |

Health and Adult Social Care

| | | | | |
|---|------------|--------------|------------|------------|
| People with a Learning Disability - Lower than estimated residential care placements and direct payments | | (249) | | (250) |
| People with Mental Health Needs - Higher than estimated residential care placements, direct payments and supported living | 532 | | | 582 |
| Older People - Reduced residential care packages | | (108) | | (146) |
| Physical and Sensory Impairment - Higher than estimated residential care placements | 71 | | | 70 |
| Pressure against budgeted vacancy levels | 77 | | | 25 |
| Health contribution towards Integrated commissioning | | (24) | | (53) |
| Underspend on service contracts | | (78) | | (37) |
| | 680 | (459) | 221 | 191 |

| ...Continued | | | | |
|---|--------------|----------------|--------------|--------------|
| Transport, Waste & Cleansing | | | | |
| Street lighting - full year benefits not expected to be achieved | 355 | | | 337 |
| Traffic Signals - reduction in contractor costs due to LED upgrade | | (24) | | (32) |
| Street works Common Permit Scheme - S.74 penalties | | (467) | | (549) |
| Highways Maintenance - rechargeable works not being recovered | 152 | | | 154 |
| Structural maintenance - footway repairs | 184 | | | 218 |
| Projects Implementation - transport & online resource costs | 21 | | | 22 |
| Environmental Maintenance - reduced contract costs | | (23) | | (19) |
| Bridge Maintenance - reactive repairs | | (32) | | (30) |
| Decriminalised parking - delay in new contract implementation | 139 | | | 114 |
| Decriminalised parking - increased estimated bad debt provision at year end | 133 | | | 164 |
| Decriminalised parking - reduction in income | 649 | | | 251 |
| Parking management - income from on- and off-street provision | | (262) | | (330) |
| Concessionary fares - based on consultant estimate | 73 | | | 73 |
| Strategic Transport Policy | 11 | | | 0 |
| Travel Centre - additional security required for site | 60 | | | 68 |
| Traffic Management - reduction in contractor costs | | (72) | | (77) |
| Traffic Management - fall in capitalisation | 116 | | | 110 |
| Road Safety - changes to service delivery | | (47) | | 0 |
| Public Conveniences - Reduced electricity consumption | | (30) | | (30) |
| Waste Collection - Vacant post within the team | | (16) | | (41) |
| Waste Disposal - Reduced gate fee at the MBT | | (780) | | (171) |
| Cleansing - Service Licences no longer required | | (19) | | (19) |
| Environmental Care - Vacant post and associated staffing costs | | (65) | | (64) |
| Environmental Care - Revised vehicle hire contract | | (32) | | (32) |
| Waste Management - Income from ECC in relation to the JWA | | (531) | | (550) |
| Flood Defences - vacant posts | | (42) | | (42) |
| Flood Defences - legionnaires testing & land licence | 76 | | | 76 |
| Flood Defences - maintenance | 36 | | | 34 |
| Business Support - Low staff turnover resulting in vacancy factor pressure | 40 | | | 40 |
| | 2,045 | (2,442) | (397) | (325) |
| Technology | | | | |
| | 0 | 0 | 0 | 0 |
| Total | 4,493 | (4,143) | 350 | 494 |

Non Service Variances (£326,000 forecast underspend)

Financing Costs – (£320K)

This provision is forecast to be underspent against budget at the year-end as; PWLB interest (£377K) due to reduced borrowing; reduced interest from in-house investments due to reduced interest rates £122K; interest on short term borrowing (£49K); interest on Bonds £19K; interest property funds (£85K); Schools and trust balances interest £80K; finance lease costs £5K; payment to Minimum Reserve Provision (£37K); other £2K.

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 to reserves, totalling (£2,652,479). Total net appropriations from / (to) reserves for 2016/17 will therefore equal £1,221,521.

- £139,500 from the Business Transformation Reserve to enable the progression of various projects.
- £1,306,021 from the Earmarked Reserves for Grants carried forward from previous years
- £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
- £30,000 from SEN Reserve to support school music
- (£75,000) to the Waste Reserve due to the MBT commissioning phase
- (£4,364,000) reduction in the contribution to RCCO from original budget
- £24,000 appropriation from reserves at the year end to offset project overspend

(£2,652,479)

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. Due to slippage in the capital programme, this budget is now £2,164,000 with the unused budget being returned to the Capital, Agresso and Social Care Reserves respectively. A net change of £4,308,000 has occurred, part of which relates to £56,000 which has been allocated from contingency to fund the purchase of Bronze Cannons salvaged from The London.

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 | 51 | (51) |
| Virements over £50,000 previously reported | 6,967 | (6,967) |
| Virements approved under delegated authority | 5,072 | (5,072) |
| Total virements | 12,090 | (12,090) |

The virements for Cabinet approval this period are:

- £51,000 Transfer part of the Environmental Care Team to the Highways Inspection Team
- £51,000 Total

General Fund Forecast 2016/17
at 31 January 2017 - Period 10
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 | (769) | 2,934 | 2,909 | (25) | (1,395) | (1,554) | (159) |
| Culture, Tourism and the Economy | 17,439 | (3,178) | 14,261 | 2,338 | 16,599 | 16,909 | 310 | 12,751 | 13,454 | 703 |
| Corporate and Community Support Services | 127,435 | (124,772) | 2,663 | 2,439 | 5,102 | 4,820 | (282) | 3,372 | 2,727 | (645) |
| Housing, Planning & Public Protection Services | 13,689 | (2,942) | 10,747 | 41 | 10,788 | 10,760 | (28) | 8,833 | 8,784 | (49) |
| Children & Learning | 116,234 | (85,464) | 30,770 | 1,087 | 31,857 | 32,408 | 551 | 26,027 | 26,666 | 639 |
| Health & Adult Social Care | 76,004 | (35,092) | 40,912 | 2,096 | 43,008 | 43,229 | 221 | 35,430 | 35,734 | 304 |
| Transport, Waste & Cleansing | 35,073 | (11,943) | 23,130 | 2,933 | 26,063 | 25,666 | (397) | 19,158 | 19,426 | 268 |
| Technology | 5,858 | (5,748) | 110 | (64) | 46 | 46 | 0 | 55 | 10 | (45) |
| Portfolio Net Expenditure | 396,497 | (270,201) | 126,296 | 10,101 | 136,397 | 136,747 | 350 | 104,231 | 105,247 | 1,016 |
| Reversal of Depreciation | (21,711) | 3,069 | (18,642) | (6,113) | (24,755) | (24,755) | 0 | (15,481) | (15,483) | (2) |
| Levies | 585 | 0 | 585 | 0 | 585 | 579 | (6) | 446 | 441 | (5) |
| Financing Costs | 20,408 | (4,621) | 15,787 | 0 | 15,787 | 15,467 | (320) | 10,829 | 10,567 | (262) |
| Contingency | 5,816 | 0 | 5,816 | (2,557) | 3,259 | 3,259 | 0 | 1,330 | 0 | (1,330) |
| 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 | 1,126 | 1,126 |
| Sub Total | 316 | (1,552) | (1,236) | (8,670) | (9,906) | (10,232) | (326) | (2,876) | (3,349) | (473) |
| Net Operating Expenditure | 396,813 | (271,753) | 125,060 | 1,431 | 126,491 | 126,515 | 24 | 101,355 | 101,898 | 543 |
| General Grants | 0 | (4,252) | (4,252) | 0 | (4,252) | (4,252) | 0 | (3,380) | (3,689) | (309) |
| Corporate Savings | (200) | 0 | (200) | 200 | 0 | 0 | 0 | 0 | 0 | 0 |
| Revenue Contribution to Capital | 6,472 | 0 | 6,472 | (4,308) | 2,164 | 2,164 | 0 | 5,394 | 0 | (5,394) |
| Contribution to / (from) Earmarked Reserves | (3,874) | 0 | (3,874) | 2,677 | (1,197) | (1,221) | (24) | (3,530) | (4,696) | (1,166) |
| 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 | 99,839 | 93,513 | (6,326) |

| 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 31 January 2017 - Period 10
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 | (812) | 2,771 | 2,771 | 0 | (1,533) | (1,673) | (140) |
| b Corporate Subscriptions | 73 | 0 | 73 | 0 | 73 | 73 | 0 | 61 | 60 | (1) |
| c Emergency Planning | 99 | 0 | 99 | 43 | 142 | 142 | 0 | 126 | 128 | 2 |
| d Strategy & Performance | 833 | (885) | (52) | 0 | (52) | (77) | (25) | (49) | (69) | (20) |
| Total Net Budget for Portfolio | 4,765 | (1,062) | 3,703 | (769) | 2,934 | 2,909 | (25) | (1,395) | (1,554) | (159) |

Virements

£000

| | |
|----------------------------------|--------------|
| Transfer from earmarked reserves | (300) |
| Allocation from Contingency | 0 |
| In year virements | (469) |
| | <u>(769)</u> |

**General Fund Forecast 2016/17
at 31 January 2017 - Period 10
Leader
Portfolio Holder - Cllr J Lamb**

| Forecast Outturn Variance | Year to Date Variance |
|---------------------------|--|
| a. | Budgets for Salaries, Corporate Initiatives, Printing (one off credits) 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 31 January 2017 - Period 10
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 | 286 | 284 | (2) |
| b Amenity Services Organisation | 2,964 | (386) | 2,578 | 782 | 3,360 | 3,520 | 160 | 2,830 | 3,192 | 362 |
| c Culture Management | 104 | (6) | 98 | 0 | 98 | 98 | 0 | 82 | 84 | 2 |
| d Library Service | 3,789 | (390) | 3,399 | 574 | 3,973 | 4,073 | 100 | 3,010 | 3,104 | 94 |
| e Museums And Art Gallery | 1,303 | (67) | 1,236 | 61 | 1,297 | 1,297 | 0 | 1,024 | 1,057 | 33 |
| f Parks And Amenities Management | 2,736 | (667) | 2,069 | (577) | 1,492 | 1,542 | 50 | 1,151 | 1,149 | (2) |
| g Sports Development | 179 | (45) | 134 | 0 | 134 | 134 | 0 | 113 | 117 | 4 |
| h Sport and Leisure Facilities | 627 | (144) | 483 | 1,007 | 1,490 | 1,308 | (182) | 457 | 328 | (129) |
| i Southend Theatres | 575 | (17) | 558 | 143 | 701 | 701 | 0 | 584 | 577 | (7) |
| j Resort Services Pier and Foreshore and Southend Marine Activity Centre | 3,410 | (999) | 2,411 | (49) | 2,362 | 2,562 | 200 | 1,987 | 2,283 | 296 |
| k Tourism | 267 | (11) | 256 | 50 | 306 | 288 | (18) | 258 | 244 | (14) |
| l Economic Development | 363 | 0 | 363 | (42) | 321 | 321 | 0 | 331 | 475 | 144 |
| m Town Centre | 211 | (58) | 153 | (4) | 149 | 149 | 0 | 129 | 77 | (52) |
| n Climate Change | 205 | (24) | 181 | 139 | 320 | 320 | 0 | 326 | 309 | (17) |
| o Queensway Regeneration Project | 0 | 0 | 0 | 250 | 250 | 250 | 0 | 183 | 174 | (9) |
| Total Net Budget for Portfolio | 17,439 | (3,178) | 14,261 | 2,338 | 16,599 | 16,909 | 310 | 12,751 | 13,454 | 703 |

Virements

£000

Transfer from earmarked reserves

334

Allocation from Contingency

138

In year virements

1,866

2,338

**General Fund Forecast 2016/17
at 31 January 2017 - Period 10
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. Additional materials and maintenance costs have been incurred as a result of setting up the new Southend contract and there is an expected shortfall in income generation during the first full year of revised service delivery. | 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. | Internal funding is due to be received. |
| f. 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. |
| k. Vacancy within the team. | |
| l. | Contingency funding to be allocated to fund a one-off service cost. |
| m. | |
| n. | |
| o. | |

**General Fund Forecast 2016/17
at 31 January 2017 - Period 10
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) | (112) | (874) | (924) | (50) | (711) | (825) | (114) |
| b Customer Services Centre | 2,902 | (2,836) | 66 | 72 | 138 | 100 | (38) | 118 | 57 | (61) |
| c Council Tax Benefit | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | (23) | (23) |
| d Dial A Ride | 117 | (19) | 98 | 18 | 116 | 116 | 0 | 94 | 98 | 4 |
| e Support to Mayor | 218 | 0 | 218 | 0 | 218 | 225 | 7 | 185 | 192 | 7 |
| Housing Benefit and Council Tax Benefit | 2,677 | (1,195) | 1,482 | 21 | 1,503 | 1,603 | 100 | 1,260 | 1,396 | 136 |
| f Admin | | | | | | | | | | |
| g Rent Benefit Payments | 98,947 | (99,050) | (103) | 0 | (103) | (103) | 0 | (77) | 111 | 188 |
| h Partnership Team | 317 | 0 | 317 | 14 | 331 | 296 | (35) | 278 | 226 | (52) |
| i Support To Voluntary Sector | 802 | 0 | 802 | 0 | 802 | 787 | (15) | 668 | 690 | 22 |
| j Human Resources | 2,208 | (2,239) | (31) | 48 | 17 | 17 | 0 | 18 | (8) | (26) |
| k People & Organisational Development | 532 | (527) | 5 | 0 | 5 | (9) | (14) | 4 | (21) | (25) |
| l Tickfield Training Centre | 386 | (383) | 3 | 8 | 11 | 11 | 0 | 15 | (4) | (19) |
| m Transport Management | 227 | (240) | (13) | (118) | (131) | (131) | 0 | (110) | (136) | (26) |
| n Vehicle Fleet | 720 | (741) | (21) | (65) | (86) | (86) | 0 | (72) | (70) | 2 |
| o Accounts Payable | 257 | (256) | 1 | 0 | 1 | (19) | (20) | 5 | (20) | (25) |
| p Accounts Receivable | 340 | (351) | (11) | 55 | 44 | 44 | 0 | 37 | 29 | (8) |
| q Accountancy | 2,727 | (2,742) | (15) | 0 | (15) | (165) | (150) | (7) | (302) | (295) |
| r Asset Management | 438 | (434) | 4 | 30 | 34 | (16) | (50) | 34 | (10) | (44) |
| s Internal Audit & Corporate Fraud | 948 | (940) | 8 | 0 | 8 | 8 | 0 | 9 | (58) | (67) |
| t Buildings Management | 2,909 | (2,843) | 66 | 154 | 220 | 268 | 48 | 298 | 350 | 52 |
| u Community Centres and Club 60 | 54 | (1) | 53 | 1,394 | 1,447 | 1,447 | 0 | 87 | 89 | 2 |
| v Corporate and Industrial Estates | 794 | (2,539) | (1,745) | 688 | (1,057) | (1,057) | 0 | (1,176) | (1,283) | (107) |
| w Council Tax Admin | 1,355 | (481) | 874 | 0 | 874 | 784 | (90) | 729 | 593 | (136) |
| x Democratic Services Support | 430 | 0 | 430 | 0 | 430 | 430 | 0 | 360 | 362 | 2 |
| y Department of Corporate Services | 1,084 | (1,272) | (188) | (56) | (244) | (279) | (35) | (211) | (244) | (33) |
| z Elections and Electoral Registration | 409 | 0 | 409 | 25 | 434 | 446 | 12 | 394 | 403 | 9 |
| aa Insurance | 185 | (243) | (58) | 0 | (58) | (58) | 0 | 138 | 122 | (16) |
| ab Local Land Charges | 279 | (318) | (39) | 0 | (39) | (39) | 0 | (24) | (46) | (22) |
| ac Legal Services | 1,173 | (1,237) | (64) | 22 | (42) | 48 | 90 | (46) | 63 | 109 |

| | | | | | | | | | | |
|---------------------------------------|----------------|------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| ad Non Domestic Rates Collection | 347 | (304) | 43 | 0 | 43 | 28 | (15) | (5) | (33) | (28) |
| ae Corporate Procurement | 756 | (748) | 8 | 241 | 249 | 229 | (20) | 230 | 206 | (24) |
| af Property Management & Maintenance | 749 | (635) | 114 | 0 | 114 | 114 | 0 | 253 | 231 | (22) |
| ag Member Expenses | 712 | 0 | 712 | 0 | 712 | 705 | (7) | 597 | 592 | (5) |
| Total Net Budget for Portfolio | 127,435 | (124,772) | 2,663 | 2,439 | 5,102 | 4,820 | (282) | 3,372 | 2,727 | (645) |

Virements

£000

| | |
|----------------------------------|--------------|
| Transfer from earmarked reserves | 281 |
| Allocation from Contingency | 40 |
| In year virements | 2,118 |
| | <u>2,439</u> |

**General Fund Forecast 2016/17
at 31 January 2017 - Period 10
Corporate and Community Support
Portfolio Holder - Cllr A Moring**

| Forecast Outturn Variance | Year to Date Variance |
|---|--|
| a. During December and January income from cremations has increased significantly compared to earlier in the year. Analysis will be done through Period 11 which may result in the outturn forecast being increased further | Salary and Public Health Act Funeral costs are lower than anticipated in the budget. Repairs to the boiler are causing a pressure on the budget however higher Cremation figures in January have contributed towards a substantial increase in income. |
| b. Additional income from the support for the Veolia contract and staff vacancies | A pressure due to unbudgeted IT costs in the Customer Service team is being offset by vacancies and higher income than predicted. |
| 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 |
| g. | Period 10 monitored position |
| h. Vacancies in the Policy team | |
| i. Vacant hours in the Grants to Voluntary sector team | Expenditure relating to the Community Hub project is causing a year to date pressure although funding will be drawn down from Reserves to offset these project costs |
| j. | Additional income has been received from Suffolk CC to fund project work and funding has been drawn down from the Business Transformation Reserve to support the HR administration of the Talent Pool. |
| k. Income for Corporate Training exceeding budget | Income is currently higher than profiled in the budget. It is expected that more costs will be incurred by the end of the year which will partially offset the surplus |
| l. | Income from the Tickfield Centre is currently higher than budget but it is expected to be offset by further costs |
| m. | Vacancy in the Transport Management team |
| n. | |
| o. Staff vacancy | |
| p. | |

| Forecast Outturn Variance | Year to Date Variance |
|---|---|
| q. Staff Vacancies | |
| r. Staff Vacancies | |
| s. | 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. Income received to date is lower than anticipated when setting the budget |
| t. Additional security for the Civic buildings was required earlier in the year which has led to a pressure on the budget. Income raised is lower than budgeted | In line with previous years, the furniture budget is currently underspent but is being offset by pressures on Contract Cleaning, Security and Repairs & Maintenance costs. |
| u. | |
| v. | Rental income is higher than current budget partly due to rent increases and back payments |
| w. 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 |
| x. | |
| y. Staff vacancies | |
| z. Pressure on the postage and printing budgets due to local elections and referendum in year | |
| aa. | Vacancies during year which have now been filled |
| ab. | Higher income to date than forecast in the budget. This is expected to be offset by the end of the year |
| ac. Court Costs and Barristers Fees 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 which is adding to the pressure | |
| ad. Vacant hours in the Business Rates team | |
| ae. Underspend on a vacant post. | |
| af. | |
| ag. | |

**General Fund Forecast 2016/17
at 31 January 2017 - Period 10
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 | 43 | 3,595 | 3,568 | (27) | 2,966 | 2,916 | (50) |
| c Housing Needs & Homelessness | 1,276 | (514) | 762 | 103 | 865 | 830 | (35) | 636 | 637 | 1 |
| d Supporting People | 3,456 | 0 | 3,456 | (262) | 3,194 | 3,189 | (5) | 2,754 | 2,753 | (1) |
| e Closed Circuit Television | 517 | (32) | 485 | 10 | 495 | 522 | 27 | 408 | 422 | 14 |
| f Community Safety | 251 | (32) | 219 | 25 | 244 | 244 | 0 | 162 | 161 | (1) |
| g Building Control | 732 | (397) | 335 | 0 | 335 | 392 | 57 | 270 | 329 | 59 |
| h Development Control | 829 | (569) | 260 | 0 | 260 | 154 | (106) | 213 | 118 | (95) |
| i Strategic Planning | 412 | 0 | 412 | 0 | 412 | 412 | 0 | 480 | 480 | 0 |
| j Regulatory Business | 707 | (11) | 696 | 35 | 731 | 744 | 13 | 609 | 615 | 6 |
| k Regulatory Licensing | 570 | (483) | 87 | 283 | 370 | 418 | 48 | 40 | 129 | 89 |
| l Regulatory Management | 236 | 0 | 236 | (209) | 27 | 27 | 0 | 88 | 32 | (56) |
| m Regulatory Protection | 308 | (62) | 246 | 13 | 259 | 259 | 0 | 207 | 192 | (15) |
| Total Net Budget for Portfolio | 13,689 | (2,942) | 10,747 | 41 | 10,788 | 10,760 | (28) | 8,833 | 8,784 | (49) |

Virements

| | |
|----------------------------------|-----------|
| Transfer from earmarked reserves | £000 |
| Allocation from Contingency | 234 |
| In year virements | 28 |
| | (221) |
| | <u>41</u> |

**General Fund Forecast 2016/17
at 31 January 2017 - Period 10
Housing, Planning & Public Protection Services
Portfolio Holder - Cllr M Flewitt**

| Forecast Outturn Variance | Year to date Variance |
|---|--|
| a. | |
| b. Vacancies during the year within Private Sector Housing. | |
| c. Vacancies during the year within Community Housing | |
| d. | |
| e. CCTV equipment maintenance costs are higher than anticipated and a consultant has been brought in to work on special projects. | |
| f. | |
| g. Pressure resulting from increased staffing costs | Current variances are in line with the forecast outturn |
| h. Development control has underspends on budgeted staffing costs and court costs/legal fees which are expected to total £64k. Income has also been received in respect of monitoring work related to the Community Infrastructure Levy (CIL) creating an additional surplus of £42k. | Current variances are in line with the forecast outturn |
| i. | |
| j. Legal advice is required as part of a national court case against a company. | Legal advice is required as part of a national court case against a company. |
| k. Income from Tables & Chairs Licensing and Gambling Act Licensing are below budget. | Income from Tables & Chairs Licensing and Gambling Act Licensing are below budget. |
| l. | Current Vacancies |
| m. | |

**General Fund Forecast 2016/17
at 31 January 2017 - Period 10
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 | 80 | 463 | 414 | (49) | 396 | 291 | (105) |
| b Children with Special Needs | 2,047 | (739) | 1,308 | 303 | 1,611 | 1,752 | 141 | 1,370 | 1,480 | 110 |
| c Early Years Development and Child Care Partnership | 10,993 | (9,562) | 1,431 | 0 | 1,431 | 1,431 | 0 | 1,193 | 1,117 | (76) |
| d Children Fieldwork Services | 4,311 | 0 | 4,311 | 50 | 4,361 | 4,446 | 85 | 3,639 | 3,879 | 240 |
| e Children Fostering and Adoption | 6,796 | (252) | 6,544 | 248 | 6,792 | 7,153 | 361 | 5,675 | 6,022 | 347 |
| f Youth Service | 1,444 | (397) | 1,047 | (88) | 959 | 959 | 0 | 754 | 803 | 49 |
| g Other Education | 728 | (580) | 148 | 30 | 178 | 178 | 0 | 178 | 143 | (35) |
| h Private Voluntary Independent | 4,211 | (156) | 4,055 | 200 | 4,255 | 4,301 | 46 | 3,546 | 3,653 | 107 |
| i Children Specialist Commissioning | 1,016 | (59) | 957 | 207 | 1,164 | 1,361 | 197 | 971 | 1,099 | 128 |
| j Children Specialist Projects | 304 | (189) | 115 | (22) | 93 | 158 | 65 | 105 | 140 | 35 |
| k School Support and Preventative Services | 20,279 | (12,302) | 7,977 | 59 | 8,036 | 7,786 | (250) | 6,120 | 6,029 | (91) |
| l Youth Offending Service | 4,205 | (1,711) | 2,494 | 20 | 2,514 | 2,469 | (45) | 2,080 | 2,010 | (70) |
| m Schools Delegated Budgets | 57,351 | (57,351) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 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 | 1,087 | 31,857 | 32,408 | 551 | 26,027 | 26,666 | 639 |

Virements

£000

Transfer from earmarked reserves
Allocation from Contingency
In year virements

475
804
(192)
1,087

**General Fund Forecast 2016/17
at 31 January 2017 - Period 10
Children and Learning
Portfolio Holder - Cllr J Courtenay**

| Forecast Outturn Variance | Year to Date Variance |
|---|---|
| a. Underspend due to a vacancy during the year | |
| 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 overspend of £80k. 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 pressure is also attributable to a forecast overspend on accommodation payments for leaving care of £100k, and the Marigold Assessment centre of £140k mostly attributable to transport costs. | 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 pressure is also attributable to a overspend on accommodation payments for leaving care, and the Marigold Assessment centre mostly attributable to transport costs. |
| 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. £160k overspend attributable to the newly formed MARAT team. A budget pressure has been put forward to Cabinet to fund this team from 2017/18. A further £29k pressure against budget vacancy factor is also present in the plans and review team are they are 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 last year, there is forecast underspend of £150k for home to school transport costs, however costs may start to rise once the growth in pupil | |

numbers reaches the secondary school phase. A £100k underspend is also forecast in the School improvement service due to vacancies during the year.

l. Underspend due to a vacant post

m.

n.

**General Fund Forecast 2016/17
at 31 January 2017 - Period 10
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 | (17) | (24) | 7 | 6 | (1) |
| b Commissioning Team | 2,628 | (2,685) | (57) | (19) | (76) | (153) | (77) | (63) | (81) | (18) |
| c Strategy & Development | 2,298 | (2,328) | (30) | 124 | 94 | 94 | 0 | (4) | (10) | (6) |
| d People with a Learning Disability | 15,878 | (1,629) | 14,249 | 272 | 14,521 | 14,272 | (249) | 12,113 | 11,915 | (198) |
| e People with Mental Health Needs | 3,627 | (165) | 3,462 | 41 | 3,503 | 4,035 | 532 | 2,920 | 3,447 | 527 |
| f Older People | 32,269 | (14,940) | 17,329 | (559) | 16,770 | 16,662 | (108) | 13,983 | 13,934 | (49) |
| g Other Community Services | 2,021 | (665) | 1,356 | 2,176 | 3,532 | 3,609 | 77 | 2,502 | 2,501 | (1) |
| h People with a Physical or Sensory Impairment | 5,182 | (1,003) | 4,179 | (37) | 4,142 | 4,213 | 71 | 3,455 | 3,514 | 59 |
| i Service Strategy & Regulation | 149 | (69) | 80 | 0 | 80 | 79 | (1) | 67 | 66 | (1) |
| j Public Health | 8,516 | (8,379) | 137 | (1) | 136 | 136 | 0 | 282 | 282 | 0 |
| k Drug and Alcohol Action Team | 2,529 | (2,373) | 156 | 99 | 255 | 255 | 0 | 131 | 130 | (1) |
| l Young Persons Drug and Alcohol Team | 307 | (263) | 44 | 0 | 44 | 44 | 0 | 37 | 30 | (7) |
| Total Net Budget for Portfolio | 76,004 | (35,092) | 40,912 | 2,096 | 43,008 | 43,229 | 221 | 35,430 | 35,734 | 304 |

Virements

Transfer from earmarked reserves
Allocation from Contingency
In year virements

£000

638

1,217

241

2,096

**General Fund Forecast 2016/17
at 31 January 2017 - Period 10
Health and Adult Social Care
Portfolio Holder - Cllr L Salter**

| Forecast Outturn Variance | Year to Date Variance |
|--|---|
| a. Health contribution towards integrated commissioning | |
| b. Mostly attributable to staffing vacancies within the customer services team during the year. | |
| 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. | |

**General Fund Forecast 2016/17
at 31 January 2017 - Period 10
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 | 34 | 7,416 | 7,617 | 201 | 6,197 | 6,342 | 145 |
| b Bridges and Structural Engineering | 432 | 0 | 432 | (11) | 421 | 389 | (32) | 351 | 325 | (26) |
| c Decriminalised Parking | 1,306 | (1,633) | (327) | 0 | (327) | 594 | 921 | (249) | 240 | 489 |
| d Car Parking Management | 1,443 | (5,959) | (4,516) | 1,534 | (2,982) | (3,244) | (262) | (4,042) | (4,214) | (172) |
| e Concessionary Fares | 3,246 | 0 | 3,246 | 0 | 3,246 | 3,319 | 73 | 3,205 | 3,238 | 33 |
| f Passenger Transport | 405 | (62) | 343 | 521 | 864 | 924 | 60 | 353 | 403 | 50 |
| g Road Safety and School Crossing | 403 | (60) | 343 | 0 | 343 | 296 | (47) | 277 | 248 | (29) |
| h Transport Planning | 1,077 | (57) | 1,020 | 6 | 1,026 | 1,034 | 8 | 861 | 1,001 | 140 |
| i Traffic and Parking Management | 683 | (5) | 678 | (56) | 622 | 666 | 44 | 518 | 550 | 32 |
| j Public Conveniences | 604 | 0 | 604 | 223 | 827 | 797 | (30) | 477 | 449 | (28) |
| k Waste Collection | 3,850 | 0 | 3,850 | 935 | 4,785 | 4,769 | (16) | 3,966 | 3,947 | (19) |
| l Waste Disposal | 4,120 | 0 | 4,120 | 1,396 | 5,516 | 4,736 | (780) | 4,306 | 3,853 | (453) |
| m Cleansing | 1,916 | (7) | 1,909 | (334) | 1,575 | 1,556 | (19) | 1,137 | 1,112 | (25) |
| n Civic Amenity Sites | 570 | 0 | 570 | (70) | 500 | 500 | 0 | 416 | 415 | (1) |
| o Environmental Care | 644 | (4) | 640 | (166) | 474 | 377 | (97) | 421 | 328 | (93) |
| p Waste Management | 2,078 | 0 | 2,078 | (1,051) | 1,027 | 496 | (531) | 318 | 407 | 89 |
| q Flood and Sea Defence | 860 | (64) | 796 | (28) | 768 | 838 | 70 | 677 | 739 | 62 |
| r Enterprise Tourism and Environment Central Pool | 1,825 | (1,863) | (38) | 0 | (38) | 2 | 40 | (31) | 43 | 74 |
| Total Net Budget for Portfolio | 35,073 | (11,943) | 23,130 | 2,933 | 26,063 | 25,666 | (397) | 19,158 | 19,426 | 268 |

Virements

| | |
|---------------------------------------|--------------|
| Transfer from/(to) earmarked reserves | £000 |
| Allocation from Contingency | (69) |
| In year virements | 130 |
| | 2,872 |
| | 2,933 |

**General Fund Forecast 2016/17
at 31 January 2017 - Period 10
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 £340k which will be temporarily funded from reserves. Structural maintenance repair works, particularly on footways, is likely to result in a budget pressure of around £175-200k based on current expenditure levels. Proactive action is being taken in partnership with the contractor to reduce costs. The value of works recharged to the public for damage caused to the highway is below the targeted level creating a potential pressure circa £150k. 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> | Overspend to date is in line with the forecast outturn |
| <p>b. An underspend of £30k on reactive maintenance is expected.</p> | The underspend to date is in line with the forecast outturn |
| <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 £139k. There is also £612k pressure created due to a shortfall in the income; this is due to a range of factors relating to the new compliance and systems contracts. The main issue has been an inability to register debt with bailiffs and generally lower numbers of PCNs being issued. In addition to this the bad debt provision required at the end of the year is currently projected at £133k for which there is no budget provision.</p> | Overspend to date is in line with the forecast outturn |
| <p>d. The surplus of £330k reported in the previous month has been reduced to £262k due to the income in January being below the expected level, this is likely due to poor weather.</p> | Underspend to date is in line with the forecast outturn |
| <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</p> | |

| | |
|---|---|
| be known until later in the year. | |
| f. Additional security levels required at the Travel Centre will cost approximately £70k for a full year which will cause a budget pressure of £60-70k. | |
| g. Due to a change in service delivery whilst maintaining the same level of service, an underspend is expected within Road Safety. | |
| h. Traffic signal maintenance costs have reduced since the upgrade to LED leading to a potential underspend circa. £30k. This is now being offset by overspends on staff travel and online database costs. | The Year 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 £72k. This is being offset by a pressure of £116k from lower levels of staff time being attributed to capital projects due to service requirements. | |
| j. There has been a reduction in the electricity consumption at convenience sites. | There has been a reduction in the electricity consumption at convenience sites. |
| k. There is a vacant post within the waste team. | There is a vacant post within the waste team. |
| l. Due to the MBT still being in its commissioning phase, there is a reduced gate fee for the disposal of waste. | Costs for MBT Plant are estimated pending actual charges from Essex CC. |
| m. Service licences are no longer required as a result of the new Street Cleansing contract. | Service licences are no longer required as a result of the new Street Cleansing contract. |
| n. | |
| o. There is a vacant post in the Environmental Care team along with an associated reduction in additional employee costs. | There is a vacant post in the Environmental Care team along with an associated reduction in additional employee costs. |
| p. Joint Working Agreement with Essex County Council Waste Infrastructure Credit less costs, less legal advice re new waste contract | Legal advice re New Waste Contract. |
| q. The underspend on staffing vacancies, reported previously, remains and is forecast at £39k. Unexpected costs relating to legionnaires testing, license fees for spoil storage from the Cliff Stabilisation works and higher than forecast costs for flood defence maintenance have created a combined pressure of £109k. | Overspend to date is in line with the forecast outturn. |
| 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 31 January 2017 - Period 10
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 | (64) | 46 | 46 | 0 | 55 | 10 | (45) |
| Total Net Budget for Portfolio | 5,858 | (5,748) | 110 | (64) | 46 | 46 | 0 | 55 | 10 | (45) |

Virements

Transfer from/(to) earmarked reserves
Allocation from Contingency
In year virements

| |
|-------------|
| £000 |
| 95 |
| 0 |
| (159) |
| <u>(64)</u> |

**General Fund Forecast 2016/17
at 31 January 2017 - Period 10
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 31 January 2017 - Period 10
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 | 762 | 60 | 585 | 625 | 40 |
| c Repairs | 4,736 | 0 | 4,736 | 4,736 | 0 | 3,643 | 3,643 | 0 |
| d Supplies & Services | 67 | 0 | 67 | 67 | 0 | 56 | 56 | 0 |
| e Management Fee | 5,618 | 0 | 5,618 | 5,618 | 0 | 4,322 | 4,322 | 0 |
| f MATS | 1,048 | 0 | 1,048 | 1,048 | 0 | 873 | 873 | 0 |
| g Provision for Bad Debts | 372 | 0 | 372 | 372 | 0 | 310 | 310 | 0 |
| h Capital Financing Charges | 13,045 | 0 | 13,045 | 13,045 | 0 | 10,871 | 10,871 | 0 |
| Expenditure | 25,864 | 0 | 25,864 | 25,924 | 60 | 20,936 | 20,976 | 40 |
| i Fees & Charges | (503) | 0 | (503) | (503) | 0 | (419) | (419) | 0 |
| j Rents | (26,645) | 0 | (26,645) | (26,945) | (300) | (22,204) | (22,354) | (150) |
| k Other | (263) | 0 | (263) | (263) | 0 | (219) | (219) | 0 |
| l Interest | (210) | 0 | (210) | (210) | 0 | (175) | (175) | 0 |
| m Recharges | (530) | 0 | (530) | (390) | 140 | (442) | (362) | 80 |
| Income | (28,151) | 0 | (28,151) | (28,311) | (160) | (23,459) | (23,529) | (70) |
| n Appropriation to Earmarked reserves | 2,287 | 0 | 2,287 | 2,387 | 100 | 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 | (2,523) | (2,553) | (30) |
| 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 | | | |

**Housing Revenue Account Forecast 2016/17
at 31 January 2017 - Period 10
Deputy Chief Executive - Simon Leftley**

| Forecast Outturn Variance | Year to Date Variance |
|---|-----------------------|
| a. | |
| b. Forecast Overspend due to the cost of security patrol services on the Victoria Ward | |
| c. | |
| d. | |
| e. | |
| f. | |
| g. | |
| h. | |
| i. | |
| j. Higher than estimated rental income because of a lower number of void properties than expected in the budget, and further conversion of new tenancies being let at formula rent. | |
| k. | |
| l. | |
| m. Due to a reduction in the forecast spend on the capital programme, this has reduced the 8% fee income re-imbursed to the HRA. | |
| n. Any underspend at year end, will be transferred to the HRA Reserve. | |
| o. | |



**Capital Programme Budget
Monitoring 2016/17**

Period 10

**as at 31st January 2017
Departmental Summary**

Capital Programme Monitoring Report – January 2017

1. Overall Budget Performance

The revised Capital budget for the 2016/17 financial year is £55.114million which includes all changes agreed at February Cabinet. Actual capital spend at 31st January is £35.396million representing approximately 64% of the revised budget. This is shown in Appendix 1. (Outstanding creditors totalling £0.465million 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 31 January 2016/17 £'000 | Expected outturn 2016/17 £'000 | Latest Expected Variance to Revised Budget 2016/17 £'000 |
|-------------------------------|---------------------------------|--|-----------------------------------|---|
| Chief Executive | 2,031 | 791 | 2,031 | - |
| People | 14,185 | 9,821 | 14,185 | - |
| Place | 31,457 | 19,571 | 31,457 | - |
| Housing Revenue Account (HRA) | 7,441 | 5,213 | 7,441 | - |
| Total | 55,114 | 35,396 | 55,114 | - |

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 | 2,027 | - | 4 | 2,031 |
| People | 6,806 | 7,378 | 1 | 14,185 |
| Place | 15,532 | 15,206 | 719 | 31,457 |
| Housing Revenue Account (HRA) | 7,285 | 109 | 47 | 7,441 |
| Total | 31,650 | 22,693 | 771 | 55,114 |
| As a percentage of total budget | 57.4% | 41.2% | 1.4% | |

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 31st January 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 | - | 4 | 4 | - | 4 |
| People | 7,378 | 1 | 7,379 | 3,813 | 3,566 |
| Place | 15,206 | 719 | 15,925 | 10,986 | 4,939 |
| Housing Revenue Account (HRA) | 109 | 47 | 156 | 25 | 131 |
| Total | 22,693 | 771 | 23,464 | 14,824 | 8,640 |

2. Department Budget Performance

Department of the Chief Executive

The revised capital budget for the Department of the Chief Executive is £2.031million. The budget is distributed across various scheme areas as follows

| Department of the Chief Executive | Revised Budget 2016/17 £'000 | Outturn to 31 January 2016/17 £'000 | Expected outturn 2016/17 £'000 | Latest Forecast Variance to Year End 2016/17 £'000 |
|-----------------------------------|------------------------------|-------------------------------------|--------------------------------|--|
| Queensway | 742 | 392 | 742 | - |
| Council Buildings | 9 | 8 | 9 | - |
| Asset Management (Property) | 334 | 96 | 334 | - |
| Cemeteries & Crematorium | 785 | 295 | 785 | - |
| Subtotal | 1,870 | 791 | 1,870 | - |
| Priority Works (see table) | 161 | - | 161 | - |
| Total | 2,031 | 791 | 2,031 | - |

| Priority Works | £'000 |
|---|-------|
| Budget available | 500 |
| Less budget allocated to agreed schemes | (339) |
| Remaining budget | 161 |

Actual spend at 31st January stands at £0.791million. This represents 39% 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 works are now complete on this scheme. The remaining budget relates to the costs of the project team and external advisors. It is fully committed and will be spent by the year end.

Council Buildings

All building works at Tickfield and the Perimeter Security Improvements are now complete.

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 will be submitted during February.

The scheme to demolish the public toilets at Leigh Cliffs is now underway and works are expected to complete before the end of the financial year.

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. All existing paving has been removed and the area has been shut off ready for the concrete base to be laid.

The scheme to install pre-made mini graves for cremated remains commenced on 25th November. The mini graves have all been installed and the paving is expected to be complete by the end of February.

Priority Works

The Priority works provision budget currently has £161k remaining unallocated.

Department for People

The revised Department for People budget totals £14.185million.

| Department for People | Revised Budget 2016/17 £'000 | Outturn to 31 January 2016/17 £'000 | Expected outturn 2016/17 £'000 | Latest Expected Variance to Year End 2016/17 £'000 |
|-------------------------------------|------------------------------|-------------------------------------|--------------------------------|--|
| Adult Social Care | 489 | 106 | 489 | - |
| General Fund Housing | 1,323 | 930 | 1,323 | - |
| Children & Learning Other | 64 | - | 64 | - |
| Condition Schemes | 992 | 637 | 992 | - |
| Devolved Formula Capital | 288 | 288 | 288 | - |
| Primary and Secondary School Places | 11,029 | 7,860 | 11,021 | - |
| Total | 14,185 | 9,821 | 14,185 | - |

Actual spend at 31st January stands at £9.821million. This represents 69% 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. A review has been carried out and the costs of recommendations as a result of a sheltered housing review are expected to be £50k with service transformation costs expected to be £165k.

The Local Authority Trading (LATC) Company Delaware and Priory scheme has allocated £18k to the implementation project manager.

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.

The adaptations team are on target to spend the budgeted £800k in 2016/17. The team will be moving to stage two of the service redesign over the next few months and the new four year framework agreement to deliver adaptations for the joint service is planned for July 2017.

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.

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 £78k is also being held as retention payments against works completed in the previous financial year on primary expansion projects.

Department for Place

The revised capital budget for the Department for Place is £31.457million. This includes all changes approved at February Cabinet. The budget is distributed across various scheme areas as follows:

| Department for Place | Revised Budget 2016/17 £'000 | Outturn to 31 January 2016/17 £'000 | Expected outturn 2016/17 £'000 | Latest Expected Variance to Year End 2016/17 £'000 |
|------------------------------------|------------------------------|-------------------------------------|--------------------------------|--|
| Culture | 1,277 | 621 | 1,277 | - |
| ICT Programme | 4,633 | 3,328 | 4,633 | - |
| Enterprise, Tourism & Regeneration | 6,024 | 3,544 | 6,024 | - |
| Southend Pier | 866 | 304 | 866 | - |
| Coastal Defence & Foreshore | 611 | 381 | 611 | - |
| Highways and Infrastructure | 8,123 | 6,156 | 8,123 | - |
| Parking Management | 134 | 63 | 134 | - |
| Section 38 & 106 Agreements | 643 | 527 | 643 | - |
| Local Transport Plan | 2,818 | 1,756 | 2,818 | - |
| Local Growth Fund | 4,914 | 2,299 | 4,914 | - |
| Transport | 6 | 39 | 6 | - |
| Energy Saving Projects | 1,408 | 553 | 1,408 | - |
| Total | 31,457 | 19,571 | 29,082 | - |

Actual spend at 31st January stands at £19.571million. This represents 62% of the total available budget.

Culture

The works have now commenced on Westcliff Library with Leigh Library development works currently in progress.

Final works have begun on the Belfairs Golf Course Drainage Works and are expected to complete by 31st March.

The design works are underway on the Palace Theatre Air Handling Units. There is a possibility that this will identify additional works to the roof area. This will be assessed once more information is known.

All first floor windows have now been installed on the Palace Theatre with the additional windows for the toilets in the process of being installed.

The contract has now been awarded for the Air Handling Units at Southend Leisure and Tennis Centre. These works commenced at the end of January and are expected to complete by the end of the financial year.

ICT

The final drafts of the low level designs have been completed for the Datacentre works and they are currently being reviewed for sign off. Both Southend and Thurrock Datacentres are cabled and ready for work to begin.

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 but this will be reviewed at year end once a revised timetable of works has been defined.

CallSecure testing has been carried out by staff on the Cash Receipting system with a number of queries raised with Capita. Department representatives are to be invited to a further testing session to gain their feedback.

Enterprise, Tourism & Regeneration

The Regeneration projects include all the work currently taking place on the City Deal Incubation Centre and the Coastal Communities Fund.

All works on the Three Shells Lagoon are now complete and it was officially opened on 21st July.

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. Orders for the shelters have now been placed and will be installed once they have been received.

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 due to the specialist nature of the works, the tenders are still awaiting evaluation.

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 works commenced during February 2017.

A grant of £65k has been received from the Department for Transport for the repair of potholes throughout the Borough and there is a requirement to spend this in year. This grant has been secured for the next 5 years.

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 total number of lanterns converted is now over 10,500 and works are continuing to complete the outstanding lights.

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. Some works are now underway in Elm Road to demolish an old store and convert into parking bays. Tylers Avenue works have been delayed due to power issues with equipment. These works are due to recommence on 3rd March.

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 and works on Carnarvon Road commenced on 9th January.

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.

Work commenced at Kent Elms on 21st November 2016 and the existing footbridge was removed to allow for the construction of the additional lane inbound and outbound. Works are focussing on the inbound carriageway laying the new kerbline and drainage up to the new toucan crossing. New drainage is being laid for the new outbound carriageway at the west of the junction. School crossing patrol is in place for the duration of the works.

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.

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. Works to steps at Strawberry Fields are yet to be completed.

Southend Transport Model is an on-going scheme to support various multi modal transport projects.

Energy Saving Projects

Temple Sutton Primary School are still to make a decision on the pool works therefore the scheme is on hold until then.

The lift works are now complete at Beecroft and the contractor for the ventilation works is now on site.

Housing Revenue Account

The revised budget for the Housing Revenue Account capital programme for 2016/17 is £7.441million. The latest budget and spend position is as follows:

| Housing Revenue Account | Revised Budget 2016/17 £'000 | Outturn to 31 January 2016/17 £'000 | Expected outturn 2016/17 £'000 | Forecast Variance to Year End 2016/17 £'000 |
|---------------------------|------------------------------|-------------------------------------|--------------------------------|---|
| Decent Homes Programme | 4,324 | 2,771 | 4,324 | - |
| Council House Adaptations | 500 | 331 | 500 | - |
| Other HRA | 2,617 | 2,111 | 2,617 | - |
| Total | 7,441 | 5,213 | 7,441 | - |

The actual spend at 31st January of £5.213million represents 70% of the HRA capital budget.

Decent Homes Programme

Decent Homes works have recently been reviewed to reflect life expired component replacements. The lift refurbishment works at Malvern and the Tower Block plant room rendering works are now onsite. Works on the uPVC cladding will be commencing shortly. Renewal of the roof at Nicholson House has been completed and the works to the windows at Cecil Court have now commenced. All other schemes are programmed to be completed by 31st March.

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.

Other HRA

The plan for the HRA Land Review scheme is to construct 18 housing units within the Shoeburyness ward. The contractor is nearing the final phase of the construction process. The six houses at Ashanti sites A and C were handed over at the start of January and they are now occupied. The two houses as Ashanti site D were handed over on 6th February. The remaining flats at Ashanti site F are due to be completed and handed over by the end of February.

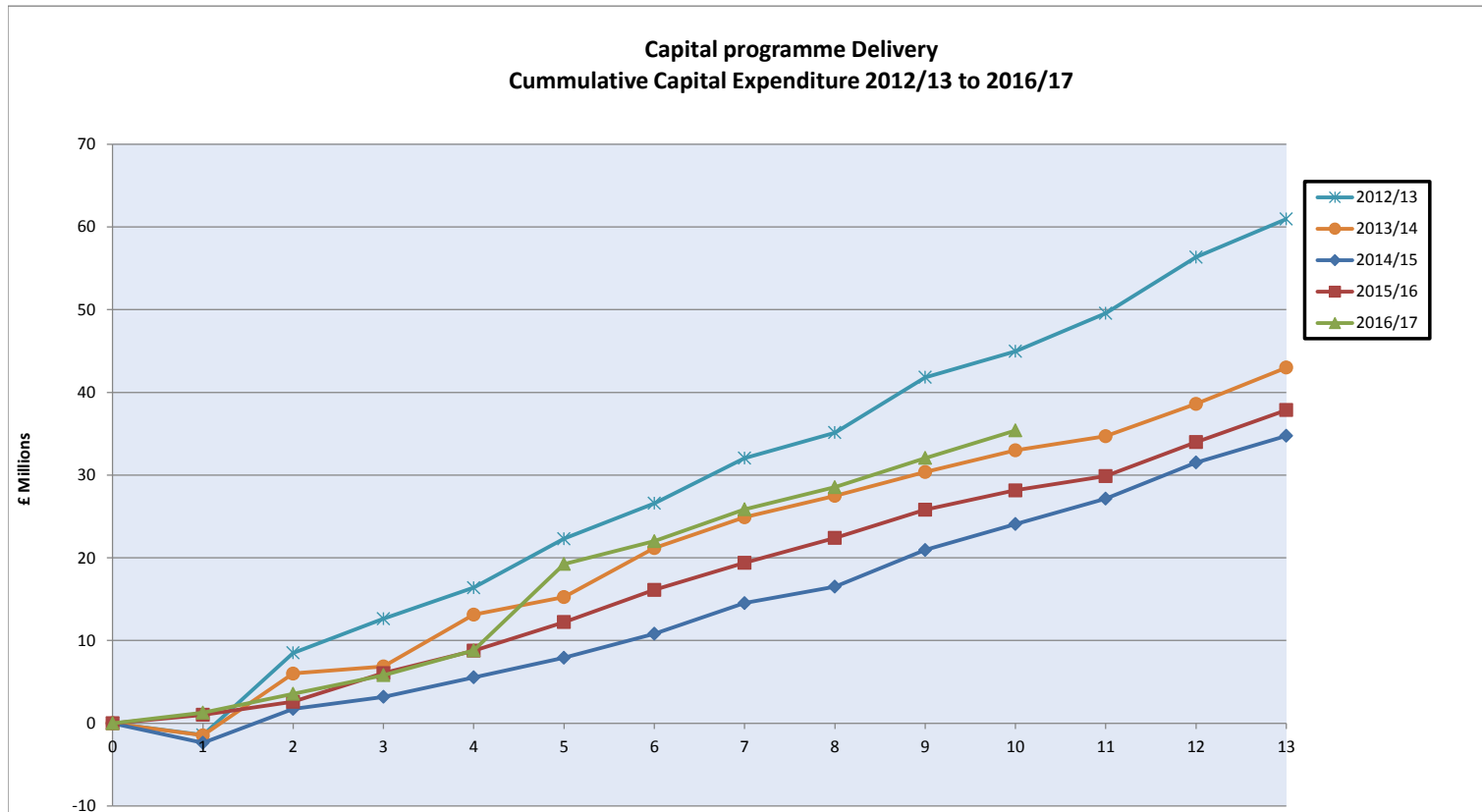
Summary of Capital Expenditure at 31st January 2017

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 |
|---|------------------------------------|-------------------|-----------------------------------|---------------------------|-------------------------------------|--|------------|
| Chief Executive | 15,229 | (13,198) | 2,031 | 791 | 2,031 | - | 39% |
| People | 13,365 | 820 | 14,185 | 9,821 | 14,185 | - | 69% |
| Place | 34,083 | (2,626) | 31,457 | 19,571 | 31,457 | - | 62% |
| Housing Revenue Account | 10,773 | (3,332) | 7,441 | 5,213 | 7,441 | - | 70% |
| | <u>73,450</u> | <u>(18,336)</u> | <u>55,114</u> | <u>35,396</u> | <u>55,114</u> | <u>-</u> | <u>64%</u> |
| Council Approved Original Budget - February 2016 | 73,450 | | | | | | |
| Chief Executive amendments | (15,104) | | | | | | |
| People amendments | (144) | | | | | | |
| Place amendments | (2,787) | | | | | | |
| HRA amendments | (3,489) | | | | | | |
| 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 | 1,911 | | | | | | |
| Council Approved Revised Budget - November 2016 | <u>55,114</u> | | | | | | |

Actual compared to Revised Budget spent is £35.396M or 64%

Appendix 2



| 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 |

Southend-on-Sea Borough Council

Report of Chief Executive
to
Cabinet
on
14 March 2017

Report prepared by: Joe Chesterton
Director of Finance and Resources

Agenda

Item No.

6

Quarter Three Treasury Management Report – 2016/17
Policy and Resources Scrutiny Committee
Executive Councillor: Councillor Moring
A Part 1 Public Agenda Item

1. Purpose of Report

- 1.1 The Quarter Three Treasury Management Report covers the treasury management activity and compliance with the treasury management strategy for both quarter three and the period from April to December 2016.

2. Recommendations

That the following is approved:

- 2.1 **The Quarter Three Treasury Management Report for 2016/17.**
- 2.2 **The Revised Minimum Revenue Provision Policy 2016/17 attached at Appendix 3, the changes to which are set out in Section 14.**

That the following is noted:

- 2.3 **Treasury management activities were carried out in accordance with the CIPFA (The Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management in the Public Sector during the period from April to December 2016.**
- 2.4 **The loan and investment portfolios were actively managed to minimise cost and maximise interest earned, whilst maintaining a low level of risk.**
- 2.5 **An average of £49.2m of investments were managed in-house. These earned £0.21m of interest during this nine month period at an average rate of 0.57%. This is 0.34% over the average 7 day LIBID and 0.21% over the average bank base rate.**
- 2.6 **An average of £13.1m of investments were managed by our former external fund manager. These earned £0.14m of interest during this nine month period at an average rate of 1.37%. This is 1.14% over the average 7 day LIBID and 1.01% over the average bank base rate.**

- 2.7** During September 2016 £22.7m was recalled from our former external fund manager and £15m was invested equally across two short dated bond funds and £5m was invested into an enhanced cash fund.
- 2.8** An average of £6.1m was managed by two short dated bond fund managers. This earned £0.22m since it was invested from a combination of an increase in the value of the units and income distribution, giving a combined return of 1.32%.
- 2.9** An average of £1.7m was managed by an enhanced cash fund manager. This earned £0.007m since it was invested at an average rate of 1.60%.
- 2.10** An average of £14.7m was managed by two property fund managers. This earned £0.278m during this nine month period from a combination of an increase in the value of the units and income distribution, giving a combined return of 2.50%.
- 2.11** The level of borrowing from the Public Works Loan Board (PWLB) (excluding debt relating to services transferred from Essex County Council on 1st April 1998) remained at the same level of £227.8m (Housing Revenue Account (HRA): £77.0m, GF: £150.8m) during the period from April to December 2016.
- 2.12** The level of financing for 'invest to save' capital schemes increased from £3.21m to £6.78m during the period from April to December 2016.

3. Background

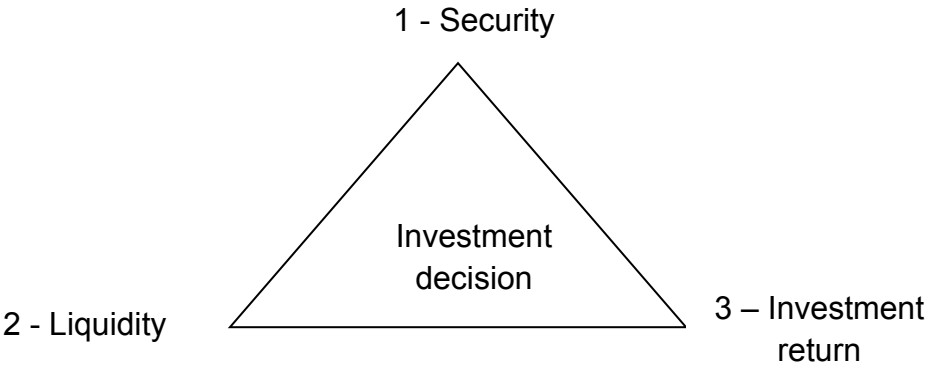
- 3.1** This Council has adopted the 'CIPFA Code of Practice for Treasury Management in the Public Sector' and operates its treasury management service in compliance with this code. The code recommends that local authorities submit reports regularly as part of its Governance arrangements.
- 3.2** Current guidance is that authorities should report formally at least twice a year and preferably quarterly. The Treasury Management Policy Statement for 2016/17 set out that reports would be submitted to Cabinet quarterly on the activities of the treasury management operation. This is the third quarter report for the financial year 2016/17.
- 3.3** Appendix 1 shows the treasury management position at the end of quarter three of 2016/17.
- 3.4** Appendix 2 shows the treasury management performance specifically for quarter three of 2016/17.

4 National/Global Context

- 4.1 The Bank of England has amended its growth forecast for the UK to reach 2% in 2017. Inflation forecasts are now expected to remain above the 2% target until 2020. The headline inflation figure, CPI, rose to 1.8% in January on an annual basis. The fall in sterling and higher global oil prices were the main contributors to this increase.
- 4.2 The preliminary estimate for Q4 GDP showed a rise of 0.6%, unchanged from the previous quarter. On the year, growth was 2.2% higher than a year ago. The UK unemployment rate remained at 4.8% in Q4. British wage growth, including bonuses, rose by 2.6% in December on an annual basis.
- 4.3 The Bank of England cut the bank rate for the first time since 2009 to 0.25% in August 2016, as the Monetary Policy Committee (MPC) voted unanimously in favour of a cut. It also expanded its Quantitative Easing (QE) programme by £60bn to £435bn. Both the Bank Rate and QE program were left unchanged in the February MPC meeting.
- 4.4 The first estimate for Q4 GDP in the US was recorded at an annual growth rate of 1.9%, a fall from the 3.5% recorded in Q3. A fall in shipments on food products pushed exports down but rising business investment suggests the economy will continue to expand. In December 2016, the Fed raised interest rates to a range between 0.50% - 0.75% after initially increasing them in December 2015 for the first time since 2006. This increase comes after positive rises in employment and labour market conditions.
- 4.5 The estimate for Eurozone Q4 GDP showed quarterly growth remained unchanged at 0.4%. Q4 annual growth fell to 1.7% from 1.8% recorded in Q3. In its January meeting, the European Central Bank (ECB) kept the main refinancing rate and deposit rate steady at 0% and -0.40% respectively.
- 4.6 China's annual GDP grew faster than expected by an annual rate of 6.8% in Q4, as increased Government spending and record level bank lending contributed to the rise as well as continued strong investment in the property sector. As a result, the economy expanded by 6.7% for 2016.
- 4.7 The economic situation together with the financial market conditions prevailing throughout the quarter continued to provide challenges for treasury management activities. There have been gradual changes in the credit ratings of financial institutions but we continue to have a restricted list of counterparties (i.e. people we can invest with) that still meet our prudent investment criteria.
- 4.8 However, with a restricted list of counterparties, the increased focus on counterparty risk following the Icelandic Banks collapse and the interest rate outlook, monies were mainly placed for short periods of time or in instant access accounts, which increased the liquidity of these funds.
- 4.9 Low interest rates prevailed throughout the period from April to December 2016 and this led to low investment income earnings from all our investments.

5 Investments – quarter three (October to December)

- 5.1 A prime objective of our investment activities is the security of the principal sums invested. To ensure this security before a deposit is made an organisation is tested against a matrix of credit criteria and then other relevant information is considered. During the period from October to December 2016 investment deposits were limited to those who met the criteria in the Annual Investment Strategy when the deposit was placed.
- 5.2 Other investment objectives are to maintain liquidity (i.e. adequate cash resources to allow the council to operate) and to optimise the investment income generated by surplus cash in a way that is consistent with a prudent level of risk. Investment decisions are made with reference to these objectives, with security and liquidity being placed ahead of the investment return. This is shown in the diagram below:



Security:

- 5.3 To maintain the security of sums invested, we seek to lower counterparty risk by investing in financial institutions with good credit ratings, across a range of sectors and countries. The risk of loss of monies invested is minimised through the Annual Investment Strategy.
- 5.4 Pie chart 1 of Appendix 1 shows that at the end of quarter two; 42% of our in-house investments were placed with financial institutions with a long term rating of AAA and 58% with a long term rating of A-.
- 5.5 As shown in pie chart 2 of Appendix 1, these monies were with various counterparties, 58% being placed directly with banks and 42% placed with a range of counterparties via money market funds.
- 5.6 Pie chart 3 of Appendix 1 shows the range of countries where the parent company of the financial institution with which we have monies invested is registered. For money market funds there are various counterparties spread across many countries. The cumulative balance of funds held with any one institution was kept within agreed limits.

Liquidity:

- 5.7 Our in-house monies were available on an instant access basis at the end of quarter three, except for £10m which had been placed in a 95 day notice account. The maturity profile of our investments is shown in pie chart 4 of Appendix 1.

Investment return:

- 5.8 During the quarter the Council used the enhanced cash fund manager Payden & Rygel to manage monies on our behalf. An average balance of £5.0m was invested in these funds during the quarter earning an average rate of 0.70%. More details are set out in Table 2 of Appendix 2.
- 5.9 The Council had an average of £47.6m of investments managed in-house over the period from October to December, and these earned an average interest rate of 0.48%. Of the in-house managed funds:
- an average of £10.0m was held in notice accounts that earned an average interest rate of 0.44%.
 - use was also made of call accounts during the quarter because they provide instant access to funds. An average of £8.6m was held in these accounts and earned an average return of 0.65% over the quarter.
 - an average of £29.0m was held in money market funds earning an average of 0.44% over the quarter. These work in the same way as a deposit account but the money in the overall fund is invested in a number of counterparties, therefore spreading the counterparty risk.
- 5.10 In accordance with the Treasury Management Strategy the performance during the quarter is compared to the average 7 day LIBID (London Interbank Bid Rate). Overall, performance on our investments was higher than the average 7 day LIBID and higher than the average base rate for the quarter. The bank base rate remained at 0.25% throughout the period from October to December 2016, and the 7 day LIBID rate fluctuated between 0.11% and 0.13%. Performance is shown in Graph 1 of Appendix 2.

6 Investments – quarter three cumulative position

- 6.1 During the period from April to December 2016 the Council complied with all of the relevant statutory and regulatory requirements which limit the levels of risk associated with its treasury management activities. In particular its adoption and implementation of the Code of Practice for Treasury Management means its treasury practices demonstrate a low risk approach.
- 6.2 The Council is aware of the risks of passive management of the treasury portfolio and has proactively managed levels of debt and investments over the nine month period with the support of its treasury management advisers.

6.3 The table below summarises the Council's investment position for the period from April to December 2016:

Table 1: Investment position

| | At 31 March 2016 | At 31 December 2016 | April to December 2016 | |
|---|------------------------|------------------------|-------------------------|------------------|
| | Actual Balance (£000s) | Actual Balance (£000s) | Average Balance (£000s) | Average Rate (%) |
| Notice accounts | 10,000 | 10,000 | 10,000 | 0.55 |
| Fixed term deposits | 5,000 | 0 | 1,148 | 0.88 |
| Call accounts | 7,315 | 13,411 | 8,422 | 0.65 |
| Money market funds | 24,000 | 17,000 | 29,593 | 0.54 |
| Total investments managed in-house | 46,315 | 40,411 | 49,163 | 0.57 |
| Enhanced Cash Funds | 22,541 | 5,007 | 14,854 | 1.40 |
| Short Dated Bond Funds | 0 | 15,008 | 6,128 | 1.32 |
| Property Funds | 12,712 | 15,491 | 14,721 | 2.50 |
| Total investments managed externally | 35,253 | 35,506 | 35,703 | 1.84 |
| Total investments | 81,568 | 75,917 | 84,866 | 1.10 |

6.4 The majority of the cash balances managed in-house are required to meet short term cash flow requirements and therefore throughout the nine month period monies were placed 36 times for periods of one year or less. The table below shows the most used counterparties overall and the countries in which they are based. All deals are in sterling despite the country the counterparties are based in.

Table 2: Counterparties used

| Counterparty | Country | No. of Deals | Value of Deals (£m) |
|-----------------------------------|---|--------------|---------------------|
| Goldman Sachs | Money Market Fund (Various Counterparties) | 14 | 72 |
| BlackRock | Money Market Fund (Various Counterparties) | 9 | 54 |
| Standard Life Investment | Money Market Fund (Various Counterparties) | 6 | 40 |
| Insight Investment Management Ltd | Money Market Fund (Various Counterparties) | 7 | 29 |

6.5 In addition to the above, use was also made of call accounts during the year because they provide instant access to funds. This meant that funds were available for cash flow movements to avoid having to pay higher rates to borrow from the market. During the period from April to December 2016 an average of £8.4m was held in such accounts.

7 Property Funds – quarter three (October to December)

7.1 Rockspring Property Investment Management Limited and Lothbury Investment Management Limited were appointed for investment of long term funds in April and October 2015 respectively.

7.2 The monies are invested in units in the fund, the fund is then invested as a whole by the fund managers into properties. An income distribution is generated from the rental income streams from the properties in the fund. Income distributions will be reinvested back into the fund. There are high entrance and exit fees and the price of the units can rise and fall, depending on the value of the properties in the fund, so these funds are invested over the long term with the aim of realising higher yields than other investments.

7.3 The Council's interest equalisation reserve will be used to capture some of the income in the years when the property values are rising, and will then be available to offset any losses should property values fall. Members should be aware that this means that the investment returns in some quarters will look very good and in other quarters there may be losses reported, but these will not impact the revenue account as the interest equalisation reserve would be used to meet any temporary losses.

7.4 An average of £7.8m was managed by Rockspring Property Investment Management Limited. During quarter three, the value of the fund increased by £0.049m due to the increase in the unit value. There was also an income distribution relating to that period of £0.106m and this distribution will be confirmed and distributed in quarter four.

7.5 The Rockspring fund earned £0.155m during this three month period from a combination of the increase in the value of the units and the income distribution, giving a combined return of 7.85%. The fund started the quarter at £7.817m and increased in value with the fund at the end of the quarter at £7.972m. This is set out in Table 1 of Appendix 2.

7.6 An average of £7.4m was managed by Lothbury Property Investment Management Limited. During quarter three, the value of the fund increased by £0.141m due to the increase in the unit value. There was also an income distribution relating to that period of £0.061 and this distribution will be confirmed and distributed in quarter four.

7.7 The Lothbury fund earned £0.202m during this three month period from a combination of the increase in the value of the units and the income distribution, giving a combined return of 10.86%. The fund started the quarter at £7.317 and increased in value with the fund at the end of the quarter at £7.519m. This is set out in Table 1 of Appendix 2.

8 Property Funds – quarter three cumulative position

- 8.1 An average of £7.8m was managed by Rockspring Property Investment Management Limited. During the period from April to December 2016, the value of the fund decreased by £0.160m due to the decrease in the unit value. There was also an income distribution relating to that period of £0.317m and the quarter three part of this distribution will be confirmed and distributed in quarter four.
- 8.2 The Rockspring fund earned £0.157m during this nine month period from a combination of the increase in the value of the units and the income distribution, giving a combined return of 2.65%. The fund started the nine month period at £7.815m and increased in value with the fund at the end of the period at £7.972m.
- 8.3 An average of £6.9m was managed by Lothbury Property Investment Management Limited. During the period from April to December 2016, the value of the fund decreased by £0.050m due to the decrease in the unit value. There was also an income distribution relating to that period of £0.171m and the quarter three part of this distribution will be confirmed and distributed in quarter four.
- 8.4 The Lothbury fund earned £0.121m during this nine month period from a combination of the increase in the value of the units and the income distribution, giving a combined return of 2.34%. The value of the fund also increased by £2.502m due to the value of new units purchased after fees. The fund started the nine month period at £4.896m and increased in value with the fund at the end of the period at £7.519m.

9 Short Dated Bond Funds – quarter three (October to December)

- 9.1 Following a tender exercise, two short dated bond funds were chosen for the investment of medium term funds: Royal London Investment Grade Short Dated Credit Fund and the AXA Sterling Credit Short Duration Bond Fund.
- 9.2 The monies are invested in units in the fund, the fund is then invested as a whole by the fund managers into corporate bonds in the one to five year range. An income distribution will be generated from the coupon on the bond and income distributions will be reinvested back into the fund. The price of units can rise and fall, depending on the price of units in the fund so these funds are invested over the medium term with the aim of realising higher yields than short term investments.
- 9.3 The Council's interest equalisation reserve will be used to capture some of the income in the years when the corporate bond values are rising, and will then be available to offset any losses should bond values fall. Members should be aware that this means that the investment returns in some quarters will look very good and in other quarters there may be losses reported, but these will not impact the revenue account as the interest equalisation reserve would be used to meet any temporary losses.

- 9.4 An average of £7.6m was managed by AXA Investment Managers UK Limited. During quarter three, the value of the fund decreased by £0.017m due to the decrease in the unit value. There was also an income distribution relating to that period of £0.023m.
- 9.5 The AXA fund earned £0.006 during this three month period from a combination of the increase in the value of the units and the income distribution, giving a combined return of 0.34%. The fund started the quarter at £7.492m and increased in value with the fund at the end of the quarter at £7.498m. This is set out in Table 2 of Appendix 2.
- 9.6 An average of £7.5m was managed by Royal London Asset Management. During quarter three, the value of the fund decreased by £0.066m due to the decrease in the unit value. There was also an income distribution relating to that period of £0.046m.
- 9.7 The Royal London fund reduced by £0.020m during this three month period from a combination of the increase in the value of the units and the income distribution, giving a combined return of -1.06%. The fund started the quarter at £7.529m and increased in value with the fund at the end of the quarter at £7.509m. This is set out in Table 2 of Appendix 2.

10 Short Dated Bond Funds – quarter three cumulative position

- 10.1 An average of £3.0m was managed by AXA Investment Managers UK Limited. During the period from April to December 2016, the value of the fund decreased by £0.010m due to the decrease in the unit value. There was also an income distribution relating to that period of £0.023.
- 10.2 The AXA fund earned £0.013m during this nine month period from a combination of the decrease in the value of the units and the income distribution, giving a combined return of 1.53%. The fund started the nine month period at nil and increased in value with the fund at the end of the period at £7.499m.
- 10.3 An average of £3.1m was managed by Royal London Asset Management. During the period from April to December 2016, the value of the fund decreased by £0.037m due to the decrease in the unit value. There was also an income distribution relating to that period of £0.046.
- 10.4 The Royal London fund earned £0.009m during this nine month period from a combination of the increase in the value of the units and the income distribution, giving a combined return of 1.11%. The fund started the nine month period at nil and increased in value with the fund at the end of the period at £7.509m.

11 Borrowing – quarter three

- 11.1 The Capital Financing Requirement (CFR) is the Council's theoretical need to borrow but the Section 151 Officer can manage the Council's actual borrowing position by either:
- 1 - Borrowing to the CFR;
 - 2 - Choosing to use temporary cash flow funds instead of borrowing (internal borrowing) or;
 - 3 - Borrowing for future increases in the CFR (borrowing in advance of need).
- 11.2 The Council began quarter two in the second of the above scenarios, with actual borrowing below CFR.
- 11.3 This, together with the Council's cash flow, the prevailing Public Works Loans Board (PWLB) interest rates and the future requirements of the capital programme, were taken into account when deciding the amount and timing of any loans. No debt restructuring was carried out during the quarter.
- 11.4 During quarter three, no new PWLB loans were taken out. No loans matured during the quarter.
- 11.5 The level of PWLB borrowing (excluding debt relating to services transferred from Essex County Council on 1st April 1998) remained at £227.8m during quarter three. The average rate of borrowing at the end of the quarter was 4.62%. A profile of the repayment dates is shown in Graph 2 of Appendix 2.
- 11.6 The level of PWLB borrowing at £227.8m is in line with the financing requirements of the capital programme and the revenue costs of this borrowing are fully accounted for in the revenue budget. The current level of borrowing is also in line with the Council's prudential indicators and is Prudent, Affordable and Sustainable.
- 11.7 Interest rates from the PWLB fluctuated throughout the quarter in response to economic events: 10 year PWLB rates between 1.59% and 2.41%; 25 year PWLB rates between 2.30% and 2.98% and 50 year PWLB rates between 2.12% and 2.73%. These rates are after the PWLB 'certainty rate' discount of 0.20%.
- 11.8 During quarter three £5m of short term borrowing activity was taken out for cash flow purposes. See Table 3 of Appendix 2.

12 Borrowing – quarter three cumulative position

12.1 The Council's borrowing limits for 2016/17 are shown in the table below:

| | 2016/17 Original (£m) | 2016/17 Revised (£m) |
|----------------------|-----------------------------|----------------------------|
| Operational Boundary | 280 | 265 |
| Authorised Limit | 290 | 275 |

The Operational Boundary is the expected total borrowing position of the Council during the year and reflects decisions on the amount of debt needed for the Capital Programme. Periods where the actual position is either below or over the Boundary are acceptable subject to the Authorised Limit not being breached.

The Authorised Limit is the "Affordable Borrowing Limit" required by the Local Government Act 2003. This is the outer boundary of the Council's borrowing based on a realistic assessment of the risks and allows sufficient headroom to take account of unusual cash movements.

12.2 The Council's outstanding borrowing as at 31st December 2016 was:

- Southend-on-Sea Borough Council £234.6m
 - PWLB: £227.8m
 - Invest to save: £6.8m
- ECC transferred debt £12.5m

Repayments in the first 9 months of 2016/2017 were:

- Southend-on-Sea Borough Council £0m
- ECC transferred debt £0.66m

12.3 Outstanding debt relating to services transferred from Essex County Council (ECC) on 1st April 1998, remains under the management of ECC. Southend Borough Council reimburses the debt costs incurred by the County. The debt is recognised as a deferred liability on our balance sheet.

12.4 The interest payments for PWLB and excluding transferred debt, during the period from April to December 2016 were £6.951m which was unchanged from the original budget for the same period.

- 12.5 The table below summarises the PWLB borrowing activities over the period from April to December 2016:

| Quarter | Borrowing at beginning of quarter (£m) | New borrowing (£m) | Re-financing (£m) | Borrowing repaid (£m) | Borrowing at end of quarter (£m) |
|--------------------------|--|--------------------|-------------------|-----------------------|----------------------------------|
| April to June 2016 | 227.8 | 0 | 0 | (0) | 227.8 |
| July to September 2016 | 227.8 | 0 | 0 | (0) | 227.8 |
| October to December 2016 | 227.8 | 0 | 0 | (0) | 227.8 |
| <i>Of which:</i> | | | | | |
| General Fund | 150.8 | 0 | 0 | (0) | 150.8 |
| HRA | 77.0 | 0 | 0 | (0) | 77.0 |

All PWLB debt held is repayable on maturity.

13 Funding for Invest to Save Schemes (included in Section 12)

- 13.1 During 2014/15 a capital project was completed on draught proofing and insulation in the Civic Centre which will generate on-going energy savings. This is an invest-to-save project and the predicted revenue streams cover the financing costs of the project.
- 13.2 To finance this project the Council took out an interest free loan of £0.14m with Salix Finance Ltd which is an independent, not for profit company, funded by the Department for Energy and Climate Change that delivers interest-free capital to the public sector to improve their energy efficiency and reduce their carbon emissions. The loan is for a period of four years with equal instalments to be repaid every six months. There are no revenue budget implications of this funding as there are no interest payments to be made and the revenue savings generated are expected to exceed the amount needed for the repayments. £0.035 of this loan was repaid during the period from April to December 2016.
- 13.3 At the meeting of Cabinet on 23rd June 2015 the LED Street Lighting and Illuminated Street Furniture Replacement Project was approved which was to be partly funded by 25 year reducing balance 'invest to save' finance from the Green Investment Bank (GIB). The balance outstanding at the end of quarter three was £6.69m. There were no repayments during the period from April to December 2016.
- 13.4 Funding of these invest to save schemes is shown in Appendix 2, with Table 4 showing the Salix Finance repayment.

14 Revised Minimum Revenue Provision Policy

- 14.1 The Minimum Revenue Provision (MRP) Policy is currently under review and various options for the 2017/18 policy are being considered in consultation with our Treasury Management advisers.
- 14.2 The current policy for capital expenditure financed by supported borrowing is for MRP to be applied at 4% on a reducing balance basis. It is possible to amend the calculation under the current regulations and guidance, as long as the revised approach is considered prudent. There is currently no amendment being proposed for unsupported borrowing and this will be considered as part of the above review.
- 14.3 The 2016/17 policy has been revised for capital expenditure financed by supported borrowing so that MRP is applied at 2% on a straight line basis. This approach will have the effect of reducing the debt liability to a fixed life of 50 years compared to the current provision which will take in excess of 150 years. A charge based on a fixed straight-line basis is more prudent as it introduces a more certain period for spreading the cost of this element of the debt liability.
- 14.4 A Revised Minimum Revenue Provision Policy for 2016/17 is attached as Appendix 3.

15 Compliance with Treasury Management Strategy – quarter three

- 15.1 The Council's investment policy is governed by the CIPFA Code of Practice for Treasury Management in the Public Sector (revised in November 2009), which has been implemented in the Annual Investment Strategy approved by the Council on 25th February 2016. The investment activity during the quarter conformed to the approved strategy, and the cash flow was successfully managed to maintain liquidity. This is shown in Table 5 of Appendix 2.

16 Other Options

- 16.1 There are many options available for the operation of the Treasury Management function, with varying degrees of risk associated with them. The Treasury Management Policy aims to effectively control risk to within a prudent level, whilst providing optimum performance consistent with that level of risk.

17 Reasons for Recommendations

- 17.1 The CIPFA Code of Practice on Treasury Management recommends that Local Authorities should submit reports regularly. The Treasury Management Policy Statement for 2016/17 set out that reports would be submitted to Cabinet quarterly on the activities of the treasury management operation.

18 Corporate Implications

18.1 Contribution to Council's Vision & Critical Priorities

Treasury Management practices in accordance with statutory requirements, together with compliance with the prudential indicators acknowledge how effective treasury management provides support towards the achievement of the Council's Vision and Critical Priorities.

18.2 Financial Implications

The financial implications of Treasury Management are dealt with throughout this report.

18.3 Legal Implications

This Council has adopted the 'CIPFA Code of Practice for Treasury Management in the Public Sector' and operates its treasury management service in compliance with this code.

18.4 People Implications

None.

18.5 Property Implications

None.

18.6 Consultation

The key Treasury Management decisions are taken in consultation with our Treasury Management advisers.

18.7 Equalities Impact Assessment

None.

18.8 Risk Assessment

The Treasury Management Policy acknowledges that the successful identification, monitoring and management of risk are fundamental to the effectiveness of its activities.

18.9 Value for Money

Treasury Management activities include the pursuit of optimum performance consistent with effective control of the risks associated with those activities.

18.10 Community Safety Implications

None.

18.11 Environmental Impact

None.

19 Background Papers

None.

20 Appendices

Appendix 1 – Treasury Management Position as at the end of Quarter Three - 2016/17

Appendix 2 – Treasury Management Performance for Quarter Three – 2016/17

Appendix 3 – Revised Minimum Revenue Provision Policy 2016/17

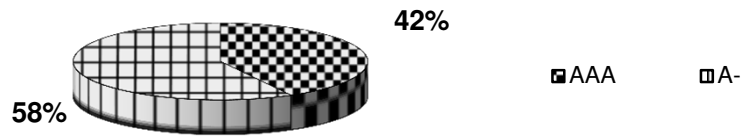
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TREASURY MANAGEMENT POSITION AS AT THE END OF QUARTER THREE - 2016/17

INVESTMENTS - SECURITY AND LIQUIDITY

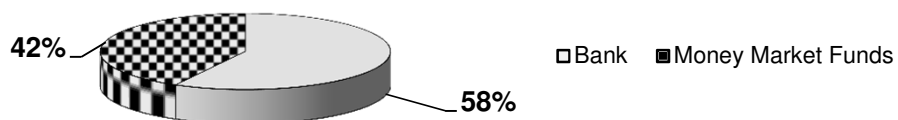
Pie chart 1

Spread of investments by long term credit rating



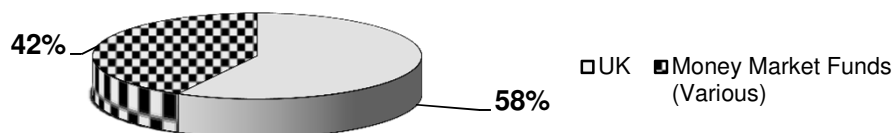
Pie chart 2

Financial Sector invested in



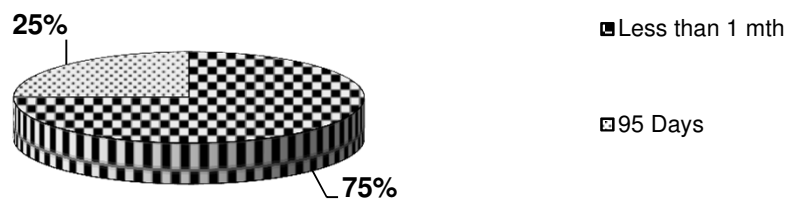
Pie chart 3

Countries where parent company is registered



Pie chart 4

Maturity profile of investments



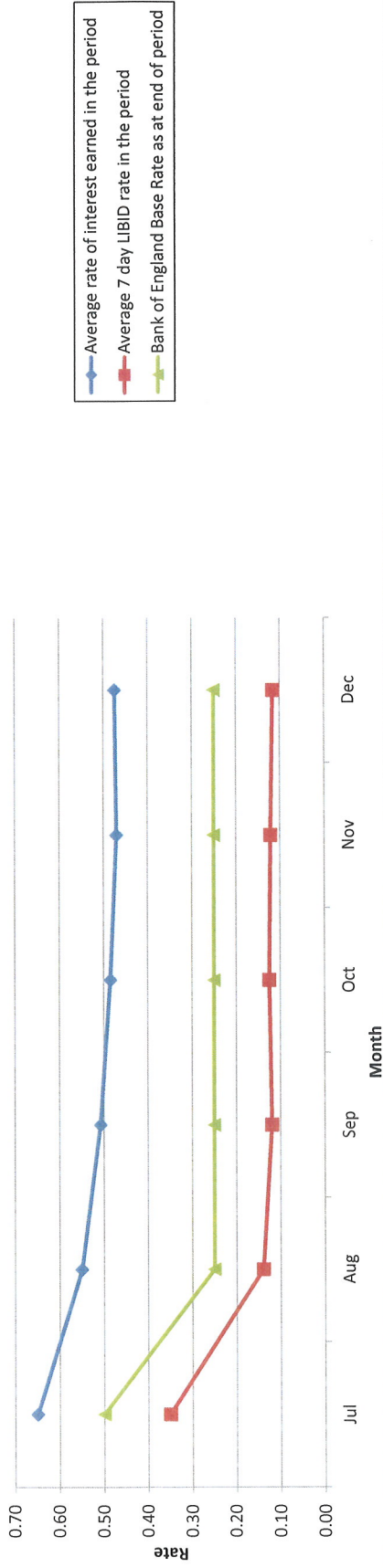
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TREASURY MANAGEMENT PERFORMANCE FOR QUARTER THREE - 2016/17

GRAPH 1 - INVESTMENT RETURN

Average interest rate earned on investments compared with benchmarks

3rd Qtr 2016/17 (2nd Qtr 2016/17 shown for comparison)



TREASURY MANAGEMENT PERFORMANCE FOR QUARTER THREE - 2016/17

Table 1 - Property Funds

| Financial Institution | Quarter | Period of investment | Value of fund at beginning of Qtr 3 £ | Number of units at start of Qtr 3 Units | Number of units distributed during Qtr 3 Units | Purchased of new units during Qtr 3 Units | Number of units at end of Qtr 3 Units | Gross Increase / (Decrease) in fund value £ | Income Distribution Qtr 3 £ | Value of fund at end Qtr 3 £ | Combined interest Rate % |
|---|---------|----------------------|--|--|---|--|--|--|--------------------------------|---------------------------------|-----------------------------|
| Rockspring Hanover Real Estate Investment Mgt Ltd | 3 | 5 Years + | 7,817,497.79 | 578 | 8 | 0 | 586 | 48,501.67 | 106,195.00 | 7,972,194.46 | 7.85% |
| Lothbury Investment Management - Property Fund | 3 | 5 Years + | 7,316,756.71 | 4,044,8424 | 30,0735 | 0.0000 | 4,074,9159 | 140,540.69 | 61,468.09 | 7,518,765.49 | 10.86% |

Table 2 - Short Dated Bond Funds/Enhanced Cash Fund

| Financial Institution | Quarter | Value of fund at the start of Qtr 3 £ | Number of shares Qtr 3 Units | Number of units distributed during Qtr 3 Units | Number of units at the end of Qtr 3 Units | Increase / (Decrease) in fund value £ | Income Distribution during the Qtr 3 £ | Value of fund at end of Qtr 3 £ | Combined Interest Rate % |
|-----------------------|---------|--|---------------------------------|---|--|--|---|------------------------------------|-----------------------------|
| Royal London | 3 | 7,529,498.63 | 7,374,631.2685 | 46,080.4700 | 7,420,711.74 | (66,371.68) | 46,403.03 | 7,509,529.88 | (1.06) |
| AXA | 3 | 7,492,192.13 | 6,442,125.6460 | N/a | 6,442,125.6460 | (16,756.81) | 23,198.94 | 7,498,634.26 | 0.34% |
| Payden & Rygel | 3 | 4,998,384.24 | 461,646.4158 | N/a | 461,646.4158 | 8,817.45 | N/a | 5,007,201.69 | 0.70% |
| Total | | | | | | | | 20,015,365.83 | |

BORROWING

Table 3

| SHORT TERM BORROWING | Rate | Amount (£) | From | To |
|------------------------------|-------|----------------|------------|------------|
| In place during this Quarter | N/a | - | - | - |
| Taken Out This Quarter | 0.35% | £ 5,000,000.00 | 15/12/2016 | 13/04/2017 |
| Repaid This Quarter | None | | | |

INVEST TO SAVE FUNDING

Table 4

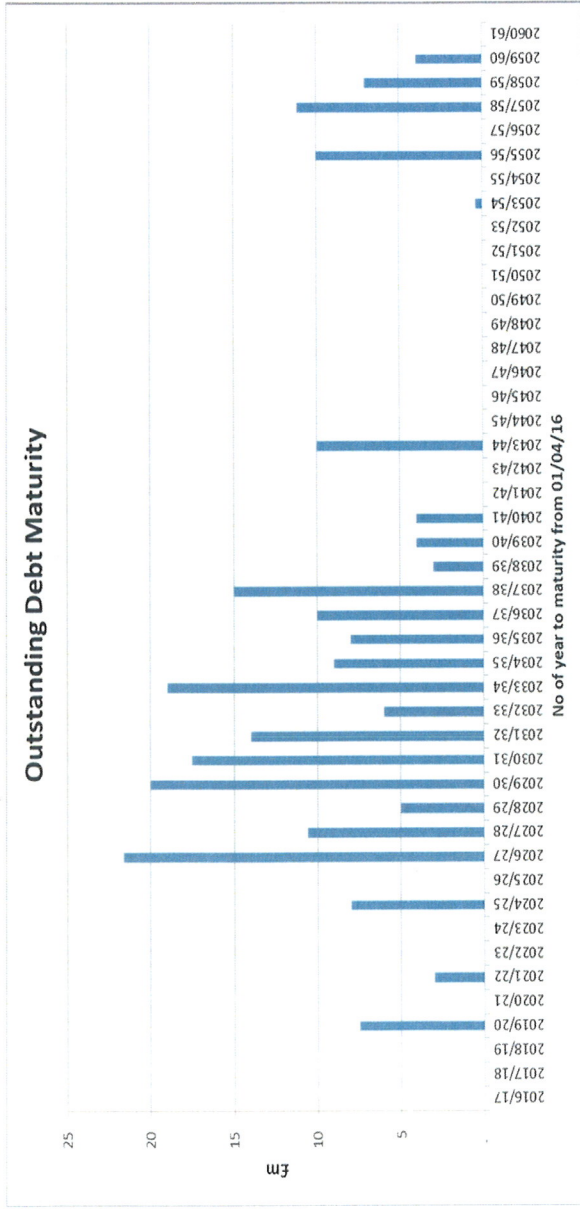
| Financial Institution | Date | Period of loan | Initial Repayment date | Final Repayment date | Amount borrowed £ | Amount repaid to date £ | Interest for month 9 15/16 % |
|---|------------|----------------|------------------------|----------------------|----------------------|----------------------------|---------------------------------|
| Salix Finance Ltd Energy Efficiency Programme | 26/03/2015 | 4 Years | 01/10/2015 | 01/04/2019 | 141,059 | (52,897.10) | 0% |

Green Investment Bank:

- 25 year reducing balance finance
- balance of £6.69m outstanding at the end of quarter three
- there were no repayments during this quarter

TREASURY MANAGEMENT PERFORMANCE FOR QUARTER THREE - 2016/17

GRAPH 2 - LONG TERM BORROWING - PWLB



New this quarter

None

Repaid this quarter

None

Range of 10 years PWLB new loan rates this quarter (inc certainty rate)

Range of 25 years PWLB new loan rates this quarter (inc certainty rate)

Range of 50 years PWLB new loan rates this quarter (inc certainty rate)

| Rate | Amount (£) | From | To |
|---------|------------|---------------|----------------|
| | | <u>Lowest</u> | <u>Highest</u> |
| 2037/38 | 2042/43 | 1.59 | 2.41 |
| 2036/37 | 2041/42 | 2.3 | 2.98 |
| 2035/36 | 2040/41 | 2.12 | 2.73 |

TABLE 5 - COMPLIANCE WITH TREASURY MANAGEMENT STRATEGY

| | |
|--|---------------|
| All transactions properly authorised | ✓ |
| All transactions in accordance with approved policy | ✓ |
| All transactions with approved counterparties | ✓ |
| Cash flow successfully managed to maintain liquidity | ✓ |
| Any recommended changes to procedures | None required |

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SOUTHEND-ON-SEA BOROUGH COUNCIL**REVISED MINIMUM REVENUE PROVISION POLICY 2016/17****1 Background**

- 1.1 The Minimum Revenue Provision (MRP) is an amount to be set aside for the repayment of debt. In previous years the amount of the charge had been defined by statute.
- 1.2 The Chartered Institute of Public Finance & Accounting (CIPFA) defines MRP as the 'minimum amount which must be charged to an authority's revenue account each year and set aside as a provision for credit liabilities, as required by the Local Government & Housing Act 1989'.
- 1.3 Under previous regulations all MRP was a 4% charge in respect of the amount of non-HRA Capital Financing Requirement (CFR). The CFR represents the cumulative amount of borrowing that has been incurred to pay for the Council's capital assets less amounts that have been set aside for the repayment of debt over the years. The MRP charge for any one financial year is applied to the CFR calculated as at the end of the previous financial year.

2 Changes to MRP regulations

- 2.1 Under the updated regulations from the financial year 2007/08 the previous detailed regulations have been replaced with a general duty for a local authority to make an MRP charge to revenue which it considers to be prudent. Responsibility has also been placed upon the full Council to approve an annual MRP policy statement.
- 2.2 Under the 2003 regulations there were five options a local authority could adopt as a method for calculating their MRP;

Option 1 – The regulatory method; applying the statutory formula set out in the 2003 regulations

Option 2 – CFR Method: multiplying the CFR at the end of the preceding financial year by 4%

Option 3a – Equal instalment method; amortising expenditure equally over an estimated useful life

Option 3b – Annuity method; takes account of the time value of money

Option 4 – Depreciation method; charges to revenue based on depreciation calculation

- 2.3 The updated regulations for MRP applied from the financial year 2007/08 whereby option 1 at this point was revoked. A policy statement regarding the 2016/17 year should be approved before 31st March 2016.
- 2.4 It is recommended that for 2016/17 the following policy is adopted:
- Supported Borrowing – Option 3a – Equal Instalment method
Unsupported Borrowing – Option 3a – Equal Instalment method
- 2.5 Under the regulations capital receipts may be used to repay the principal of any amount borrowed.
- 2.6 The Department of Communities and Local Government guidance on MRP specifies that MRP would not have to be charged until the asset came into service and would begin in the financial year following the one in which the asset became operational.

3 Duration of the Policy Statement

- 3.1 This Revised Minimum Revenue Provision Statement covers the 2016/17 financial year.

4 Minimum Revenue Provision Policy

- 4.1 The amount of MRP chargeable for 2016/17 will be applied at 2% in equal annual instalments to all:
- Capital expenditure incurred in the years before the start of this new approach
 - New capital expenditure financed by supported borrowing that causes an increase in the CFR up to 31st March 2016.
- 4.2 The amount of MRP chargeable for 2016/17 will be applied in equal annual instalments to any:
- Capital expenditure financed by long term unsupported borrowing (also referred to as Prudential Borrowing) that causes an increase in the CFR up to 31st March 2016.

The period over which it will be charged will be assessed on a basis which most reasonably reflects the anticipated period of benefit that arises from the expenditure.

- 4.3 No MRP for 2016/17 will be applied to:
- 4.3.1 Capital expenditure financed by unsupported borrowing that causes an increase in the CFR up to 31st March 2016 but has been taken out in the short term to bridge the timing difference between anticipated and actual capital receipts.

It is anticipated that capital receipts will be received to repay this borrowing. Therefore no MRP charge is required as there is already a prudent provision for repayment.

4.3.2 Capital expenditure financed by borrowing that causes an increase in the CFR up to 31st March 2016 due to a transfer of assets between the GF and HRA where due to the nature of the transfer it is anticipated that capital receipts will be received to repay this borrowing. Therefore no MRP charge is required as there is already a prudent provision for repayment.

4.3.3 Capital expenditure financed by unsupported borrowing that causes an increase in the CFR up to 31st March 2016 but has been taken out in the short term to bridge the timing difference between the expenditure being incurred and the budgeted revenue contribution to capital outlay being applied.

It is anticipated that revenue contributions will be received to repay this borrowing. Therefore no MRP charge is required as there is already a prudent provision for repayment.

4.3.4 Capital expenditure financed by unsupported borrowing that causes an increase in the CFR up to 31st March 2016 but has been taken out in the short term to bridge the timing gap while grant conditions are being met and therefore the grant being applied to capital expenditure under International Financial Reporting Standards (IFRS).

It is anticipated that the grant conditions will be met therefore no MRP charge is required as there is already a prudent provision for repayment.

- 4.4 The amount of MRP chargeable for 2016/17 relating to finance leases will be such that the combined impact of the finance charge and MRP is equal to the estimated rentals payable for the year.
- 4.5 The amount of MRP chargeable for 2016/17 relating to capital expenditure financed by unsupported borrowing that has been taken out to finance invest to save schemes will either be applied in equal annual instalments or be matched to the repayment profile of the loan, as appropriate.
- 4.6 If capital receipts are utilised to repay debt in year, the value of MRP chargeable will be reduced by the value of the receipts utilised.
- 4.7 MRP will only be charged in the year following the asset becoming operational.

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Southend-on-Sea Borough Council

Agenda
Item No.

7

Report of the Deputy Chief Executive (People)

to

Cabinet

on

14th March 2017

Report prepared by: Jacqui Lansley Director of Strategy,
Commissioning & Procurement

Annual Procurement Plan 2017/18

Relevant Scrutiny Committee: Policy and Resources
Executive Councillor: Councillor Moring

A Part 1 Public Agenda Item

1. Purpose of Report

To obtain approval of the Council's Annual Procurement Plan for 2017/18.

2. Recommendation

That the Annual Procurement Plan 2017/18 attached at **Appendix 1** be approved.

3. Background

Contracts Procedure Rules in Part 4g of the Constitution require the Cabinet to approve an Annual Procurement Plan prior to the start of each financial year.

The Annual Procurement Plan lists the high value procurement activity that will be managed by the Corporate Procurement team. It includes all spend areas across each service where leverage and efficiency opportunities exist.

The Annual Procurement Plan for 2017/18 attached at **Appendix 1** has been produced in consultation with the appropriate Directors and Deputy Chief Executives who have provided details of known contracts in their areas that are due for renewal and any new procurements (Revenue and Capital) in 2017/18.

The Annual Procurement Plan for 2017/18 ensures professional procurement expertise will be employed on the high value and/or high risk contracts. Whilst this plan gives Cabinet authority to procure, officers will still need to comply with all relevant managerial processes.

4. Other Options

An Annual Procurement Plan is a requirement in the Constitution.

5. Reasons for Recommendations

Approval of the Annual Procurement Plan is a requirement of the Council's Constitution. Inclusion of a contract in the Plan removes the need for Cabinet approval to issue a tender or award the contract, provided it falls within budget tolerances in the Plan, and the Plan does not require it to come back to Cabinet for further scrutiny where procurements may need further consideration due to their nature.

6. Corporate Implications & Corporate Priorities

6.1 Contribution to Council's vision

The Annual Procurement Plan covers activity in all areas of the Council's Corporate Priorities and these are referenced in the Plan

6.2 Financial Implications

All procurements will be conducted to ensure value for money and the most economically advantageous tender to the Council is selected

6.3 Legal Implications

All of the attached contracts will be tendered in compliance with UK Public Contracts Regulations

6.4 People Implications

Approval of this Plan will commit the Corporate Procurement team resources to these contracts in accordance with Contracts Procedure Rules and Financial Procedure Rules

6.5 Property Implications

None

6.6 Consultation

End users of services will be consulted to assist in the design and evaluation of tenders as appropriate

6.7 Equalities and Diversity Implications

Contract specifications will take into account equality aspects and these will be evaluated as part of the tender process through to contract management

6.8 Risk Assessment

Risks will be assessed at the 'options appraisal' stage and managed through the tender process and mitigated with an appropriate contract management plan.

6.9 **Value for Money**

The Plan is part of a framework to ensure the Council obtains value for money in procurement.

7. **Background papers**

Contracts Procedure Rules and Financial Procedure Rules

8. **Appendices**

Appendix 1 – Annual Procurement Plan 2017/18

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Appendix A Procurement Plan 2017-18 CETC

** Will require further Subsequent Cabinet Approval as Tenders are £1m and above; or Politically Sensitive Procurements

| E-Proc Reference no | Category | Department | Procurement Lead | Title | Leverage and Savings Opportunities | Contract Manager | Estimated value | Revenue, Capital or Income | Start date | Expiry date | Contract period | Tendered? | Option to extend | Mandatory, Essential, Optional Service | Subsequent Cabinet Approval (Yes / No) ** | Suppliers | Internal ID | Estimated annual value |
|---------------------|-------------------------|------------|------------------|--|------------------------------------|------------------|-----------------|----------------------------|------------|-------------|-----------------|-----------|------------------|--|---|---------------------------------|-------------|------------------------|
| DN229005 | CETC | CETC | Gillian Shine | Temporary and Permanent Recruitment Master Vendor | | Craig Jones | £12,000,000 | | 03/11/2014 | 02/11/2017 | 36 | Yes | 12 | Essential | Yes | Reed Specialist Recruitment Ltd | SP103407 | £3,000,000 |
| | Bereavement | CETC | | Medical Examiners | | Gary Green | £500,000 | Revenue | NEW | NEW | TBC | | | Essential | No | | | |
| | Finance and Accountancy | CETC | | Property Insurance | | Ian Ambrose | £450,000 | | | | 60 | | | Essential | No | | | £90,000 |
| | Finance and Accountancy | CETC | | Casualty Insurance | | Ian Ambrose | £400,000 | | | | 60 | | | Essential | No | | | £100,000 |
| | Document Services | CETC | Toyin Davids | Stor-a-file | | Anne Warburton | £150,000 | Revenue | 01/06/2014 | 01/05/2017 | 36 | Yes | | Essential | No | Stor-a-File | | £50,000 |
| | Bereavement | CETC | Toyin Davids | Replacement Crematorium Boiler | | Steve Taylor | £130,000 | Capital | NEW | NEW | TBC | | | Essential | No | | | |
| | Internal Audit | CETC | | Audit Call Off Contract | | Linda Everard | £100,000 | Revenue | New | New | 36 | Yes | 12 | Essential | No | New | | £25,000 |
| | Corporate Services | CETC | Gillian Shine | ALLPAY - Southend, Payment card for payment of council ta via paypoint locations | | Christine Lynch | £90,000 | Capital | tbc | tbc | 12 | Yes | | Essential | No | ALLPAY | | tbc |
| | Finance and Accountancy | CETC | | Cash Collection | | Caroline Fozzard | t.b.c | Revenue | 01/09/2016 | 30/08/2017 | | | | | Yes | G4S | | £42,000.00 |

Appendix B Procurement Plan 2017-18 People

** Will require further Subsequent Cabinet Approval as Tenders are £1m and above; or Politically Sensitive Procurements

| E-Proc Ref no | Category | Department | Procurement Lead | Title | Leverage and Savings Opportunities | Contract Manager | Estimated value | Revenue, Capital or Income | Start date | Expiry date | Contract period | Tendered? | Option to extend | Mandatory, Essential, Optional Service | Subsequent Cabinet Approval (Yes/No)** | Suppliers | Internal ID | Estimated annual value |
|---------------|---------------|---------------|------------------|---|------------------------------------|--------------------------------|-------------------|----------------------------|------------|-------------|-----------------|-----------|------------------|--|--|---|--|------------------------------------|
| | People | People | Emma Woof | Provision of personal, practical, social and emotional support in Extra Care service. | | Karen Peters | Schedule of rates | Revenue | 01/07/2012 | 31/03/2019 | 60 | Yes | 24 | Essential | No | Care Uk | | |
| | People | People | Emma Woof | REACH Recovery College | | Jo Dickinson | t.b.c | Revenue | 01/04/2018 | 31/03/2020 | 24 | Yes | 24 | Optional? | No | | | £150,000 |
| | People | People | Emma Woof | Support Services for Teenage Parent/Pregnancy (Pilot model) | | Angela Ejoh | t.b.c | Revenue | 01/01/2017 | 31/12/2017 | 12 | No | No | Optional | No | Sanctuary Supported Living | | £96,663 |
| | People | People | Emma Woof | Supported Living for People with a Learning Disability | | Suzanne Edey & Karen Peters | t.b.c | Revenue | 12/05/2019 | TBA | TBA | Yes | TBA | Essential | Yes | Metropolitan Housing Trust, Affinity Trust, SBC services and other spot placement providers | | £4,000,000 |
| | Public Health | Public Health | Suzie Clark | Healthy Child Programme - (including Health Visitors and Family Nurse Partnership Services) | | Margaret Gray | £6,625,000 | Revenue | 01/10/2015 | 31/03/2018 | 30 | No | 0 | Mandatory | Yes | South Essex Partnership Trust (SEPT) | | £2,650,000 |
| | People | People | Sam Riddoch | Adaptations Framework Agreement - DFG /Social Housing | | Dave Halladay and Andrew Fiske | £6,000,000 | Capital | 01/06/2017 | 31/05/2019 | 24 | Yes | 24 | Essential | Yes | Muilt company - Framework | | £1,500,000 |
| DN228915 | People | People | Lee White | Floating Support | | Jeff Cahart & Yvonne Adams | £4,327,060 | Revenue | 01/04/2012 | 31/03/2018 | 36 | Yes | 36 | Optional | Yes | Family Mosaic | SP100678 | £796,937 |
| | People | People | Emma Woof | Supported Living for People with a Mental Health need | | Jo Dickinson | £2,934,520 | Revenue | 01/04/2013 | 31/03/2018 | 60 | Yes | 36 | Essential | Yes | Richmond Fellowship | SBCP063 | £290,000 |
| | People | People | Sam Riddoch | Review of HRA Land Phase 2 - Contractor Tender | | Tim Holland & Andrew Fiske | £2,395,000 | Capital | 01/06/2017 | 31/03/2018 | | Yes | | Optional | Yes | New contract | | 2635000 (includes 10% contingency) |
| | People | People | Suzie Clark | Childminding and Preschool Development workers | | Elaine Hammans | £1,660,000 | Revenue | 01/04/2014 | 31/03/2017 | 36 | Yes | 24 | Essential | Yes | PSLA (Childminders) and PACEY (PSDWs) | | £332,000 |
| DN228973 | CETC | People | Emma Woof | Direct Payments Advice, Support & Payroll service | | Karen Peters | £687,000 | Revenue | 02/05/2011 | 31/03/2018 | 83 | Yes | 24 | Essential | No | Vibrance (RCHL) | SP101648 | £98,142 |
| | People | People | Suzie Clark | Empowering and Supporting Families | | Angela Ejoh | £570,000 | Revenue | 01/04/2014 | 31/03/2017 | 36 | Yes | 24 | Optional | No | Volunterring Matters | | £110,000 |
| DN228910 | People | People | Suzie Clark | Supported housing for offenders | | Jeff Cahart & Yvonne Adams | £509,635 | Revenue | 13/10/2014 | 12/10/2017 | 36 | Yes | 24 | Optional | No | Home Group | SP102010 | £101,927 |
| DN229018 | People | People | Emma Woof | Respite Care for CWD | | Angela Ejoh | £465,000 | Revenue | 07/01/2013 | 06/01/2018 | 36 | Yes | 24 | Essential | No | St Christophers Cottage | SP104398 | £93,000 |
| DN228993 | People | People | Suzie Clark | DAAT - Drug Rehabilitation | | Glyn Halksworth | £400,000 | Revenue | 02/01/2016 | 30/09/2017 | 21 | Yes | 0 | Essential | No | Multi Company - (see Comment) | AC104316 SP105285 SP104086 SP105246 SP107528 SP100495 SP104909 | £223,754 |
| DN228986 | Public Health | Public Health | Suzie Clark | Adult Weight Management Service | | Lee Watson | £400,000 | Revenue | 01/09/2014 | 31/08/2017 | 36 | Yes | 24 | Mandatory | No | Multi Company - (see Comment) | SP106939 SP106561 SP104921 | £80,000 |
| | People | People | EmmaWoof | Deprivation of Liberty Framework | | Sarah Range | £400,000 | Revenue | 01/06/2017 | 30/05/2021 | 48 | Yes | 0 | Mandatory | No | New contract | | £100,000 |
| DN229061 | People | People | Suzie Clark | Approved List, for Drug & Alcohol Detoxification Services | | Glyn Halksworth | £300,000 | Revenue | 01/06/2016 | 30/09/2017 | 16 | Yes | 0 | Essential | No | Multi Company (see Comment) | | £100,000 |
| | People | People | Lee White | Specialist Welfare Advice | | Karen Peters | £168,630 | Revenue | 01/04/2008 | 31/03/2018 | 120 | No | 0 | Essential | No | CAB | | £16,863 |
| | People | People | Lee White | Supported Housing for Homelessness | | Jeff Cahart & Yvonne Adams | £133,000 | Revenue | 01/07/2016 | 31/03/2018 | 21 | Yes | 0 | Optional | No | HARP | | £76,000 |
| | People | People | | Possible Development of an independent Learning Centre | | Sarah Baker | £100,000 | Capital | TBC | TBC | | | | Optional | No | | | tbc |
| | Public Health | Public Health | Suzie Clark | Sexual Health Promotion and HIV Prevention Service | | Simon D Ford | £99,000 | Revenue | 01/04/2017 | 31/03/2020 | 24 | No | 12 | Mandatory | No | Terrence Higgins Trust | | £33,000 |

Appendix C Procurement Plan 2017-18 Place

** Will require further Subsequent Cabinet Approval as Tenders are £1m and above: or Politically Sensitive Procurements

| E-Proc Ref no | Category | Department | Procurement Lead | Title | Leverage and Savings Opportunities | Contract Manager | Estimated value | Revenue, Capital or Income | Start date | Expiry date | Contract period | Tendered ? | Option to extend | Mandatory, Essential, Optional Service | Subsequent Cabinet Approval (Yes/No)** | Suppliers | Internal ID | Estimated annual value |
|---------------|---------------------|---------------------|------------------|--|------------------------------------|-----------------------------------|------------------|----------------------------|------------|-------------|------------------------|------------|------------------|--|--|-------------------------------|-------------|------------------------|
| DN228923 | Place | Place | Sam Riddoch | Better Queensway Professional Advisers - Lot 1 Lead Adviser - Lot 4 Strategic Financial Adviser | | Gemma Webb | t.b.c | | 27/05/2016 | 26/05/2017 | 12 | | 60 | Essential | Yes | 31ten Consulting Ltd | SP107282 | £150,000 |
| DN229062 | Place | Place | Sam Riddoch | Better Queensway Professional Advisers - Lot 2 Design and Urban Planning Adviser | | Gemma Webb | t.b.c | | 27/05/2016 | 26/05/2017 | 12 | | 60 | Essential | Yes | IBI Group UK Ltd | SP107066 | £90,000 |
| DN229062 | Place | Place | Sam Riddoch | Better Queensway Professional Advisers - Lot 3 Strategic Property Adviser | | Alan Richards | t.b.c | | 27/05/2016 | 26/05/2017 | 12 | | 60 | Essential | Yes | Cushman & Wakefield | SP107066 | £44,000 |
| | Place | Regeneration | Mark Atkins | Better Queensway Partner - Competitive Dialogue | | Emma Cooney | t.b.c | | 01/05/2017 | | | | | Essential | Yes | | | |
| | Customer Services | CETC | | Customer service self serve solution (encompasses appointments, scanning & visitors) | | Ellen Butler | est £75,000 | TBC | NEW | NEW | 36 | NEW | 12 | Optional Service | Yes | NEW | | est £10,000 |
| | Customer Services | CETC | | Citizen's Portal specifically for Revs & Bens (replaces Gandlake who are no longer offering an online division) | | Ellen Butler | est £100,000 | TBC | 15/09/2017 | | 36 | NEW | 12 | Essential | Yes | NEW | | est £25,000 |
| | Place | Culture | | Sidmouth Pk Play Equipment | | Paul Jenkinson | £75,000-£120,000 | Capital | TBC | TBC | 12 | | | Essential | Yes | New | | 75000 - 120,000 |
| | Place | Place | | Waste Treatment and Disposal | | Imran Kazalbash | £51,000,000 | Revenue | tbc | 23/10/2023 | | | 24 | Essential | Yes | | | £6,000,000 |
| | Place | Place | | Airport Business Park Innovation Centre | | Emma Cooney | £10,246,000 | Capital | tbc | tbc | | | | Essential | Yes | | | t.b.c |
| | Place | Property & Regen | Sam Riddoch | Pier – Design and Construction for rebuild of Timber Outer Pier Head | | Garry Stickland | £8,000,000 | Capital/Rev | 15/08/2017 | | 36 | | | Essential | Yes | | | |
| | People | Major Adaptations | Sam Riddoch | Adaptations Framework | | Dave Halladay | £6,000,000 | Capital/Rev/Grant | 01/06/2017 | 31/05/2019 | 24 | | 24 | Essential | Yes | | C10145 | |
| DN229068 | Place | Property & Regen | Sam Riddoch | Civic East Car Park (demolish and rebuild) | | Alan Richards | £5,700,000 | Capital | | | 36 | | | Essential | Yes | | C10748 | £1,900,000 |
| | Place | Place | Sam Riddoch | Beecroft / Old Library Car Park reconstruction and Enhancement | | Mark Murphy | £5,200,000 | Capital | | | 36 | | | Essential | Yes | | C10750 | |
| | Place | Highways | | A127 The Bell and S-CATS Public Realm - (procured through the Eastern Highways Alliance (existing shared contract with east of England local authorities)) | | | £5,025,000 | Capital | TBC | TBC | | Y | | Essential | Yes | | | tbc |
| | Place | Highways | | Coastal Defences (Shoebury Common) | | Richard Atkins | £4,170,000 | Capital | 01/04/2018 | 31/03/2020 | 27 | Yes | no | Essential | Yes | | | £2,100,000 |
| DN229321 | Place | Energy | Sam Riddoch | Solar Photovoltaic Installations Framework | | Jeremy Martin | £3,500,000 | Capital | 01/02/2017 | 31/01/2019 | 24 | | 24 | Optional Service | Yes | 6 suppliers | DN229321 | £900,000 |
| | Children & Learning | People | Sam Riddoch | Procac Site Refurb | | Mark Murphy / June Edwards | £3,000,000 | capital | 01/04/2017 | | 12 | | | Essential | Yes | | | |
| | Place | Property & Regen | Sam Riddoch | Prince George Pier Structure Works (Phase 1B and 2) | | Mark Murphy | £2,500,000 | Capital | 15/08/2017 | 14/08/2020 | 36 | | | Essential | Yes | | | £833,000 |
| | Place | Property & Regen | Sam Riddoch | Pier - Condition Works (Structural Repairs) | | Mark Murphy | £2,000,000 | Capital | 01/08/2017 | | 24 | | 24 | Essential | Yes | | C10697 | £500,000 |
| | Place | Highways | | Belton Hill Steps (inc Investigations and Design Process) | | Neil Hoskins / Paul Jenkinson | £1,500,000 | Capital | 01/06/2017 | 31/03/2018 | 9 | Yes | | Essential | Yes | | C10777 | £1,500,000 |
| DN229345 | Place | Property & Regen | Sam Riddoch | Thames Estuary Museum Further Design Services | | Mark Murphy / Simon May | £1,300,000 | Capital | 01/06/2017 | 31/05/2019 | 24 | | 24 | Essential | Yes | | | £650,000 |
| | Place | Culture | | Library Services Cxcontract | | Simon May | £1,250,000 | Revenue | 01/04/17 | 31/03/2022 | 60 | | | Mandatory | Yes | New | | 208000 |
| | Place | Highways | Sam Riddoch | Kent Elms Footbridge (design, manufacture & install) | | Paul Mathieson | £1,200,000 | Capital | 01/04/2016 | | 6 | | | Essential | Yes | | | £1,200,000 |
| DN228978 | Place | Place | Gillian Shine | Building Cleaning | | Mark Murphy | £1,153,198 | | 20/06/2014 | 19/06/2017 | 36 | | 12 | Essential | Yes | SBS CLEANING SERVICES LIMITED | SP102611 | £230,640 |
| | Place | Highways | | Geotechnical Consultancy Services | | Neil Hoskins | £1,000,000 | Capital and Revenue | 01/04/2017 | 31/03/2022 | 60 | Yes | Yes | Essential | Yes | | | £200,000 |
| | ICT | Place | | Digital platform citizens to view their bills/correspondance. | | Nick Corrigan | £1,000,000 | Capital | TBA | TBA | TBA | TBA | TBA | TBA | Yes | TBA | Yes | tbc |
| DN228935 | ICT | Place | | Enterprise Agreement (Microsoft - contract with Phoenix) | | David Cummings | £640,000 | | 01/05/2015 | 30/04/2018 | 36 | | 36 | Essential | No | Phoenix Software | SP103664 | £213,333 |
| | ICT | Place | | Development of the Liquid Logic Case Management System | | David Cummings | £560,000 | | tbc | tbc | | | | Essential | No | | | |
| | People | Property & Regen | Sam Riddoch | LATC (Delaware & Prion) Care Village; Feasibility Study (QS and Architectural) for a New care home and adult learning centre | | Mark Murphy | £520,000 | Capital | 01/12/2016 | | 30 | | | Essential | No | | C10621 | £260,000 |
| | Place | Highways | | Purchase/Maintenance / Service Contract for Car Park Guidance System and VMS | | Richard Backhouse | £500,000 | Capital and Revenue | 01/12/2017 | 30/11/2022 | 60 | Yes | yes | Essential | No | | | £100,000 |
| | Place | Property & Regen | Sam Riddoch | Pier Condition works (non-structural: toilets, decking, shelters, lighting, M&E) | | Mark Murphy | £500,000 | capital | | | 12 | | | Essential | No | | | £500,000 |
| | ICT | Place | | Intelligence Hub / Operations Centre include colocation of 24/7 monitoring systems, creation of data warehouse, solution for the publication of open data and pilot smart projects eg. car parking independent living and environmental monitoring | | Nick Corrigan | £500,000 | | tbd | tbd | tbd | | | | Essential | No | | |
| DN229256 | ICT | Place | | Avaya IP Telephony | | Mark Churchill | £460,176 | | 15/12/2013 | 31/01/2018 | 50 | | 0 | Essential | No | Vodafone Central Ltd | SP100562 | £115,044 |
| | ICT | Place | | CCTV Equipment Renewal | | Dipti Patel | £420,000 | | tbc | tbc | | | | Essential | No | | | |
| | Place | Energy | Sam Riddoch | various energy efficiency projects value varying between £5k to £75k - sites to be identified | | Jeremy Martin | £400,000 | Capital | 01/04/2017 | 31/03/2018 | 12 | | | Optional Service | No | | | |
| DN229002 | Place | Place | Gillian Shine | Security Contract | | Mark Murphy | £364,441 | | 20/06/2014 | 19/06/2017 | 36 | | 12 | Essential | No | WINNS SECURITY SERVICES LTD | SP103540 | £72,888 |
| AB6H-NGURQG | ICT | CETC | | Hosting Management System (Revs&Bens) - Review Hosting element but retain Northgate Service | | Veronica Dewsebury | £350,000 | | 23/11/2012 | 31/01/2017 | 58 | | 24 | Essential | No | Meritec | SP104074 | £70,000 |
| | ICT | Place | | WiFi Canopy | | Nick Corrigan | £350,000 | | tbd | tbd | tbd | | | Essential | No | | | |
| ABEC-B96A61 | ICT | Place | | Extend update contract until end May2017 | | Mark Churchill | £337,000 | | 01/12/2015 | 30/11/2016 | 12 | | 12 | Essential | No | Update Infrastructure UK Ltd | SP101838 | |
| | Culture | Place | | Cliffs Pavilion External Cladding | | Mark Murphy / Rosemary Pennington | £320,000 | capital | tbc | tbc | 12 | No | | Essential | No | NEW | New | £320,000 |
| | Place | Children & Learning | | S106 Bellway Prittlebrook 1400943FULM - Education | | June Edwards | £306,000 | capital | tbc | tbc | 12 | No | | Essential | No | NEW | C10724 | £360,000 |
| | Place | Property & Regen | Sam Riddoch | Pier Entrance Enhancement | | Drew Jones | £300,000 | Capital | | | 16 | | | Essential | No | | | |
| DN229001 | Place | Place | Darryl Mitchell | Golf Starters | | | £300,000 | | 22/01/2015 | 21/01/2018 | 36 | | 24 | Essential | No | The School of Golf | SP106947 | £60,000 |
| | Place | Property & Regen | Sam Riddoch | Pier Pavilion Detailed Design | | Mark Murphy | £250,000 | Capital | | | 24 | | | Essential | No | | | £125,000 |
| | Culture | Place | | Central Museum Works | | Mark Murphy / Simon May | £250,000 | capital | tbc | tbc | 24 | No | | Essential | No | NEW | New | £250,000 |
| | Culture | Place | Sam Riddoch | Library Review - Leigh | | Mark Murphy / Simon May | £250,000 | capital | tbc | tbc | 12 | No | | Essential | No | NEW | C10624 | £250,000 |
| | Culture | Place | | Palace Theatre - Boiler Replacement | | Mark Murphy / Rosemary Pennington | £215,000 | capital | tbc | tbc | 12 | No | | Essential | No | NEW | C10782 | £215,000 |
| | Place | Housing | | S106 Dairy Crest 1400340AMDT - Affordable Housing | | David Moon | £202,000 | capital | tbc | tbc | 12 | No | | Essential | No | NEW | C10741 | £202,000 |
| | Place | Highways | | Car Parking in Town Centre and Central Seafront (Feasibility Study) | | Neil Hoskins | £200,000 | Capital | 01/09/2017 | 31/03/2018 | 6 | Yes | no | Essential | No | | | |
| | Place | Property & Regen | Sam Riddoch | Pier – 5 Year Structural Consultancy | | Mark Murphy | £200,000 | Capital | | | 60 | | | Essential | No | | | £40,000 |
| | Place | Energy | Sam Riddoch | Trial of sensors for darins and watercourse working in association with Anglian Water subject to funding from AW. | | Jeremy Martin | £200,000 | Capital | 01/04/2017 | 31/03/2017 | 24 | | | Essential | No | | | |
| DN229341 | Place | Property & Regen | Sam Riddoch | Prince George Pier Structure Testing (Phase 1) | | Garry Stickland | £200,000 | Capital | 15/02/2017 | 30/08/2017 | 6 | | | Essential | No | | C10038 | £200,000 |
| | Place | Place | Sam Riddoch | Estuary Art (aka unit 21) [Pier View Gallery] | | Drew Jones | £200,000 | Capital | 10/04/2017 | 31/05/2017 | 2 | | | Essential | No | | C10855 | £200,000 |
| | Place | Place | Darryl Mitchell | Town Link Radio Next Generation | | Barry Davis | £187,000 | Capital & Revenue | 01/10/2008 | 01/04/2016 | 36 | YES | 24 | Essential | No | Emits | | £37,400 |
| DN229322 | ICT | Place | | Highway Maintenance Technical Support | | Mark Churchill | £173,024 | | 09/10/2015 | 09/10/2017 | 24 | | | Essential | No | Galst Solutions Limited | | £43,256 |
| | Place | Children & Learning | Sam Riddoch | Futures Heating & Duct Pipes / Demolition of Old Building | | Shona Rowe | £168,000 | capital | 01/04/2017 | tbc | tbc | No | | Essential | No | NEW | C10714 | £168,000 |
| DN228990 | Place | Place | Sam Riddoch | Lift Servicing and Maintenance | | | £160,000 | | 01/04/2015 | 31/03/2018 | 36 | | 12 | Essential | No | Nova | CS100145 | £40,000 |
| | Place | Housing | | S106 87 Rectory Gr 1101018FULM - Affordable Housing | | David Moon | £155,000 | capital | tbc | tbc | 48 | No | | Essential | No | NEW | C10073 | £155,000 |
| DN230814 | Place | Property & Regen | Sam Riddoch | Refurbishment of Toilets at Shoebury Common | | Nell Pointer | £150,000 | Capital | 01/02/2017 | | 3 | | | Essential | No | | | £150,000 |
| | ICT | Place | | EDRMS as a transformational tool | | Richard Whitehead | £150,000 | | tbd | tbd | co terminus with EDRMS | | | Essential | No | | | |
| | CETC | CETC | | Rossi Security and demolition | | Alan Richards | £150,000 | Capital | 01/04/2017 | 30/09/2017 | 6 | | Underway | no | Essential | No | TBC | n/a |
| | Place | Public Protection | Darryl Mitchell | Stray Dogs Kennelling Service | | Carl Robinson | £150,000 | Revenue | TBC | TBC | 5 | N | Yes | Mandatory | No | Acrswey | | £30,000.00 |
| | Place | Culture | | Leisure Centres - H&S Emergency in year works | | Mark Murphy / Sharon Wheeler | £150,000 | Capital | TBC | TBC | 12 | | | Essential | No | NEW | | 150,000 |

Appendix C Procurement Plan 2017-18 Place

** Will require further Subsequent Cabinet Approval as Tenders are £1m and above: or Politically Sensitive Procurements

| E-Proc Ref no | Category | Department | Procurement Lead | Title | Leverage and Savings Opportunities | Contract Manager | Estimated value | Revenue, Capital or Income | Start date | Expiry date | Contract period | Tendered ? | Option to extend | Mandatory, Essential, Optional Service | Subsequent Cabinet Approval (Yes/No)** | Suppliers | Internal ID | Estimated annual value |
|---------------|-------------|---------------------|------------------|---|------------------------------------|-----------------------------------|-----------------|----------------------------|------------|-------------|-----------------|------------|------------------|--|--|---------------------------|--------------------|---|
| | Place | Culture | | Theatres - H&S Emergency in year works | | Mark Murphy / Rosemary Pennington | £150,000 | Capital | tbc | tbc | 12 | | | Essential | No | new | | |
| | Place | Place | | General Market Contract | | Marzia Abel | £135,000 | | 01/03/2017 | 01/06/2020 | 36 | | 24 | Essential | No | SBC | | £45,000 |
| | Place | Children & Learning | | Bournes Green Junior Boiler | | Shona Rowe | £135,000 | capital | 01/04/2017 | tbc | tbc | NEW | | Essential | No | NEW | | £135,000 |
| DN229343 | Place | Regeneration | Sam Riddoch | Multi-disciplinary Consultancy Better Queensway - Lot 1 | | Ian Harrison | £132,000 | Capital | 23/01/2017 | 31/10/2017 | 9 | | | Essential | No | Waterman Group | | £132,000 |
| | Bereavement | Chief Executive | | Replacement of Boiler at Southend Crematorium | | Mark Murphy / Gary Green | £130,000 | Capital | | | | | | Essential | No | | | |
| | Place | Energy | | Cliffs Pavilion BMS | | Mark Murphy / Jeremy Martin | £130,000 | Capital | 01/04/2017 | 31/03/2018 | 12 | | | Essential | No | new | | 130000 |
| DN229229 | ICT | People | | CAPITA ONE Children's CMS (Drug and Alcohol abuse CMS) | | Mark Churchill | £128,884 | | 25/02/2010 | 31/03/2018 | 98 | | 0 | Essential | No | Capita PLC | SP103391 | £32,221 |
| ABRD-TKJ4PW | ICT | CETC | | AIM/ACR/AXIS/Paye.net | | Caroline Fozzard | £128,868 | | 11/11/2013 | 31/03/2017 | 42 | | 24 | Essential | No | Capita PLC | SP103391 | £11,203 |
| | Place | Housing | | S106 53 Pavilion Dr 07018700UTM - Affordable Housing | | David Moon | £128,000 | capital | tbc | tbc | 36 | No | | Essential | No | NEW | C10581 | £128,000 |
| | Culture | Place | | Palace Theatre - Air Handling Units | | Mark Murphy / Rosemary Pennington | £125,000 | capital | tbc | tbc | 12 | No | | Essential | No | NEW | NEW | £125,000 |
| | Place | Culture | | Palace Theatre Boilers | | Mark Murphy / Rosemary Pennington | £125,000 | capital | TBC | TBC | 12 | | | Essential | No | new | | 125000 |
| | People | Children & Learning | Sam Riddoch | Extension at Blenheim Primary School | | Dave Sowerbutts | £120,000 | Capital | 01/04/2017 | 28/08/2017 | 5 | | | Essential | No | | | £120,000 |
| | ICT | People | Gillian Shine | Elearning Management System | | Julie Thompson | £120,000 | Revenue | TBC | TBC | 36 | | 24 | Essential | No | TBC | | £70k for 1st Year £20k for 2nd Year £10k for 3rd and subsequent years |
| | Place | Culture | | Parks Furniture | | Paul Jenkinson | £120,000 | Capital | TBC | TBC | 48 | | | Essential | No | New | | 30000 |
| | Place | Energy | | Southchurch Park Lake Surrounds | | Paul Jenkinson | £120,000 | Capital | | | 12 | | | Essential | No | New | | 120000 |
| DN229266 | ICT | CETC | | Info4LocalGov Portal | | David Cummings | £115,961 | | 11/03/1998 | 30/04/2017 | 230 | | 0 | Essential | No | IHS Global Ltd. | SP101610 | £28,990 |
| | CETC | CETC | | Phase 2 Beach Huts | | Alan Richards | £115,000 | Capital | 01/04/2017 | 31/03/2018 | 12 | query | n/a | Optional Service | No | query | | n/a |
| DN229006 | Place | Place | Darryl Mitchell | Bedding Newmans | | Derek Newman | £112,000 | | 01/12/2014 | 30/11/2017 | 36 | | 12 | Essential | No | Pentland Plants Ltd | SP100906 | £28,000 |
| | Place | Place | | Business Support Workshop Programme | | Chris Burr | £110,000 | | 01/05/2017 | 30/01/2020 | 36 | | 0 | Optional Service | No | tbc | | |
| DN228950 | Place | Place | | Window Cleaning | | Mark Murphy | £102,890 | | 23/06/2014 | 22/06/2017 | 36 | | 6 | Essential | No | F&G Cleaners Limited | SP106473 | £20,578 |
| DN229343 | Place | Regeneration | Sam Riddoch | Multi-disciplinary Highways Consultancy Better Queensway - Lot 2 | | Neil Hoskins | £100,000 | Capital | 01/04/2017 | 31/01/2018 | 10 | | | Essential | No | | | £100,000 |
| | CETC | CETC | | Energy Assessments for Energy Act 2018 requirements | | Alan Richards | £100,000 | Revenue | 01/04/2017 | 31/03/2022 | 60 | no | 60 mo | Essential | No | TBC | | £20,000 |
| | Parks | Place | Darryl Mitchell | Parks Operations Materials | | Derek Newman | £100,000 | | ? | ? | ? | | 12 | Essential | No | TBC | | £100,000 |
| | Culture | Place | | Palace Theatre - Replacement of Asbestos Safety Curtain | | Mark Murphy / Rosemary Pennington | £100,000 | capital | tbc | tbc | 36 | No | | Essential | No | NEW | NEW | £50,000 |
| | Culture | Place | | SLTC - BMS Control | | Mark Murphy / Sharon Wheeler | £100,000 | capital | tbc | tbc | 12 | No | | Essential | No | NEW | NEW | £100,000 |
| | ICT | Place | | Replacement of Remote Working Solution | | David Cummings | £100,000 | Capital | NEW | NEW | n/a | TBA | Yes | n/a | No | | No | tbc |
| | ICT | Place | | Health and Social Care Enablement N3 Project | | David Cummings | £100,000 | Capital | NEW | NEW | n/a | TBA | Yes | n/a | No | | No | tbc |
| DN229221 | ICT | Place | | Disaster Recovery | | David Cummings | £98,000 | | 04/08/2007 | 05/08/2017 | 120 | | 0 | Essential | No | Adam Continuity Ltd | SP102064 | £24,500 |
| DN228934 | Place | Place | Darryl Mitchell | Maintenance / Service Contract for Southend Car Park System and Interactive Signs | | Cheryl Hindle | £96,925 | | 01/06/2007 | 31/05/2017 | 120 | | 0 | Essential | No | Swarco Traffic Limited | SP100977 | £27,000 |
| | Place | Children & Learning | Sam Riddoch | Friars Boilers | | Shona Rowe | £95,000 | capital | 01/04/2017 | tbc | tbc | No | | Essential | No | NEW | C10773 | £95,000 |
| ABZC-NWJQCE | ICT | CETC | | Elections Management | | Colin Gamble | £92,936 | | 24/05/2010 | 31/03/2017 | 78 | | | Essential | No | Xpress Software Solutions | SP100763 | £23,234 |
| | ICT | Place | | Mobile Device End Point Replacement | | David Cummings | £90,000 | Capital & Revenue | 01/09/2011 | 01/09/2016 | n/a | 5 years | Yes | n/a | No | Sophos | No | tbc |
| | ICT | Place | | Mobile Working & Enterprise Mobility g. | | David Cummings | £85,000 | | tbd | tbd | tbd | | | Essential | No | | | |
| DN229188 | ICT | Place | | EDRMS | | Richard Whitehead | £80,136 | | 01/07/2009 | 01/05/2017 | 94 | | 0 | Essential | No | Civica UK Ltd | SP103413, SP101996 | £11,727 |
| | CETC | CETC | | Non Domestic Rates (Appeals adviser paid from 5-year savings delivered) | | Alan Richards | £80,000 | Revenue | 01/04/2017 | 31/03/2022 | 60 | No | 60 | Optional Service | No | GVA currently | | £16,000 |
| DN229360 | Place | Property & Regen | Sam Riddoch | Replacement of Building Management System at the Cliffs Pavilion Theatre | | Steve Allarton | £75,000 | Capital | 01/03/2017 | 15/06/2017 | 3 | | | Essential | No | | Project no. 1453 | £75,000 |
| | ICT | Place | | ICT Upgrade of ERP (Agresso System) | | David Cummings | £75,000 | | tbc | tbc | | | | Essential | No | | | |
| | ICT | Place | | Core Application Database Migration | | David Cummings | £75,000 | | tbc | tbc | | | | Essential | No | | | |
| | ICT | Place | | Secure Private Hosting | | Richard Whitehead | £75,000 | Revenue | NEW | NEW | n/a | TBA | Yes | n/a | No | TBA | No | tbc |

Appendix D Procurement Plan 2017-18 S.E.H

** Will require further Subsequent Cabinet Approval as Tenders are £1m and above; or Politically Sensitive Procurements

| E-Proc Reference no | Category | Department | Procurement Lead | Title | Leverage and Savings Opportunities | Contract Manager | Estimated value | Revenue, Capital or Income | Start date | Expiry date | Contract period | Tendered? | Option to extend | Mandatory, Essential, Optional Service | Subsequent Cabinet Approval (Yes/No)** | Suppliers | Internal ID | Estimated annual value |
|---------------------|-------------------|-------------------|------------------|---|------------------------------------|------------------|-----------------|----------------------------|------------|-------------|-----------------|-----------|------------------|--|--|--------------------|-------------|------------------------|
| | South Essex Homes | South Essex Homes | | Responsive Repairs and Void Property Works with provision for future planned Work Elements | | | £40,000,000 | REV | 01/04/2018 | 31/03/2023 | 96 | | 24 | Essential | Yes | | | |
| DN229334 | South Essex Homes | South Essex Homes | | Responsive Repairs and Void Property Works with provision for future planned Work Elements (M1112-03) | | Bradley Staff | £9,561,769 | REV | 01/04/2012 | 31/03/2018 | 60 | YES | 24 | Essential | Yes | Kier | | |
| | South Essex Homes | South Essex Homes | | Internal Property Maintenance Kitchen, Bathrooms, Electrical Rewires | | | £5,000,000 | CAP | 01/08/2017 | 31/03/2021 | 48 | | 12 | Essential | Yes | | | |
| | South Essex Homes | South Essex Homes | | External Property Maintenance (High Level) Roofs, Rainwater Goods, Fascias & Soffits, Cladding & Eternal Decoration | | | £5,000,000 | CAP | 01/08/2017 | 31/03/2021 | 48 | | 12 | Essential | Yes | | | |
| | South Essex Homes | South Essex Homes | | Towerblock Overcladding & Refurbishment | | | £5,000,000 | CAP | 01/03/2018 | 31/03/2022 | 48 | | 0 | Essential | Yes | | | |
| | South Essex Homes | South Essex Homes | | External Structural Repairs Concret repairs, balconies, fencing, floor finishes, Bin Stores & resurfacing works | | | £2,500,000 | CAP | 01/08/2017 | 31/03/2021 | 48 | | 12 | Essential | Yes | | | |
| | South Essex Homes | South Essex Homes | | Window Replacement | | | £2,500,000 | CAP | 2017 | 2021 | 48 | | 12 | Essential | Yes | | | |
| | South Essex Homes | South Essex Homes | | Communal Electrics | | | £2,000,000 | CAP | 01/08/2017 | 31/03/2021 | 48 | | 12 | Essential | Yes | | | |
| | South Essex Homes | South Essex Homes | | Fire Compartmentation Works | | | £1,500,000 | CAP | 2017 | 2021 | 48 | | 12 | Mandatory | Yes | | | |
| | South Essex Homes | South Essex Homes | | Door Entry Installation and upgrades works | | | £500,000 | CAP | 01/08/2017 | 31/03/2021 | 48 | | 12 | Essential | No | | | |
| | South Essex Homes | South Essex Homes | | Lift Renewals | | | £500,000 | CAP | 2017 | 2018 | 12 | | - | Essential | No | | | |
| | South Essex Homes | South Essex Homes | | Tunstall PCN7 Maintenance & Support | | | £400,000 | REV | 01/07/2017 | 30/06/2022 | 48 | | - | Essential | No | | | |
| | South Essex Homes | South Essex Homes | | DDA Improvement Works (M1516-10) | | | £398,285 | CAP | 04/01/2016 | 31/03/2017 | 15 | YES | 12 | Mandatory | No | Smith & O'Sullivan | | |
| | South Essex Homes | South Essex Homes | | Asbestos Removal Works (M1415-02) | | | £257,526 | REV | 01/04/2014 | 31/03/2017 | 36 | YES | 12 | Mandatory | No | Kershaw | | |
| | South Essex Homes | South Essex Homes | | Asbestos Survey & Consultancy Services | | | £250,000 | REV | 01/04/2017 | 31/03/2021 | 48 | | 12 | Mandatory | No | | | |
| | South Essex Homes | South Essex Homes | | Door Entry Service & Repair (M1516-06) | | | £187,943 | REV | 01/04/2015 | 31/03/2017 | 48 | YES | 12 | Essential | No | Blake | | |
| | South Essex Homes | South Essex Homes | | Flooring Replacements (M1617-09) | | | £184,546 | CAP | 10/10/2016 | 31/03/2017 | 5 | YES | 12 | Essential | No | Main | | |
| | South Essex Homes | South Essex Homes | | Water Hygiene Monitoring & Works | | | £175,000 | REV | 01/04/2017 | 31/03/2020 | 36 | | 12 | Essential | No | | | |
| | South Essex Homes | South Essex Homes | | Communal Heating Boilers | | | £100,000 | CAP | 01/08/2017 | 30/07/2018 | 48 | | 12 | Essential | No | | | |
| | South Essex Homes | South Essex Homes | | CCTV Projects | | | £100,000 | CAP | 2017 | 2019 | 24 | | 12 | Essential | No | | | |
| | South Essex Homes | South Essex Homes | | Repair/Replacement Fridges, Cookers (M1415-19) | | | £89,872 | REV | 28/04/2014 | 31/03/2017 | 36 | YES | 12 | Essential | No | Stellisons | | |

Appendix E Procurement carried over from 2016/17 for Reference already approved by Cabinet

** Will require further Subsequent Cabinet Approval as Tenders are £1m and above; or Politically Sensitive Procurements

| E-Proc Reference no | Category | Department | Procurement Lead | Title | Leverage and Savings Opportunities | Contract Manager | Estimated value | Revenue, Capital or Income | Start date | Expiry date | Contract period | Tendered? | Option to extend | Mandatory, Essential, Optional Service | Subsequent Cabinet Approval (Yes/No)** | Suppliers | Internal ID | Estimated annual value |
|---------------------|--------------------|------------|------------------|--|------------------------------------|-------------------|-----------------|----------------------------|------------|-------------|-----------------|-----------|------------------|--|--|---------------------------------|-------------|------------------------|
| DN229005 | CETC | CETC | Gillian Shine | Temporary and Permanent Recruitment Master Vendor | | Craig Jones | £12,000,000 | | 03/11/2014 | 02/11/2017 | 36 | Yes | 12 | Essential | Yes | Reed Specialist Recruitment Ltd | SP103407 | £3,000,000 |
| | ICT | Place | | Digital platform citizens to view their bills/correspondance. | | Nick Corrigan | £1,000,000 | Capital | TBA | TBA | TBA | TBA | TBA | TBA | Yes | TBA | Yes | tbc |
| | Bereavement | CETC | | Medical Examiners | | Gary Green | £500,000 | Revenue | NEW | NEW | TBC | | | Essential | No | | | |
| | Document Services | CETC | Toyin Davids | Stor-a-file | | Anne Warburton | £150,000 | Revenue | 01/06/2014 | 01/05/2017 | 36 | Yes | | Essential | No | Stor-a-File | | £50,000 |
| | Internal Audit | CETC | | Audit Call Off Contract | | Linda Everard | £100,000 | Revenue | New | New | 36 | Yes | 12 | Essential | No | New | | £25,000 |
| | Corporate Services | CETC | Gillian Shine | ALLPAY - Southend, Payment card for payment of council ta via paypoint locations | | Christine Lynch | £90,000 | Capital | tbc | tbc | 12 | Yes | | Essential | No | ALLPAY | | tbc |
| | ICT | Place | | Mobile Device End Point Replacement | | David Cummings | £90,000 | Capital & Revenue | 01/09/2011 | 01/09/2016 | n/a | 5 years | Yes | n/a | No | Sophos | No | tbc |
| | ICT | Place | | Secure Private Hosting | | Richard Whitehead | £75,000 | Revenue | NEW | NEW | n/a | TBA | Yes | n/a | No | TBA | No | tbc |
| | ICT | Place | | Replacement of Remote Working Solution | | David Cummings | £100,000 | Capital | NEW | NEW | n/a | TBA | Yes | n/a | No | 100000 | No | tbc |
| | ICT | Place | | Health and Social Care Enablement N3 Project | | David Cummings | £100,000 | Capital | NEW | NEW | n/a | TBA | Yes | n/a | No | 100000 | No | tbc |

Appendix F Procurement Plan 2017-18 activity already approved by Cabinet

** Will require further Subsequent Cabinet Approval as Tenders are £1m and above; or Politically Sensitive Procurements

| E-Proc Reference no | Category | Department | Procurement Lead | Title | Leverage and Savings Opportunities | Contract Manager | Estimated value | Revenue, Capital or Income | Start date | Expiry date | Contract period | Tendered? | Option to extend | Mandatory, Essential, Optional Service | Subsequent Cabinet Approval (Yes/No)** | Suppliers | Internal ID | Estimated annual value |
|---------------------|-----------|------------|------------------|---|------------------------------------|------------------|---|----------------------------|--|--|-----------------|---|------------------|--|--|--|-------------|------------------------|
| | Transport | CETC | Gillian Shine | Adults with Learning Disabilities Transport | | Anne Warburton | Spend is included the Home to School provision Contract | Revenue | jan 10 (for internal) June 14 for contractor | could extend for 1 yr - but need to look at externalising all of provision | 48 | Under a corporate contract (individual and new routes contract) | 12 | Essential | Yes | Project 49 (internal 3 routes) + Kinect Services (external 3 routes) | | £400,000 |
| | Transport | CETC | Gillian Shine | Home to School Transport (includes One School One Operator, Supervised Contact Cover and Adults with Learning Disabilities) | | Anne Warburton | £2,795,095 | Revenue | 01/09/2014 | 01/07/2018 and 01/07/2019 | 48 | Yes | 12 | Mandatory | Yes | Access Anyone Ltd | | £284,620 |
| | Transport | CETC | Gillian Shine | Home To School Transport (includes Supervised Contact and Adults with Learning Disabilities) | | Anne Warburton | £2,378,980 | Revenue | 01/09/2013 | 01/07/2018 | 48 | Yes | 12 | Mandatory | Yes | Essex Ventures | | £290,000 |
| | Transport | CETC | Gillian Shine | Home to School Transport (includes One School One Operator) | | Anne Warburton | £2,325,140 | Revenue | 01/09/2014 | 01/07/2018 and 01/07/2019 | 48 | Yes | 12 | Mandatory | Yes | 24 x 7 Ltd | | £323,048 |
| | Transport | CETC | Gillian Shine | Home To School Transport (Includes Adults with Learning Disabilities, Supervised Contact Cover, Internal Transport) | | Anne Warburton | £1,142,765 | Revenue | 01/09/2013 | 01/07/2018 | 48 | Yes | 12 | Mandatory | Yes | Always Envision/Kinect Services | | £106,090 |
| | Transport | CETC | Gillian Shine | Home To School Transport (Includes Democratic Services Transport) | | Anne Warburton | £576,360 | Revenue | 01/09/2013 | 01/07/2018 | 48 | Yes | 12 | Mandatory | Yes | Solitaire Travel | | £111,143 |
| | Transport | CETC | Gillian Shine | Home To School Transport (includes Supervised Contact Cover, Adults with Learning Disabilities and Stay + Steady, Head of Learning and Misc - to be identified) | | Anne Warburton | £381,700 | Revenue | 01/09/2013 | 01/07/2018 | 48 | Yes | 12 | Mandatory | Yes | AC Radio Cabs | | £56,331 |
| | HR | CETC | Toyin Davids | Absence Reporting | | Liz Farrell | £320,000 | Revenue | 01/11/2013 | 01/11/2017 | 24 | Yes | | Essential | No | Firstcare | | £64,000 |
| | Transport | CETC | Gillian Shine | Home To School Transport (Includes Supervised Contact Cover) | | Anne Warburton | £131,375 | Revenue | 01/09/2013 | 01/07/2018 | 48 | Yes | 12 | Mandatory | Yes | Master Taxis | | £30,932 |
| | Transport | CETC | Gillian Shine | Home To School Transport (Includes Supervised Contact Cover) | | Anne Warburton | £80,175 | Revenue | 01/09/2013 | 01/07/2018 | 48 | Yes | 12 | Mandatory | Yes | Alpine Taxis | | £26,245 |
| | Transport | CETC | Gillian Shine | Home To School Transport | | Anne Warburton | £75,975 | Revenue | 01/09/2013 | 01/07/2018 | 48 | Yes | 12 | Mandatory | Yes | Keanes | | £20,510 |

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Southend-on-Sea Borough Council

Agenda
Item No.

8

Report of Deputy Chief Executive (People)

to
Cabinet
On
14 March 2017

Report prepared by: Andrew Fiske, Group Manager: Housing

Future Phases of the Housing Revenue Account (HRA) Development Project

Relevant Scrutiny Committee: Policy and Resources Scrutiny Committee
Executive Councillor: Councillor Mark Flewitt
A Part 1 (Public Agenda Item)

1. Purpose of Report

- 1.1 To provide an overview of the future phases of the HRA Land Review Project which seeks to meet the Council's aim of developing affordable housing in the borough and request agreement to progress with the second phase of the project.

2. Recommendations

- 2.1 That the Cabinet Agrees to:-
- a. Bring forward the following sites within Phase 2 of the HRA Land Review Project for development:-
 - Rochford Road – 15 units
 - Audleys Close – 1 unit
 - b. Undertake resident consultation, finalise plans and submit a detailed planning application
 - c. Agree the proposed method of funding for the project from the 2017/18 capital programme to be met from the HRA Capital Investment Reserve
 - d. Undertake further feasibility work of a number of sites that would form future phases of the HRA Land Review Project.

3 Background

- 3.1 The need for affordable housing within the borough is as great as ever and the Council's commitment to addressing this is well documented. The Council's Corporate Priorities and the aims of the Strategic Housing Strategy 2011-21 both reflect this.
- 3.2 Following an assessment of 124 parcels of Housing Revenue Account (HRA) land, a Cabinet paper in July 2014 entitled *Investigation of potential development sites on HRA Land* further detailed the sites identified within a

feasibility study. These sites were packaged in 3 distinct phases – Phase 1 (Shoeburyness), Phase 2 (St. Laurence), and Phase 3 (Blenheim/Belfairs). The pilot scheme for the first new Council house was completed in Byron Avenue and Phase 1 (18 properties), currently being built in Shoeburyness, will be finished in the next few months.

3.3 The architects for Phase 1 of the project, AK Design, have also progressed with the feasibility assessment for the sites within Phase 2. This feasibility work has further developed the opportunities and constraints for each site which has necessitated some changes to sites included within this phase. The sites in Phase 2 are within the St Laurence ward and it is anticipated these sites will yield 16 properties as per below.

Phase 2

| Ward | Site | Total Housing Units |
|-------------|---------------|---------------------|
| St Laurence | Rochford Rd | 15 |
| St Laurence | Audleys Close | 1 |
| | Total | 16 |

3.4 The proposed sites are two underutilised garage sites in the St Laurence ward of the borough. The larger site is on Rochford Road, and the second site is in Audleys Close.



3.5 Land within Bishop House had previously been included within Phase 2; however this proved to be an unviable site.

3.6 The Rochford Road garage site has the potential for:

- 12 x 2 bedroom flats (4 of which will be ground floor and designed to be adapted/adaptable)

- 3 x 3 bedroom houses

3.7 The Audleys Close garage site is an extremely constrained site, and as a result it only has the potential for 1 x 2 bedroom bungalow, which has been designed for disabled use.

Finances

3.8 Phase 1 of the HRA Land Review project achieved a contract value of just over £2.5m, with on-costs bringing the total project to the value £2.8m. This equated to just under £1600 per m² + on costs.

3.9 Using the HRA Phase 1 tendering process as a point of reference and understanding that the cost of construction is increasing it is anticipated a build cost of around £2100m² could be achieved. The following figures have been calculated on the assumption that the build cost will be £2100m² + 15% SBC on-costs (allowing for new transport works as well).

Upon liaising with the development teams of local Registered Providers, and utilizing our cost plan (prepared by Pellings LLP) from Phase 1 it is recognized the average build cost per square meter is approximately £2000. It is worth noting that the cost of materials post brexit has been estimated to have increased 10-15%.

Southend's on-costs may include (but not limited to) party wall matters, demolition costs, site investigation works, planning fees, utility services consultation, employers agent, clerk of works, capitalization of officer's time, consultation and media event costs.

| Site | Build Area m ² | Build Cost | On costs (15%) | Total |
|----------------|---------------------------|---------------|----------------|----------------|
| Rochford Road | 1052.55 | £2,210,355.00 | £ 331,553.25 | £ 2,541,908.25 |
| Audley's Close | 88.27 | £ 185,367.00 | £ 27,805.05 | £ 213,172.05 |
| Total | 1140.82 | £2,395,722.00 | £ 359,358.30 | £ 2,755,080.30 |

Funding

3.10 Due to changes in national Housing and planning policies, the Strategic Housing team have secured an increase in Section 106 contributions from developers in lieu of them providing affordable housing on their sites. This funding can be utilised alongside HRA Right-to-Buy (RTB) receipts and the HRA Capital Investment Reserves as demonstrated in the rounded figures below:

| | |
|---------------------------------------|-------------|
| Overall project cost | £ 2,755,000 |
| RTB Contribution (30%) | £ 826,500 |
| S106 Contribution (15%) | £ 413,250 |
| HRA Capital Investment Reserves (55%) | £ 1,515,250 |

Estimated Timescales

3.11 Any programme for the delivery of this project which would be subject to more detailed consultation and procurement decisions but a draft programme is as follows:-

- Cabinet Agreement to progress with Phase 2 of the HRA land Review – March 2017
- Architect Procurement – March 2017
- Planning/Member/Resident Consultation – February/March 2017
- Planning Application – March 2017
- Contractor Tender –Summer 2017
- Start on Site – Autumn 2017
- Completion – Autumn 2018

Review of HRA Land Future Phases

3.12 In addition to the previously outlined Phase 2, further phases have been identified. This includes land within Blenheim Park, Belfairs, Shoeburyness and Southchurch wards. The timing of these schemes will be based on the amount of funding available in future years and details will be brought back to the Cabinet for agreement accordingly. In the meantime it is proposed that Officers progress some further feasibility work to determine which sites can be brought forward.

| Phase | Site Location | Est.Unit No's | Indicative Cost |
|--------------|--------------------------|---------------|-----------------|
| Future Phase | Blenheim Park & Belfairs | 18 | £3.3m |
| Future Phase | Shoeburyness | 14 | £2.7m |
| Future Phase | Southchurch | 22 | £4.1m |
| | Total | 45 | £10.1m |

4. Other Options

4.1 The alternate options available to the Council have been evaluated and are detailed below:

4.2 Do Nothing – This option considered leaving the existing garage areas in their current underused state. This option would not increase community safety and reduce antisocial behaviour and its associated costs. It also would not meet the Council's ambition of developing further affordable housing in the borough. Therefore it does not meet the Council's corporate priorities.

4.3 Transfer Land to a Registered Provider – This option would follow a development route used in previous projects to develop underused garage sites whereby land is transferred to an RP to develop the site in exchange for nominations rights in perpetuity. This approach means a loss of capital assets and potential future revenue income to the HRA.

- 4.4 Sale of Sites on the Open Market – This option would allow some the sites to be sold on the open market with the receipts reinvested in the HRA, potentially to be used for future housing development phases. This approach means a loss of potential future revenue income to the HRA.

5 Reasons for recommendations

- 5.1 Further to the Council’s successful pilot project of house building at 32 Byron Avenue and first housing development programme in Shoeburyness, it is recommended that pursuing a further development phase (Phase 2) is the most appropriate course of action. It is anticipated that this option will have wider community benefits, will ensure a longer term revenue income to the HRA and will meet the Council’s ambition for building further affordable housing.

Corporate Implications

- 6.1 Contribution to Council’s Vision & Corporate Priorities

The development of new affordable housing in the borough meets the Council’s Corporate Priority to *“Enable the planning and development of quality, affordable housing.”*

- 6.2 Financial Implications

An agreement to be made with the Finance department in regards to the funding of this Phase of the HRA Land Review project which has been estimated at £2.75m. The use of Right to buy receipts can equate to a maximum of 30% (£826k). Due to a change in S106/ Commuted sums policy the council are now in a position to fund 15% of the build (£413k) from payments received from developers. This would result in a capital cost to the Council of £1.51m.

| | |
|---------------------------------------|-------------|
| Overall project cost | £ 2,755,000 |
| RTB Contribution (30%) | £ 826,500 |
| S106 Contribution (15%) | £ 413,250 |
| HRA Capital Investment Reserves (55%) | £ 1,515,250 |

A further feasibility study into the redevelopment opportunities of future phases would cost an estimated £15k to be funded through Section 106 contributions.

Revenue Generation

It should also be noted that a number of additional income streams will be available to Council should these development come forward, in particular the rental income and associated Council Tax and New Homes Bonus from the additional properties.

- 6.3 Legal Implications

None at this stage but will be investigated as part of the process if a decision is taken to proceed with further work on the sites.

6.4 People Implications

There are currently no people implications envisaged.

6.5 Property Implications

The development of additional affordable housing units on HRA land would provide much needed housing for those on the Council's Homeseeker's Register. Rents would need to be set at a level which is affordable and in line with statutory guidance.

6.6 Consultation

Initial consultation with the Planning department has been undertaken for Phases 2 of the Review of HRA Land Project however future phases will need to be consulted upon. Further consultation will be necessary on all schemes with South Essex Homes Officers to ensure integration with capital works or refurbishment projects such as the garage refurbishment programme.

Consultations with the Portfolio Holder, Ward Members, local residents and other stakeholders will take place once a decision has been taken as to how the project will proceed.

6.7 Equalities and Diversity Implications

No Equality and Diversity Implications to consider at this stage.

6.8 Risk Assessment

The necessary risk assessment work will be undertaken in regards to development of Council owned land and this risk will be mitigated by working with Legal and Assets teams to establish site constraints and by undertaking full site investigation work.

6.9 Value for Money

The Council may be able to bring additional larger units back into family use by allowing under-occupiers to move into the smaller units, including those tenants affected by the Spare Room Subsidy ("Bedroom Tax")

The Council could potentially reduce revenue funding by moving vulnerable people who do not require residential accommodation into more appropriate housing and reduce the use of rent deposit and temporary accommodation by moving housing register applicants into appropriate housing.

6.10 Community Safety Implications

Previous projects have shown that redeveloping underused garage sites has reduced antisocial behaviour and has had positive impact on community safety in the immediate and surrounding areas.

6.11 Environmental Impact

There is an aspiration that, within the limits of financial viability, any new properties developed would be constructed to a high energy efficient standard however environmental impact of development on each site would need to be considered as part of the consultation and planning process.

7. **Background Papers**

Report to Cabinet on 1st July 2014, *Investigation of potential sites on HRA Land*

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Southend-on-Sea Borough Council

Report of the Deputy Chief Executive (People)
to
Cabinet

on
14th March 2017

Report prepared by:
Catherine Braun – Group Manager Access and Inclusion

Agenda
Item No.

9

The Future Provision of Secondary Places in Southend
People Scrutiny Committee
Executive Councillor: Councillor James Courtenay
A Part 1 Public Agenda Item

1. Purpose of Report

- 1.1 To provide Cabinet members with a progress report on the strategy for the provision of secondary places as overseen by the School Places Working Party.

2. Recommendation

- 2.1 That Cabinet is asked to firstly note and secondly agree to the recommendations made at the School Places Working Party (SPWP), held on 6th February 2017.

- 2.2 The following recommendations are taken from the draft minutes. The SPWP endorsed the report, and made the following recommendations:

(To meet immediate needs by September 2018)

- To agree the continuation of expansion discussions with Good and Outstanding Schools

(To meet the additional need for September 2019)

- To agree an initial exploration with a small number of Academy Trusts regarding a secondary free school
- To agree exploring expansion opportunities with schools that currently require improvement
In addition
- That officers should continue dialogue with faith schools regarding future expansion, where there is excess demand but places should be for Southend children only

3. Background

- 3.1 On 23 June 2015, Cabinet resolved that officers undertake consultations with existing secondary schools regarding expansions to meet increases in pupil population demand.
- 3.2 Long-term forecasts for secondary schools are reasonably accurate, as the numbers of primary pupils transferring to secondary schools are already known. The increased birth level indicates the continuation of high pupil numbers in primary and subsequently in secondary schools is currently stable with no current indication that numbers will reduce. By comparison, there has been a permanent increase of around 9 forms of entry (FE) and nearly 3FE in bulge years within the primary sector. The total cost for the primary expansion was nearly £25 million.
- 3.3 Over the last four years we have seen an average net loss at secondary transfer (year 7) primarily to Essex schools of 300 pupils for mainstream places and a net gain from Essex, the London Boroughs and other sources of 567 pupils for selective places (those reaching the pass mark for the eleven plus examination and/or entering Southend Catholic faith schools).

Previous attempts to secure Essex County Council's (ECC) accurate and reliable school planning data have not always proven successful or helpful. However, more recent communication indicates that their own pupil forecasts identify that due to their own pupil population increase and housing developments surrounding the Essex/Southend boarder, from 2018 they will only be able to offer limited secondary places to Southend children and from 2019 they will have no capacity to offer any secondary places to Southend resident pupils. Whilst this very recent information from ECC is helpful, officers will continue to work using this intelligence as a factor when determining accurate Southend predictions. This factor has increased the number of deficit places to beyond the primary expansions taking the need to 12 FE plus 2 further FE in bulge years. A summary of the latest forecasts is included in Appendix 1.

- 3.4 The first shortfall of places appears in 2018 where 4-5 forms of entry are needed followed by a further 6 FE in 2019.
- 3.5 Secondary school place offer day was the 1st March 2017. Overall there was a 1.7% increase in the number of pupils applying for a school place (32 more pupils, which is just over one form of entry). Southend Borough Council was successful in ensuring that every child who had applied for a school place was allocated a place for September 2017. However the underlying pressures alluded to in this report have started to manifest themselves, reflected in a slightly lower percentage of places offered to pupils for their first school preference (76% compared to 79% in 2016). In addition there was a 2% increase in parents not receiving any of their preferences (7% for 2017 compared to 5% in 2016). Officers are currently working with school leaders where schools are oversubscribed and not meeting catchment.

4. Other Options

Way forward to meet need

4.1 Southend School Expansions – Good and Outstanding Schools:

- 4.1.1 To meet the initial need in 2018 discussions have progressed with 3 secondary academies graded good or better by Ofsted to expand by 2FE per site. One of these has progressed to planning and one is at feasibility stage. Expansions with 'good' secondary schools are intended to meet the 2018 need. We are currently working with Eastwood Academy, Shoeburyness High School and Belfairs to secure firm commitments to ensure the required forms of entry for 2018 meet our predicted needs
- 4.1.2 In-depth discussions were also undertaken with secondary faith schools regarding the potential for expansion; however there was insufficient evidence that increasing places at these schools would secure places for Southend children due to their oversubscription criteria for admissions prioritising out of area Catholics, over Southend resident non-practising Catholics. There is little evidence to suggest that the Catholic population has increased for the immediate need (2018/19), however expanding these schools remains an option for 2021 onwards where pupils attending the expanded Catholic primary school will reach secondary age.

4.2 Free School

4.2.1 Any new school now must be a free school. The LA is investigating the feasibility of a free school and is in communication with existing and proven academy trusts regarding submitting a bid to the Department for Education (DfE). This would be through a centrally funded route, whereby a trust puts a bid in directly to the DfE. The department, using this route, would fund all capital costs associated but would reduce the basic need grant paid to the Council.

4.2.2 Benefits:

There would be no cost to the Council, and given a smooth transition we would have sufficient places within the time allocated. Trusts require a 'strong track record' and achievement should be above local and national averages. Free Schools (with the exception of Free Special schools) must be 'all-ability' schools, so cannot use academic selection processes.

4.2.3 Risks:

The drawbacks would be that we have no control over which academy trust is selected, although remain accountable for the outcomes. The decision on a successful bid rests entirely with the department, and we will continue to work very closely with their teams to try and ensure Southend views are addressed.

In addition the process starts by a scrutiny of assets owned by the Council, and would in effect utilise those without recompense to the Council, resulting in potentially a loss of a significant asset to the Council. This could be land or buildings. If no suitable Council land is found, then public land or compulsory purchase may be followed.

Lastly, there is a danger that a new school could draw capacity further from some of our underperforming schools, compounding the situation further.

Applications for free schools are submitted in September or March and a process of assessment by DfE takes place that can take up to 6 months. As a result of consultation, the minister has delayed the next round of application to the “summer term”, expected in June. Whilst this allows us time to work with the Trust and department to construct the bid, the slight delay in submitting the initial expression of interest would now put pressure on our ability to complete the project in order to meet a September 2019 opening. If the basic need case is proven to be strong enough a free school could open in temporary accommodation, although the DfE avoid this where possible.

4.3 Southend School Expansions – Underperforming Schools:

4.3.1 The DfE expects that schools should not generally expand if they are eligible for intervention by the local Regional Schools Commissioner (RSC). This is to safeguard underperforming schools becoming compromised by expansion. It is accepted that there will be exceptional cases where there is no viable alternative to ensuring sufficient school places locally.

4.3.2 One currently underperforming academy has raised an interest in expanding. Southend LA is in communication with the RSC regarding schools that fall under this criteria and their readiness to expand.

5. Reason for Recommendation

Conclusion

5.1 Need from September 2018 is intended to be met by expansion of ‘good or better’ secondary schools.

5.2 Additional need from September 2019 is expected to be met through a successful free school application to the DfE

5.3 Additional need from 2020 onwards is aimed to be met from expansions at currently underperforming schools (and faith schools if data evidences an increased cohort of Catholic pupil’s resident within Southend).

6. Corporate Implications

6.1 Contribution to Council’s Vision & Corporate Priorities

Ensure residents have access to high quality education to enable them to be lifelong learners and have fulfilling employment.

6.2 Financial Implications

Budget was agreed at February Cabinet meeting

6.3 Legal Implications

If sufficient places are not supplied the council will not meet its statutory duties in supplying sufficient school places

6.4 People Implications

Risk of a % of children not having a secondary school place in September 2018

6.5 Property Implications

DfE may commandeer local authority asset to build a free school (only those of sufficient size to meet a 6FE school would be at risk)

6.6 Consultation

None

6.7 Equalities and Diversity Implications

None

6.8 Risk Assessment

None

6.9 Value for Money

None

6.10 Community Safety Implications

N/A at this present time

6.11 Environmental Impact

N/A until site identified for free school

7. Background Papers

None

8. Appendices

Appendix 1 - Forecast Numbers with Illustrated Forms of Entry Expansions

Appendix 1 – Forecast Numbers including impact of Essex places and Illustrated Forms of Entry Expansions

| | Year 7 Forecast | Essex Places pushed back to SBC | Year 7 Forecast + Pushback | Anticipated | Surplus/Deficit | Number of FE Required | Number of Places | Total Places | Surplus/Deficit |
|---------|-----------------|---------------------------------|----------------------------|-------------|-----------------|-----------------------|------------------|--------------|-----------------|
| | | | | PAN* | (B-A) | | (D*28) | (B+E) | (F-A) |
| | A | Ai | Aii | B | C | D | E | F** | G |
| 2017/18 | 2265 | 0 | 2265 | 2300 | 35 | 0 | 0 | 2300 | 35 |
| 2018/19 | 2361 | 60 | 2421 | 2300 | -121 | 5 | 140 | 2440 | 19 |
| 2019/20 | 2525 | 75 | 2600 | 2320 | -280 | 10 | 280 | 2600 | 0 |
| 2020/21 | 2540 | 90 | 2630 | 2320 | -310 | 12 | 336 | 2656 | 26 |
| 2021/22 | 2583 | 105 | 2688 | 2320 | -368 | 14 | 392 | 2712 | 24 |
| 2022/23 | 2585 | 105 | 2690 | 2320 | -370 | 14 | 392 | 2712 | 22 |
| 2023/24 | 2547 | 105 | 2652 | 2320 | -332 | 12 | 336 | 2656 | 4 |
| 2024/25 | 2476 | 105 | 2581 | 2320 | -261 | 10 | 280 | 2600 | 19 |
| 2025/26 | 2508 | 105 | 2613 | 2320 | -293 | 11 | 308 | 2628 | 15 |

*PAN is combined PAN as known for 2017/18. From 2019/20 including additional places at Cecil Jones.

**Column F indicates the anticipated increased combined PANs.

Southend-on-Sea Borough Council

Report of Deputy Chief Executive (People)
to
Cabinet
on
14 March 2017

Agenda
Item No.

10

Report prepared by: Catherine Braun – Group Manager
Access and Inclusion

**School Admissions Arrangements for Community Schools and
the Coordinated Admission Scheme for Academic year 2018/19**
People Scrutiny Committee
Executive Councillor: James Courtenay
A Part 1 (Public) Agenda Item

1. Purpose of Report

- 1.1 To confirm the admission arrangements for community schools for the academic year 2018/19.

2. Recommendations

- 2.1 That Cabinet notes the final Admissions Arrangements for Community Schools for the academic year 2018/19**

3. Background

- 3.1 The Council has a responsibility to determine in relation to school admissions the Admission Arrangements for Community Schools (admission numbers, admission criteria and catchment areas);
- 3.2 For community schools, the local authority (as the admission authority) **must** consult on the admission arrangements every 7 years if there are no changes. There are no changes proposed for 2018 and therefore the next time we have a duty to consult will be for the arrangements of 2019/20.
- 3.3 For community schools, the local authority (as the admission authority) **must** consult the governing body of each school where it proposes either to increase or keep the same PAN.
- 3.4 Cabinet approved the admission arrangement in September 2016.
- 3.6 Admission arrangements for community school must be determined and included in a composite prospectus by 15th March 2017.

4. Admission Arrangement for 2018/19

4.1 Admission Criteria

- 4.1.1 There are no proposed changes from 2017/18. The final admission criteria for community primary schools for September 2018 are shown in *Appendix 1*.

4.2 Published Admission Numbers

- 4.2.1 There are currently no proposed changes to the Admission Limits from 2017/18. The proposed admission limits for all community primary schools for September 2018 are shown on **Page 2** of the Admission Arrangements for Community Schools at **Appendix 1**.

4.3 Catchment Areas

- 4.3.1 The proposed catchment areas for primary schools for September 2018 are within the Admission Arrangements in Appendix 1. There are no proposed changes from 2018/19.

5. Corporate Implications

- 5.1 Contribution to Council's Vision & Corporate Priorities — These arrangements will assist pupils within the Borough to access quality learning opportunities to achieve the best possible outcomes for all children.
- 5.2 Financial Implications — There are no direct financial implications for the Council. The administration of school admissions is funded from the Dedicated Schools Grant.
- 5.3 Legal Implications
The determination of admission arrangements for community schools and the provision of a coordinated admissions scheme is a statutory requirement.
- 5.4 People Implications
None
- 5.5 Property Implications
None
- 5.6 Consultation
The admission arrangements and the coordinated scheme were considered by the Admission Forum at a meeting on 18th June 2015. The forum were in agreement with the proposed changes to the coordinated scheme. Individual Governing Bodies to be consulted as at paragraph 3.3.
- 5.7 Equalities and Diversity Implications
A co-ordinated admissions scheme and clear oversubscription criteria are necessary to ensure fair access to school places.
- 5.8 Risk Assessment
If the Council does not agreed a scheme, one will be imposed by the DfE, and the Council's reputation will suffer.
- 5.9 Value for Money
No direct implications.

5.10 Community Safety Implications
None envisaged.

5.11 Environmental Impact
None envisaged

6. Background Papers

6.1 School Admissions Code 2014 —
<https://www.gov.uk/government/publications/school-admissions-code--2>
and School Admission Appeals Code 2012 -
<https://www.gov.uk/government/publications/school-admissions-appeals-code>

7. Appendices

7.1 Appendix 1 — Proposed Admissions Arrangements for Community Schools for September 2018 including Published Admission Numbers on Page 2.

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Proposed Admissions arrangements for Community Schools for September 2018 round of admissions

For office use (to be removed from final/published version)

| | |
|--|--|
| 26 th May 2016 | Arrangements for Admission forum |
| 20 th September 2016 | Cabinet draft consultation proposals |
| 31 st January 2017 | Consultation minimum of 8 weeks by this date PAN consultation 1st Sept 2016 - 1 st November 2016 |
| 10 th January 2017 Cabinet | Determination to Cabinet, for noting |
| 28 th February 2017 | Final Determined Admission Arrangements |
| 15 th March 2017 | Publication of Composite Prospectus of Determined Arrangements |
| 16 th March – 15 th May 2017 | OSA objections |

Final publication date: 15th March 2017

1. Community Schools Published Admissions Number 2018/19

| Community Primary Schools* | Proposed admission limit for 2018/19 |
|---------------------------------------|---|
| Barons Court Primary School & Nursery | 35 |
| Bournes Green Junior School | 66 |
| Chalkwell Hall Infant School | 108 |
| Chalkwell Hall Junior School | 108 |
| Earls Hall Primary School | 90 |
| Edwards Hall Primary School | 60 |
| Fairways Primary School | 60 |
| Heycroft Primary School | 60 |
| Leigh North Street Primary School | 90 |
| Richmond Primary School | 60 |
| Temple Sutton Primary School | 120 |
| West Leigh Infant School | 120 |

*community Schools as at publication. Should more schools convert to Academy status this list will be updated.

2 Oversubscription criteria

For community primary schools, with the exception of Leigh North Street Primary School, the admissions policy is that, if at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to a particular school, places will be allocated using the following criteria:

a) Infant/primary school intake:

1. Looked after children and previously looked after children (see explanatory note);
2. Pupils who live in the catchment area served by the school and who have an older sibling attending the school or attending the “partner” community junior school;
3. Pupils who live in the catchment area served by the school;
4. Pupils who live outside the catchment area served by the school and who have an older sibling attending the school or attending the “partner” community junior school;
5. Pupils who live outside the catchment area served by the school.

b) Junior/primary school intake:

Priority will be given to those pupils currently attending the “partner” community infant school. Provided that the number of pupils in year 2 of the infant school does not exceed the admission limit of the junior school they will all be guaranteed a place. If places remain unfilled the following criteria will be used, in priority order to allocate places up to the annual admission limit of the junior school.

1. Looked after children and previously looked after children (see explanatory note);
2. Pupils who live in the catchment area served by the school and who have an older sibling attending the school;
3. Pupils who live in the catchment area served by the school;
4. Pupils who live outside the catchment area served by the school and who have an older sibling attending the school;
5. Pupils who live outside the catchment area served by the school.

2. Oversubscription criteria for Leigh North Street Primary School for September 2018

1. Looked after children and previously looked after children (see explanatory note);
2. Pupils who live in the catchment area served by the school and who have an older sibling attending the school;
3. Pupils who live in the catchment area served by the school;
4. Pupils who live outside the catchment served by the school and who have an older sibling attending Leigh North Street Primary School;
5. Pupils who live in the catchment area of West Leigh Infant and Junior Schools;
6. Pupils who live outside the catchment served by the school or outside the West Leigh Infant and Junior Schools catchment area

4. Explanatory notes:

Any reference to previously looked after children means children who were adopted (or subject to residence or special guardianship orders) immediately following having been looked after.

Pupils with Statements of Special Educational Needs that name a particular school are required to be admitted and the admission authority does not have the right to refuse admission.

In the case of over subscription in any one category “straight line” distance will be used to measure the distance between the pupil’s home and the nearest pupil entrance to the school. Distances will be measured using the Local Authority’s computerised measuring system. The pupils living closest will be given priority.

If the pupil’s home is a flat the distance will be measured to the main external entrance to the building. If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council / governing body).

All admissions criteria for pupils applying to start the Reception year and year 3 (in a separate Junior school) refer to the closing date for admission applications. For all other applications the criteria will refer to the date the application is received by the Council.

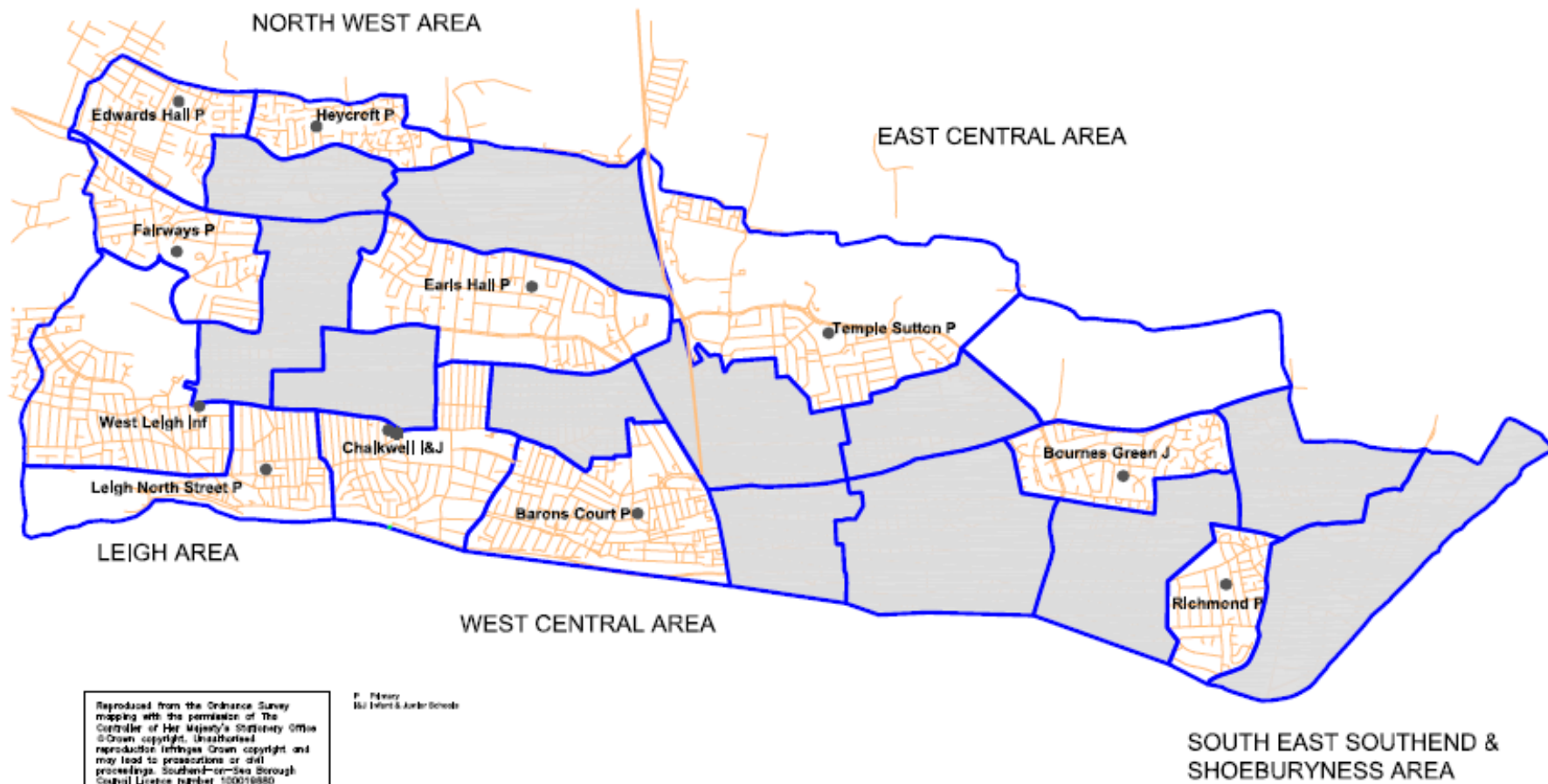
Siblings are considered to be an older brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.

In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

If it is not possible to offer the child a place at any community school, details of the appeals process will be forwarded to the parent by the School Admissions Team.

SOUTHEND ON SEA BOROUGH COUNCIL

Maps showing all Community Primary Schools with Catchment Areas In the Borough



Please note, schools may change status after publication and before the admission round. Information correct as of February 2017

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Southend-on-Sea Borough Council

Report of Deputy Chief Executive (People)
to
Cabinet
on
14th March 2017

Agenda
Item No.

11

Report prepared by:
Tom Dowler, Data Performance and Information Manager

**Annual Education Report
People Scrutiny Committee
Executive Councillor: Councillor James Courtenay**

A Part 1 Public Agenda Item

1. Purpose of Report

- 1.1 To inform the Council in retrospect of the relative performance of Southend schools in the academic year 2015-16

2. Recommendation

- 2.1 That Cabinet note and approve the draft Annual Education Report (AER) as set out in Appendix 1**

3. Background

- 3.1 The Council is required to report annually on the relative performance of all schools, irrespective of status.
- 3.2 The format and scope of this report is left for Councils to determine. As in previous years, the Southend Annual Education Report focusses by Key stage and by area of importance to the Council.
- 3.3 The report is by its nature retrospective, sometime after the initial indicative results are made public. It is only when the validated data becomes available that the report can be compiled and verified.

4. Proposal for future reports to Council

- 4.1 Officers will work with the Executive Councillor for Children and Learning to prepare future reports in the format that proves most useful for members.

5. Reasons for recommendations

- 5.1 To allow members greater access and scrutiny of school performance.

6. Corporate Implications

- 6.1 Contribution to Council's Vision & Corporate Priorities
Ensure residents have access to high quality education to enable them to be lifelong learners and have fulfilling employment.

- 6.2 Financial Implications - None
- 6.3 Legal Implications - None
- 6.4 People Implications
The actions and priorities emanating from this report will be delivered as part of the Council's School Performance Strategy
- 6.5 Property Implications - None
- 6.6 Consultation – None required, although the document has been constructed through a number of partners
- 6.7 Equalities and Diversity Implications – None
- 6.8 Risk Assessment – None undertaken.
- 6.9 Value for Money implications – None
- 6.10 Community Safety Implications – None
- 6.11 Environmental Impact – None
- 7. Background Papers**
- 7.1 There are no background papers.
- 8. Appendices**
- 8.1 Appendix 1 – Draft Annual Education Report 2015/16**

Southend-on-Sea Borough Council

Annual Education Report 2015 - 2016

**Celebrating the achievement of our children
and young people**

DRAFT

Contents

| | |
|--|----|
| Introduction | 3 |
| Executive Summary | 4 |
| Section 1 | |
| Attainment and Progress..... | 5 |
| Early years | 5 |
| Key Stage 1 | 8 |
| Key Stage 2 | 10 |
| Key Stage 4 | 14 |
| Key Stage 5 – Post 16 | 19 |
| Section 2 | |
| Closing the achievement gap between groups of children and young people..... | 21 |
| Disadvantaged children - Free school meals (FSM) achievement gap | 22 |
| Gender achievement gap..... | 28 |
| First Language achievement gap..... | 33 |
| Achievement of pupils with Special Educational Needs (SEN)..... | 36 |
| Section 3 | |
| Attainment of Looked After Children..... | 40 |
| Attainment..... | 40 |
| Absence..... | 42 |
| Exclusions..... | 43 |
| Section 4 | |
| Behaviour and Attendance..... | 44 |
| Section 5 | |
| OfSTED Inspection outcomes..... | 48 |
| Section 6 | |
| School to School Support: The Southend Challenge | 50 |
| Section 7 | |
| Future Priorities..... | 51 |

Introduction

I have great pleasure in introducing this publication about the achievement of children and young people in Southend schools and colleges. The document follows the publication of last year's Annual Education Report which was well received and brought together useful information and data about the educational achievement of Southend's children and young people. It provides a retrospective overview of the educational outcomes for children and young people in the educational year 2015 / 2016 and where possible shows the trend over a number of years in a range of key national measures, including comparisons with national averages.

The Local Authority remains highly ambitious. It works closely with all schools in the Borough to raise pupils' achievement and to offer the best quality education for all children and young people who attend schools and colleges in Southend. I continue to be very appreciative of the commitment of all staff and governors within Southend schools and settings, who work hard to improve the life chances and future educational and employment opportunities for the children and young people in the Borough. The Borough's results in 2016 remain broadly in line with the national average for primary age pupils and above the national averages for secondary students and are improving at a faster rate than that nationally at GCSE.

Southend has 51 publicly funded schools and a Pupil Referral Unit operating as part of Seabrook College and one post 16 college. Over 29,000 pupils attend Southend's primary and secondary schools, over 600 pupils attend maintained special schools and there are some 2000 students enrolled at the college.

There are significant national changes which drive the education agenda. These include a new national curriculum; changing assessment and reporting procedures; the need to create additional school places and embedding special educational needs (SEN) reforms amongst many others. Other pressures including the National Funding Formula and recruitment and retention issues of staff will continue to challenge schools over the coming years.

Many Southend state funded schools are already part of a Multi Academy Trust, or an academy in their own right. Other maintained schools are considering working in partnership through Multi Academy Trusts. Regardless of the status of the school, the local authority aims for every school in the Borough to be judged by OfSTED to be Good or Outstanding by 2017/18. We also remain determined to work closely with schools to continue to improve the outcomes for disadvantaged learners, narrowing the gap in achievement between these groups and that of their peers.

The role of both schools and the Local Authority has changed in the last few years. The Local Authority nonetheless retains specific duties in relation to all schools and pupils, remaining accountable for all school outcomes regardless of status; the vitally important area of supporting vulnerable learners, including those with special educational needs and planning sufficient good school places. The Local Authority's role has subtly shifted to provide challenge to schools where standards are not good enough, and ensuring that support is available where it is required. The government has placed the responsibility for school improvement to be that of schools themselves, with an expectation that schools will work together to raise standards and provide support for each other when necessary. As part of this new dynamic, the Authority wishes to work more in partnership with school leaders to enable them to take the lead on school improvement. Our role will be to support this to happen, to broker and commission school to school support and to grow capacity within the system to allow schools to thrive. With recent changes in the leadership of Learning within the Authority, I am sure that we, schools and the Borough, will continue to work collaboratively in partnership to agree our shared policies and ambitions; to set ourselves ambitious targets for improvement, celebrate together our achievements and hold each other to account where we fall short of our aspirations.

I hope that you find the information within the document of interest and use when considering the issues for the Local Authority to achieve its aim, that every child and young person achieves their best and that all schools are good or outstanding.

Simon Leftley
Executive Director of People

March 2017

Executive Summary

This report provides information about the educational achievement of all children and young people in Southend during the academic year 2015 / 16, at the end of each Key Stage of education and compares their outcomes with all children and young people nationally. Included in this information is attendance and exclusions information as well as the outcomes of OfSTED inspections of schools in Southend and the percentage of children who attend good or outstanding schools. The report also considers how well a number of nationally underperforming groups of children and young people, achieve in Southend. The groups that have been focused on are: disadvantaged pupils - specifically those eligible for free school meals (FSM); girls and boys, where boys have achieved less well than girls overall; those who have English as their first language as well as those whose first language is not English and children who have special educational needs (SEN).

2015 / 16 saw the introduction of major assessment and accountability reforms for primary schools in key stage 1 and key stage 2. This included more challenging tests which were reported using precise scaled scores instead of the previous system of levels, new performance descriptors that were linked to the new curriculum and a higher bar with increased expectations for school accountability. Consequently, the indicators used to assess pupil performance have changed and are not comparable to previous years. Similarly at key stage 4, a range of new headline accountability measures were introduced, with the aim of focussing on the progress of all students rather than placing undue emphasis on the C/D border line. This has also meant that trend data is not always available or comparable.

During 2015 / 16 there has been an improving picture in many of the measures that are used nationally to judge the effectiveness of schools and local authorities. These include:

- More young children at the end of the Early Years Foundation Stage, when children are aged 5 have achieved a “Good Level of Development” (GLD), the Southend percentage has increased from 69% last year to 71% in 2016
- Children aged 7 at the end of Key Stage 1, in 2016, achieve in line with or above the national averages in all of the new measures
- At the end of Key Stage 2, when children are 11 years old, the percentage of children achieving the expected level of attainment is above the national average in the combined measure of reading, writing and maths. The proportion achieving the new high standard is above the national average in all subjects
- At the end of Key Stage 4 in the headline measure, Attainment 8, the provisional Southend score of 53.3 was significantly higher than the national average. In the new Progress 8 measure pupils performed in line with similar pupils nationally
- A higher percentage of young people achieve good grades at A level than nationally which has been so for four years
- Persistent absenteeism has reduced significantly in primary and secondary schools
- A higher percentage of children and young people are educated in a good or outstanding school as judged by OfSTED at the end of the academic year 2016 than in 2015

Although there has been progress made in improving outcomes for children and young people there are a number of areas where schools and the Local Authority will need to continue to focus. These include:

- Closing the achievement gaps between groups of pupils who are disadvantaged as a result of poverty (in receipt of free school meals) , gender, first language and SEN
- Accelerating the progress made by pupils, particularly those who underachieve
- Continue to ensure that pupils are enabled to remain in the mainstream school system with the aim of removing permanent exclusions from the secondary sector
- Working with parents to reduce the level of absence and further reduce the rate of persistent absenteeism
- Further reduce the number of young people who are not in education, employment or training (NEET)
- Challenging schools to ensure that they offer at least a good education to all pupils and reduce the number of school causing the Local Authority or OfSTED concern.

Section 1 Attainment and Progress

Southend school leaders, governors and staff, together with parents, carers, the community and the LA offer children and young people a broad curriculum and a wide range of educational experiences; in many schools, these are of the highest quality. However, the focus on what children achieve through their time in school is the main focus for inspection and how schools are judged. Therefore this report starts by looking at the achievement (attainment and progress) of children and young people in Southend from age 5 to 19.

Early years

The Early Years Foundation Stage (EYFS) of education is completed in the reception class, the academic year in which children become 5 years old. It has long been asserted that children who have experienced good quality early years education are more likely to achieve well throughout their schooling. This belief, which has been long held by early year educators, has now been validated by the outcomes and findings of a range of educational research and studies. All primary and infant schools in Southend have reception classes and therefore it is a very important part of the publicly funded education offer in the borough.

Young children must have access to an educational programme that covers seven areas of learning. Three are considered to be prime areas. These are communication and language, physical development and personal, social and emotional development. There are four other specific areas through which the prime areas are strengthened and applied. These specific areas are literacy, mathematics, understanding the world and expressive arts and design.

Successes

The 2016 data shows that 71% of Southend children achieved a Good Level of Development (including PVI settings) - this figure is 2 percentage points higher than in 2015. The average total points score achieved on the EYFS was 36.5 in Southend (compared to 36.3 last year), putting the local authority 5th in the national rankings. 34 points is the equivalent of children achieving the expected level across all Early Learning Goals. The area of learning with the highest percentage of children attaining a GLD was Physical Development (90%), the lowest was Literacy (73%). It is the Local Authority's expectation that the very good outcome in 2016 will be maintained or improved further in future years.

A focus by the Local Authority (LA) and schools on ensuring high quality provision for children in the reception class, and a partnership with other providers of early years education in a variety of settings, has contributed to the significant rise in the outcomes for children at the end of this stage of their education. This focus has included:

- LA commissioned high quality, bespoke training programmes on early years education for head teachers, Early Years leaders and Early Years practitioners
- Additional training for Early Years leaders and practitioners focusing on their understanding and knowledge of the EY assessment framework, leading to improved judgements of children's attainment
- The early years 'hub leaders' provided additional training for specific schools
- Externally validated high quality moderation of teacher assessment of children's learning
- The quality of care provided through settings, including children's centres, being built on as children enter nursery and reception classes
- A focus on closing the significant gap in achievement between girls and boys

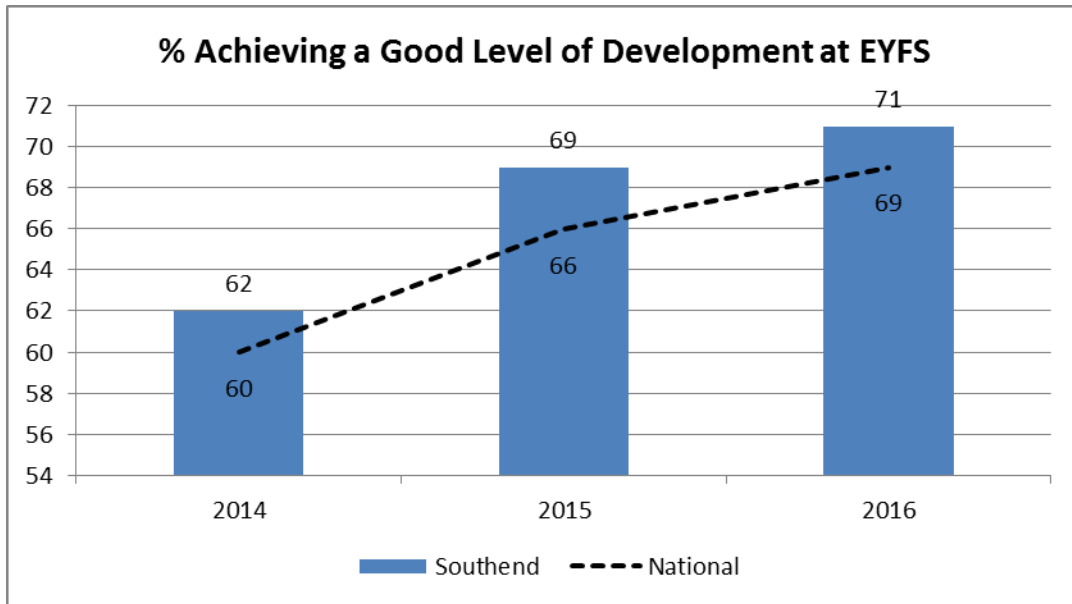


Figure 1

Areas for further development

It will be important that the improved results in 2016 are sustained and further improved. The Local Authority, in partnership with early year’s education providers, has been successful in securing a significant National Lottery grant for 10 years which will enable further improvements in the outcomes for young children. In Southend this programme of work has been called ‘A Better Start Southend’. The focus for 2016-2017 is on the development of schools’ readiness through strengthened partnership working between settings and schools.

‘A Better Start Southend’, aims to provide children 0-3 with a better start in life, focusing on children and families in Kursaal, Westborough, Milton, Victoria, Shoeburyness and West Shoebury wards. There are a number of programmes and initiatives to improve outcomes for children in three key areas of development: social and emotional development; communication and language development; and diet and nutrition. There will be a ‘systems change’ in the way that local health, public services and the voluntary sector work together to put prevention in early life at the heart of service delivery and practice.

The chart below shows how the gap in attainment at between the target wards and the rest of Southend has already narrowed in the main early years indicator. Furthermore, the target wards are now achieving in line with the national average.

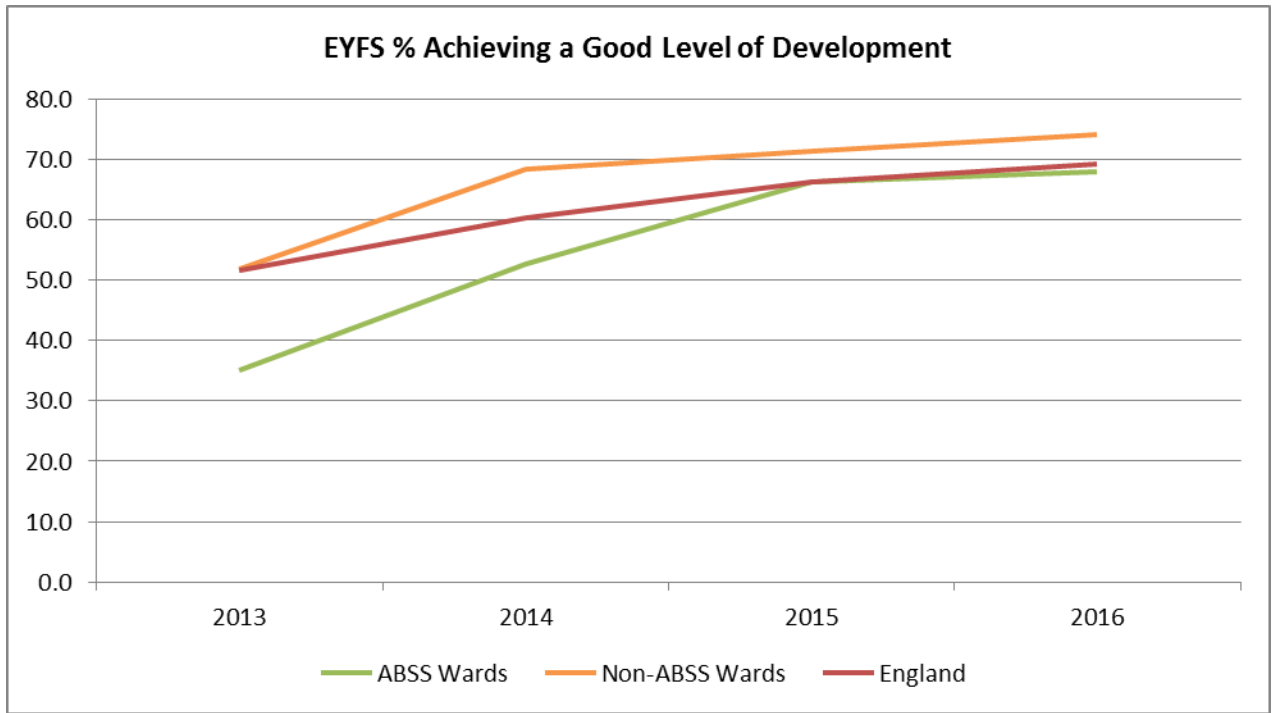


Figure 2

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Key Stage 1

Key Stage 1 is a two year programme of work in the National Curriculum subjects and religious education. Children in years 1 and 2 work through the programme and are assessed by teachers at the end of year 2 in reading, writing, maths and science. Although new tests were introduced in 2016, the scores were not reported but instead were used by teachers to inform their assessments. Pupils are assessed in three bandings. These are described as “meeting the Expected Standard” or “Working at Greater Depth within the Expected Standard” (high attaining). Lower attaining pupils could have been reported as “Working Towards the Expected Standard” or at pre-key stage standards below this. All primary and infant schools in Southend educate children in Key Stage 1.

Successes

The 2016 Key Stage 1 data show that the percentage of children in Southend achieving the expected standard or higher in reading, writing and maths is above the national average. In science the figures are in line with the national average. In terms of the higher standard, Southend is significantly above national in reading, writing and maths and in the top 25% of all local authorities in the country; this indicator is not applicable to science.

It is not possible to compare 2016 results to previous years as the new Expected Standard is not equivalent to the old expected standard (level 2). However, it is possible to measure how Southend has performed relative to other local authorities. In all of reading, writing and maths, Southend’s national ranking has improved considerably in the main indicator. The subject of reading saw the biggest improvement – up 51 places in the LA tables to a current ranking of 29th out of 151.

The improvement in the 2016 result at Key Stage 1 is as a result of:

- Pupil premium funding used effectively for interventions to raise the attainment of disadvantaged pupils and increased focus on the achievement of pupil premium pupils in academic year 2015-16
- Continued improved outcomes in phonics which have had a positive impact on outcomes at the end of KS1
- The number of schools in Southend being judged by OfSTED as good or better has improved since 2015
- Continued high quality moderation of teachers’ assessment, confirming the accuracy of children’s attainment

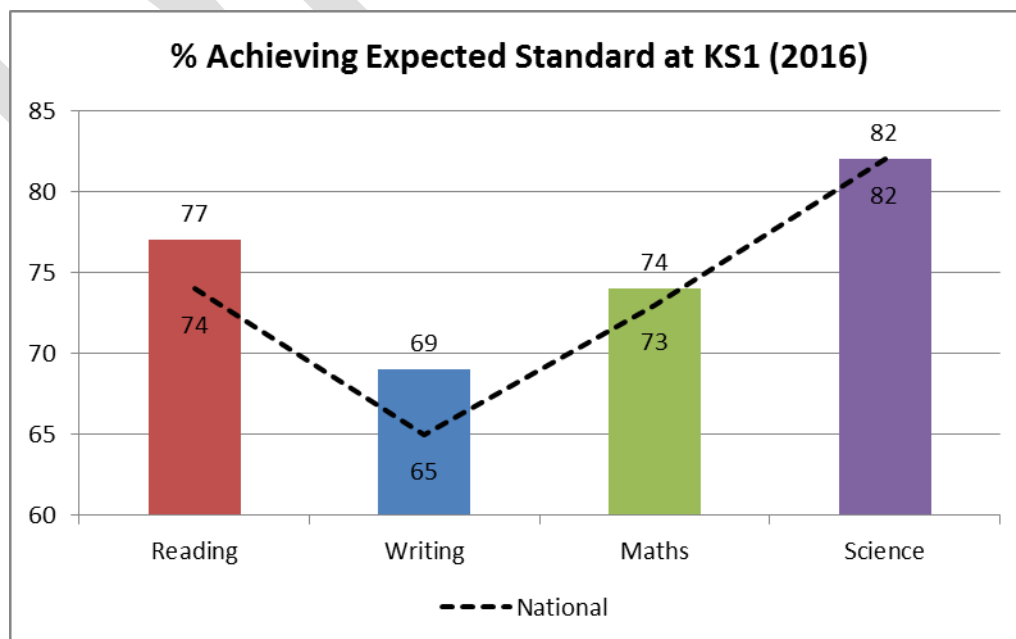


Figure 3

National ranking of Southend for assessments at the end of Key Stage 1

| | 2014 | 2015 | 2016 |
|--------------------|------|------|------|
| Speaking/Listening | 9 | 41 | ... |
| Reading | 55 | 80 | 29 |
| Writing | 66 | 81 | 33 |
| Maths | 94 | 95 | 55 |
| Science | 31 | 41 | 68 |

Notes For 2014 & 2015 this represents children achieving level 2 at the end of key stage 1
From 2016 it is those achieving the new expected standard at the end of key stage 1

Source DFE SFR 32/2015 - Table 17
DFE SFR 42/2016 - Table 18

Data Final (2015), Provisional (2016)

Table 1

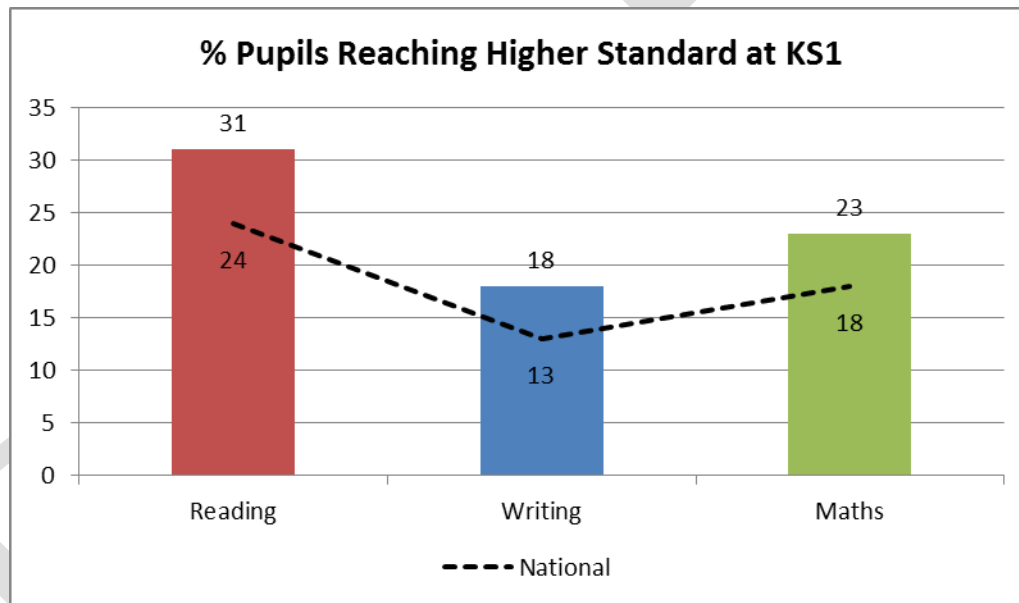


Figure 4

Areas for further improvement

- To sustain and build on this improvement within the new curriculum and assessment arrangements for the academic year 2016-17
- To continue to narrow the gap between disadvantaged and non-disadvantaged pupils. Disadvantaged pupils' outcomes at the end of KS1 in Southend are below those of non-disadvantaged pupils in all subjects
- To address the gender achievement gap. Girls have outperformed boys in all subject areas and levels with the exception of the higher standard in maths where boys achieved better. Maths, in general, shows the narrowest gap in outcomes between boys and girls and the widest gap is in writing.

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Key Stage 2

Key Stage 2 is a four year key stage of the National Curriculum, covering years 3 to 6. All Southend Junior and Primary schools cover this key stage. New assessment and accountability measures in 2016 mean that in reading, maths and grammar, punctuation and spelling, pupils are assessed via tests with the results expressed as scaled scores. A score of 100 represents the national expected standard and will remain so for future years. Pupils scoring 100 or above are said to have met the Expected Standard. The threshold for a 'high score' is 110. Writing is not tested, so results are based on teacher assessments with pupils assessed as meeting the Expected Standard, Working at Greater Depth within the expected standard (high attaining) or working towards the expected standard (low attaining). With the new assessment framework, it is no longer appropriate to measure progress in terms of expected levels of progress. The new progress measure is a relative measure (or value added), where pupils' attainment is compared to that of pupils with similar prior attainment nationally. Those who attained a higher score than similar pupils nationally are said to have made positive progress. This new measure is a school-level accountability measure. Progress is calculated for individual pupils solely in order to calculate the school's overall progress scores. There is no 'target' for the amount of progress an individual pupil is expected to make.

Attainment

The 2016 key stage 2 assessments are the first which assess the new, more challenging national curriculum which was introduced in 2014. The expected standard has also been raised to be higher than the old level 4. As a result, figures for 2016 are not comparable to those for earlier years. Attainment at the expected standard in the tests is highest in grammar, punctuation and spelling at 73% and lowest in reading at 67%. 79% of pupils were assessed by teachers as working at the expected standard in writing, higher than in any of the test subjects. Results are generally in line with national averages, apart from in writing which is higher by 5 percentage points. In the combined reading, writing and maths measure, Southend's attainment was above average (56% achieved the expected standard, compared to 53% nationally).

In terms of achieving the higher standard, performance is above national in all subjects in 2016. In maths, the figure of 20% is 2 percentage points above the national average and puts Southend in the top 25% of all authorities in the country. Performance is highest in grammar punctuation and spelling and this is also the case nationally.

Successes

- An improvement in Southend's ranking relative to other local authorities in the expected attainment measure in reading, writing and maths since 2015
- Proportion of pupils achieving the higher standard is above national in all subjects
- Top 25% of authorities for high standard in maths
- No Southend schools were below the floor targets set by the Department for Education in 2016

These improvements are due to a relentless focus by schools and the Local Authority on:

- Schools making more effective use of assessment for learning, marking and feedback so that all pupils know their next steps and make accelerated progress and achieve higher attainment
- Close monitoring and tracking of all pupils and groups with timely intervention for those at risk of falling behind
- External validation of writing judgements by the Standards and Testing Agency.

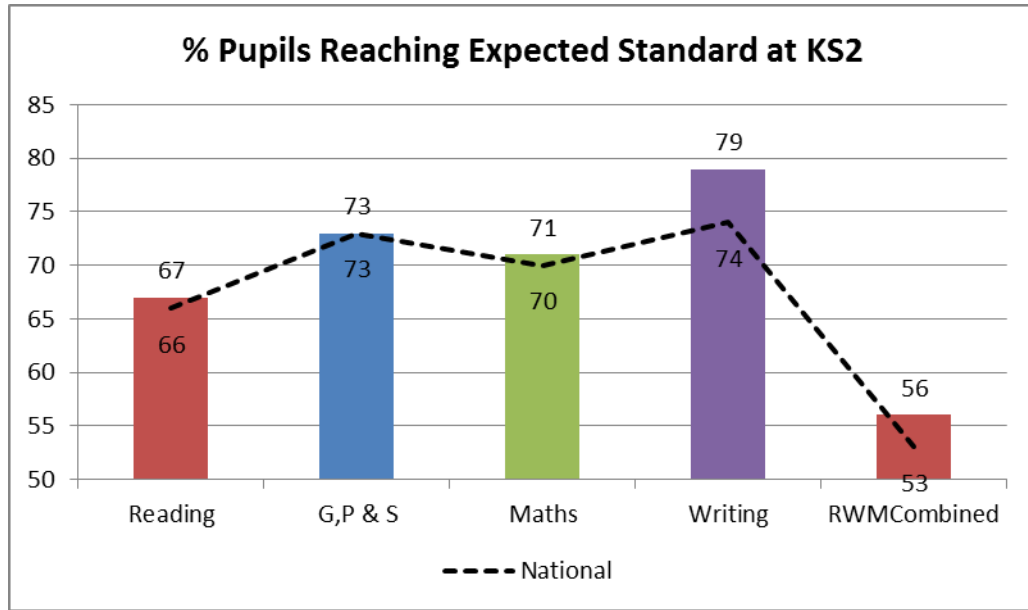


Figure 5

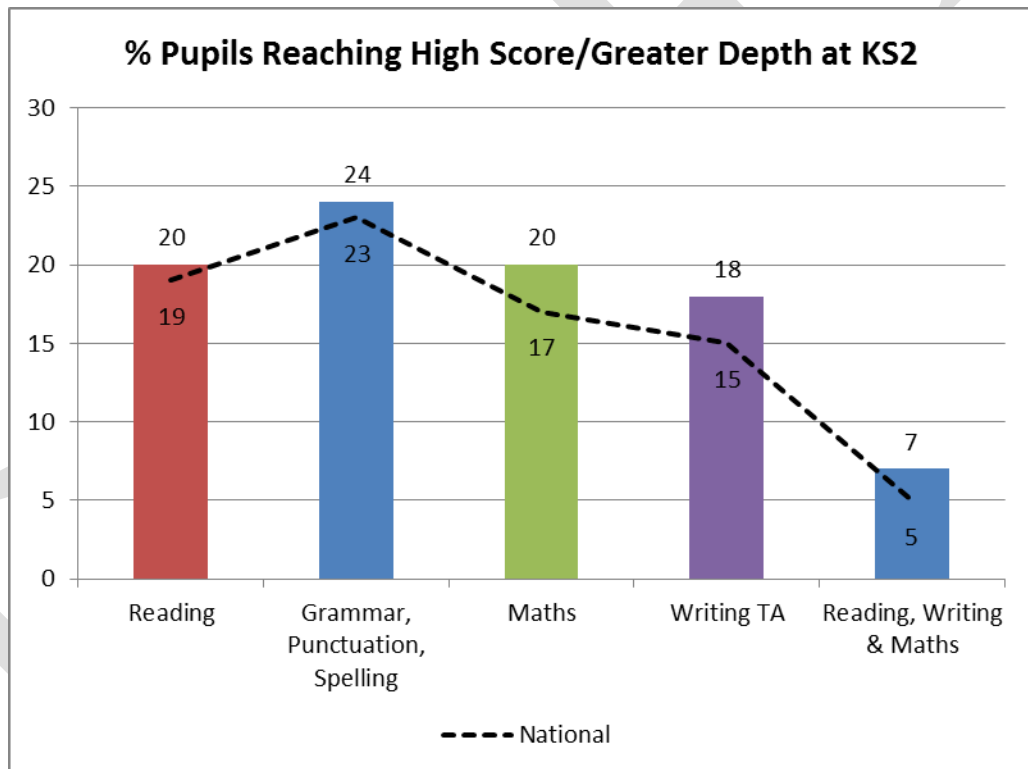


Figure 6

Ranking of Southend for assessments at the end of Key Stage 2

| | 2014 | 2015 | 2016 |
|-----------------------------------|------|------|------|
| Grammar, Punctuation & Spelling | 48 | 71 | 75 |
| Reading | 44 | 93 | 64 |
| Writing | 35 | 72 | 28 |
| Maths | 53 | 104 | 65 |
| Reading, Writing & Maths combined | 51 | 82 | 50 |

Notes For 2014 & 2015 this represents children achieving level 4 at the end of key stage 2
From 2016 it is those achieving the new expected standard at the end of key stage 2

Source SFR 47/2015 Tables 12-16
SFR 62/2016 Tables L1-L3

Data Revised (2015 & 2016)

Table 2

Progress

The new progress measure uses a value added model to measure the average attainment of pupils relative to that of pupils nationally with similar prior attainment. On average, the progress scores for Southend pupils were in line with the national average in reading and maths. Although the scores were negative, the fact that the confidence intervals overlapped zero means the outcomes are not statistically significant. In reading, scaled scores were an average of 0.2 below that of pupils with the same level of attainment at key stage 1. In maths, the figure was -0.1. However in writing, the progress score was positive (+0.6) and statistically significant, meaning that generally pupils in Southend schools do better than pupils with similar prior attainment nationally in this subject.

Key Stage 1 to 2 Progress against National Average (2016)

| | Reading | Writing | Maths |
|---------------------------|---------|------------|-------|
| Southend | -0.2 | 0.6 | -0.1 |
| Total State-Funded Sector | 0.0 | 0.0 | 0.0 |

Notes

Source

Data

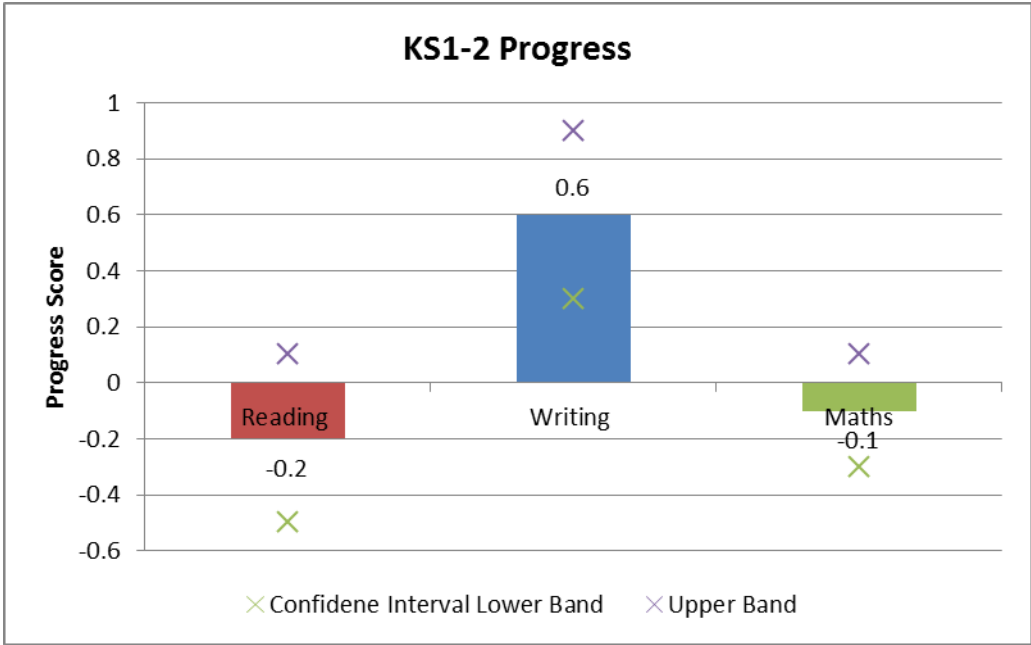
Table 3

Figure 7

Figures in bold are statistically significant

NCER, KS1-2 Progress School List

Revised



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Key Stage 4 – All Figures are Provisional

Key Stage 4 includes the secondary school years 9, 10 and 11. At the end of this Key Stage, young people take GCSE examinations. In 2016 the Department for Education announced two new headline measures, Attainment 8 and Progress 8. The new performance measures are designed to encourage schools to offer a broad and balanced curriculum with a focus on an academic core at key stage 4, and reward schools for the teaching of all their pupils, measuring performance across 8 qualifications. Every increase in every grade a pupil achieves will attract additional points in the performance tables. The percentage of pupils achieving a grade C or above in English and Maths are also reported, as well as the percentage entering and achieving the English Baccalaureate (awarded when students secure a grade C or above at GCSE level across a core of five academic subjects – English, mathematics, history or geography, the sciences and a language).

Attainment

Attainment 8 measures the achievement of a pupil across 8 qualifications including mathematics (double weighted) and English (double weighted), 3 further qualifications that count in the English Baccalaureate (EBacc) measure and 3 further qualifications that can be GCSE qualifications (including EBacc subjects) or any other non-GCSE qualifications on the DfE approved list. Although 2015 data is available, it should be noted that this only became a headline measure for schools in 2016. The average attainment 8 score per pupil has increased in Southend by 1.3 points to 53.3 which is above the national average of 49.8. This puts Southend 15th out of all local authorities nationally.

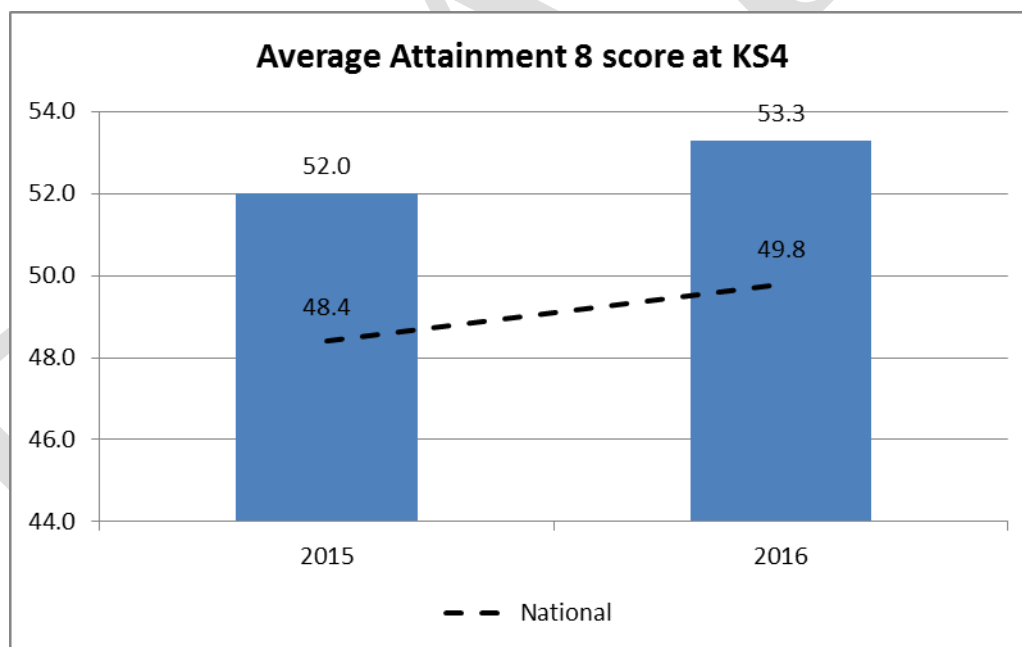


Figure 8

The percentage of pupils achieving A*-C in English and maths has increased year-on-year since 2014 and remains above the national average. In 2016 this increase was largely due to a change in methodology with pupils no longer required to achieve A*-C in both English language and literature. In the English Baccalaureate measure, Southend is also above the national average with 33.7% of pupils achieving this, an increase of 1 percentage point over last year. The old headline measure of 5 A*-C including English and maths is included for comparison purposes - performance has remained stable in Southend relative to last year.

Key Stage 4 Additional Measures

| Key Stage 4 | 2014 | | 2015 | | 2016 | |
|---|----------|----------|----------|----------|----------|----------|
| | Southend | National | Southend | National | Southend | National |
| % of Pupils Achieving A* - C in Eng & Maths | 64.0 | 58.9 | 66.4 | 59.2 | 68.5 | 62.6 |
| % Achieving English Bacallaureate | 31.1 | 24.2 | 32.7 | 24.3 | 33.7 | 24.5 |
| % 5 A*-C (Including English and Maths) | 62.2 | 56.6 | 64.7 | 57.1 | 64.8 | 56.8 |

Notes

National figure is state-funded schools only and includes pupils recently arrived from overseas

Source

SFR01/2016 Table LA3

SR48/2016 - Tables LA1/LA6, 1b & 5

SFR48/2016 - Tables 2a & LA1

SFR01/2016 - Tables 4a & LA1

SFR02/2015 - Tables 4a & 15

Data

Final (2014 & 2015)

Provisional (2016)

Table 4

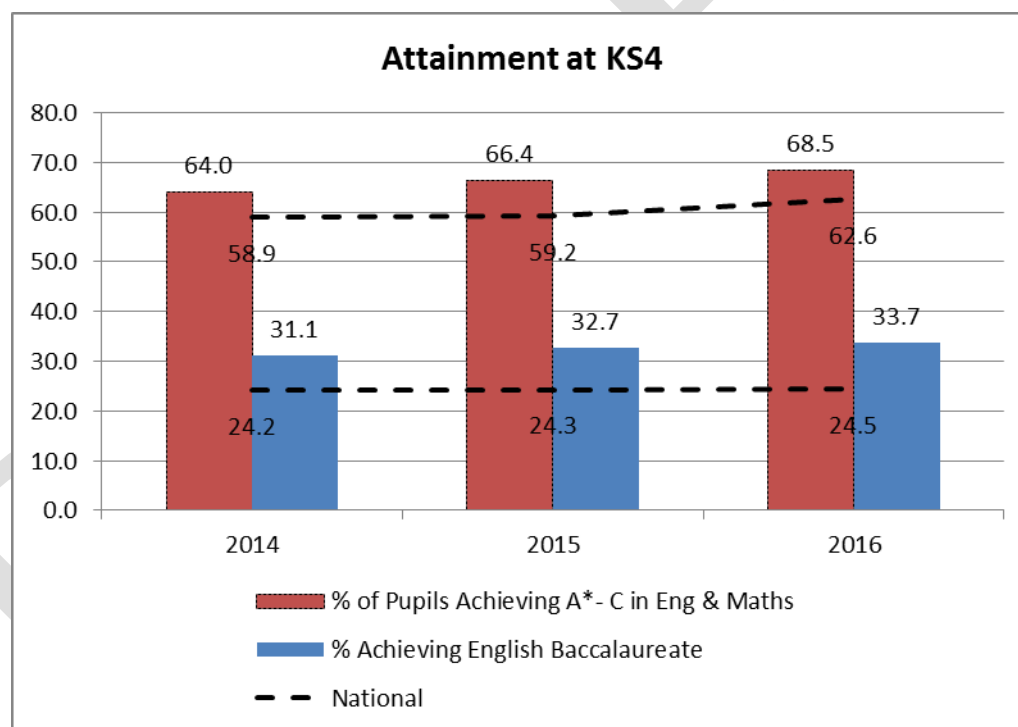


Figure 9

Successes

- In the main attainment measure Southend's young people have, on average, achieved better than the national average
- In the key subjects of English and maths, the proportion of Southend's pupils achieving a good grade continues to improve
- The percentage of pupils achieving the English Bacallaureate has increased year on year since 2014 and is increasing at a faster rate than nationally

Areas for further development

The overall attainment in the headline indicators is strong. However the diversity of secondary schools in Southend leads to significant variation in the attainment and progress of students in different schools. There is still a challenge in closing the gap between the highest and lowest attaining schools in the borough as too many students are underachieving.

To address this underachievement there is a focus on the following:

- Strengthening middle leadership to be more skilled in assessment and more accountable for student progress and attainment.
- Providing more stable senior leadership to those schools where students are underachieving; this will include the use of structural solutions.
- Encouraging all schools use of data allows all staff to track student progress against challenging targets to ensure that all students achieve their potential.

Pupil Progress

Progress 8 aims to capture the progress a pupil makes from the end of primary school to the end of secondary school. It is a type of value added measure, which means that pupils' results are compared to the actual achievements of other pupils with the same prior attainment. The greater the Progress 8 score, the greater the progress made by the pupil compared to the average of pupils with similar prior attainment. For all mainstream pupils nationally, the average Progress 8 score will be always be zero. In comparison to this, Southend's overall Progress 8 score in 2016 is also zero. This means that on average, pupils in Southend schools have made similar progress to pupils with the same prior attainment nationally. Breaking the progress data down into subject areas, it shows that Southend pupils make less progress in maths compared to similar pupils nationally. There is no comparable data for previous years in this measure.

Average Progress-8 Score (2016)

| | Overall | English | Maths | English Bacc | Open Slots |
|---------------------------|---------|---------|--------------|--------------|------------|
| Southend | 0.00 | -0.01 | -0.06 | 0.05 | -0.02 |
| Total State-funded Sector | -0.03 | -0.04 | -0.02 | -0.02 | -0.04 |
| National | 0.00 | | | | |

Notes

National is all state-funded mainstream schools

Figures in bold are statistically significant

Source

SFR48/2016 - Tables 2a & LA5

Data

Provisional (2016)

Table 5

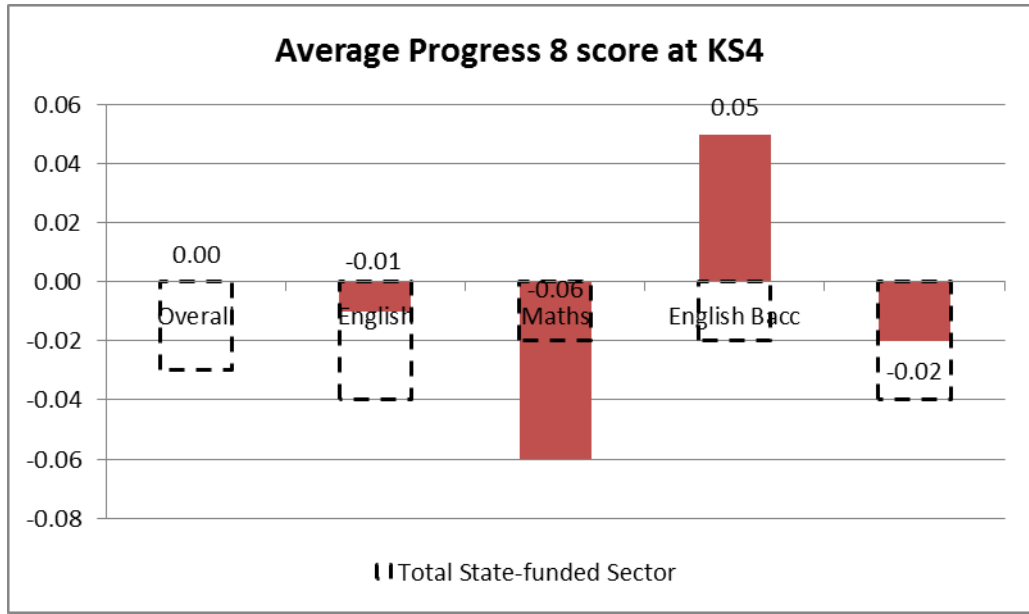


Figure 10

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Destinations after KS4

The Department for Education introduced a new measure into the school performance tables in 2016 to measure how many pupils stayed in employment, education or training for at least 2 terms after key stage 4. In 2014, this figure was 93% for Southend's pupils, just below the national figure of 94%. This is an improvement on the figure from the previous year which was 90%.

Areas for further development

The new progress measure this year demonstrates that although attainment in Southend is high, more needs to be done to ensure that pupils make positive progress, regardless of their starting point at key stage 2. This is especially true in maths, where pupils on average do less well than similar pupils nationally.

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Key Stage 5 – Post 16 (Figures are Provisional)

After young people have taken their GCSE examinations they are entitled to leave statutory schooling, although there is an expectation that they will continue in further education or vocational training programmes until they are 19 years old if they do not secure work when they leave school.

In Southend 10 out of 12 secondary schools have 6th form provision, South Essex College also provides for students post 16 qualifications. The current government is continuing the focus on ensuring that young people do not become “Not in employment, education or training” (NEET) after statutory schooling.

Successes

Southend has a good record of enabling young people post 16 to achieve well – in almost all of the headline indicators Southend is in the top 25% of local authorities nationally. Southend’s young people have outperformed those in statistical neighbour local authorities as well as those nationally consistently for several years. The percentage of students achieving 3 or more A grades at A-level remains high at 13.4%, compared to a national average of 12.9%. However, the trend is decreasing for Southend compared to an increase in the national figures. The percentage achieving AAB or better at A-level was 21.8%, a drop from 25.8% in 2015. In the new average point score per entry measure (for the A-level cohort only), Southend was ranked 12th in the country with a score of 32.6 compared to the national average of 31.5.

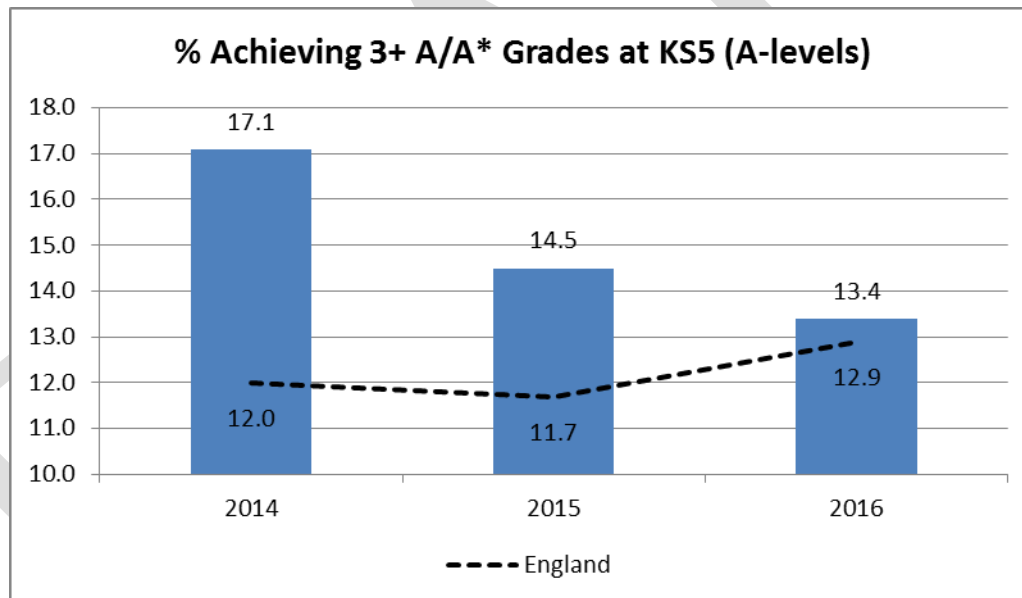


Figure 11

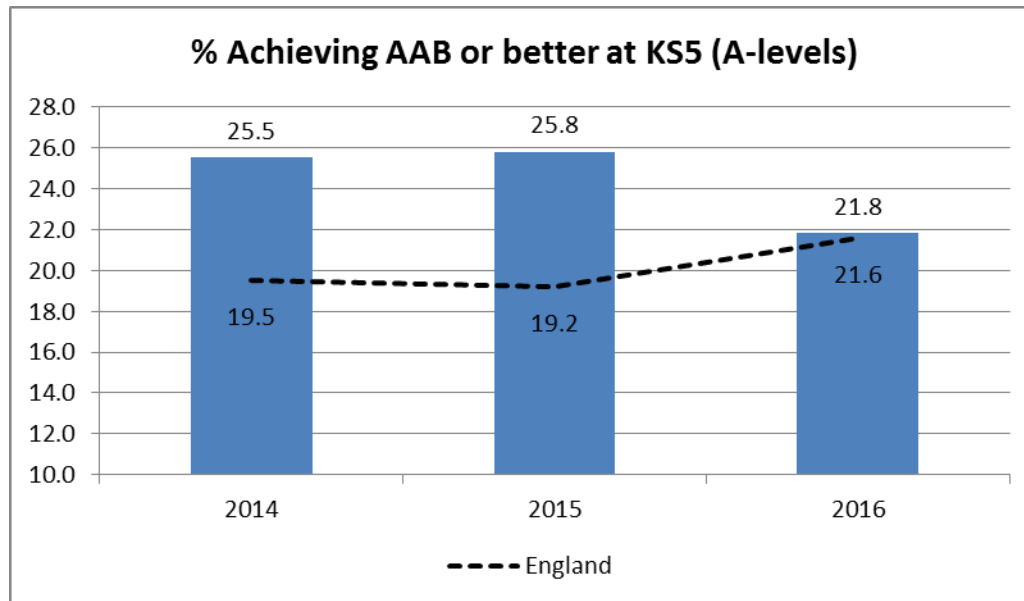


Figure 12

Areas for further development

The focus for 2016-2017 is to ensure that NEET is further reduced by earlier identification of appropriate learning pathways for learners at risk of becoming NEET and to review and refresh apprenticeship opportunities in existing and new sectors linking with the Council's strategy for skills and employability.

- The percentage of young people not in education, employment or training as at 31st December has reduced year on year in Southend since 2013 and in 2015 was at 4.3%, compared to a national average of 4.2%. This puts Southend in the third quartile nationally.
- The percentage of KS4 pupils going on to apprenticeships has increased from 3% to 4% in 2015 but this is below the national average of 6% and puts Southend in the bottom 25% of all local authorities.

Section 2 Closing the achievement gap between groups of children and young people

Early years

In 2016 there has been significant progress made by schools in supporting underachieving groups of children to achieve as well as their peers. In three of the four areas highlighted below, underachieving groups have made good progress in closing the achievement gap. The exception is for those children who have special educational needs (SEN). The outcomes for these pupils are below the national average and have not improved from last year.

Key Stage 1

In 2016, the achievement of vulnerable groups has been mixed. Whilst the gender gap remains, FSM pupils are performing better than in previous years. There continues to be a wider gap between English speaking children and their peers relative to the national averages and the performance of SEN pupils is also below the national benchmark.

Key Stage 2

The performance of FSM pupils and those whose first language is not English has improved in 2016 compared to previous years. However, the gender gap has widened in Southend and the performance of SEN pupils remains a concern. There are still some very wide gaps which indicate that the needs of all children are not being fully met to enable them to achieve their best.

Key Stage 4

At key stage 4, the gap in achievement between FSM pupils and their peers remains wider than national. The performance of SEN pupils is also a concern. However, the narrowing of the gaps between other vulnerable groups is encouraging.

Disadvantaged children - Free school meals (FSM) achievement gap

One of the biggest vulnerable groups educationally are those who have to cope with social, economic and educational disadvantage. In recent years the government has made additional funding available to schools to support their work in meeting the needs of these pupils. The Pupil Premium (PP) is additional funding given to publicly funded schools in England to raise the attainment of disadvantaged pupils and close the gap between them and their peers. This is a particular area of focus for the Local Authority in 2016/17 and beyond particularly in KS4.

Pupil Premium funding is available to both mainstream and non-mainstream schools, such as special schools and pupil referral units. The DfE will release a list of PP pupils to schools each financial year. For 2016 this list represented pupils who had been declared FSM eligible on a school census at any time in the past 6 years (called EVER6 pupils), were adopted from care or have left care and if they were recorded as a service child within the last 6 years.

In the 2015 / 2016 financial year, schools received pupil premium funding in the following sums:

- £1320 for each eligible primary-aged pupil
- £935 for each eligible secondary-aged pupil

The data for the key stages below is based on those children who are eligible for Free School Meals (FSM). Eligibility for free school meals is the main measure of deprivation at pupil level. FSM data represents pupils who are currently FSM eligible and pupils would be identified as FSM eligible from the January census. Nationally, children who are eligible for free school meals FSM / Pupil Premium funding do less well than children who are not eligible for either of these benefits. There has been a focus nationally on closing this attainment gap for a number of years.

Early Years

Significant progress has been made since 2014 in reducing the gap between disadvantaged children who are eligible for FSM, and those who are not, in achieving a "Good Level of Development". The gap has narrowed from 24% in 2014 to 16% in 2016. This is now lower than the national average by 2 percentage points. The rate of improvement for FSM pupils has slowed in 2016 following a rapid improvement in previous years and therefore the gap has increased slightly compared to last year. The overall improvement is a key success as it is accepted that children need to achieve well at the end of the Early Years Foundation Stage so they can fully access the national curriculum at Key Stage 1 and achieve the national expectations at the end of the key stage. The improvement in the achievement of disadvantaged children should in two years time enable higher levels of achievement when children are aged 7. This also indicates that schools are focusing on ensuring disadvantaged children are supported to achieve well which is an important part of their work.

| | 2014 | | | 2015 | | | 2016 | | |
|-----------------|------|---------|-----|------|---------|-----|------|---------|-----|
| | FSM | Non-FSM | Gap | FSM | Non-FSM | Gap | FSM | Non-FSM | Gap |
| Southend | 43 | 66 | -24 | 56 | 71 | -15 | 58 | 74 | -16 |
| National | 45 | 64 | -19 | 51 | 69 | -18 | 54 | 72 | -18 |

Notes Data prior to 2013 is not comparable due to changes made to the EYFSP

Source SFR50/2016 Additional Tables - Table 6

Data Final

Table 6

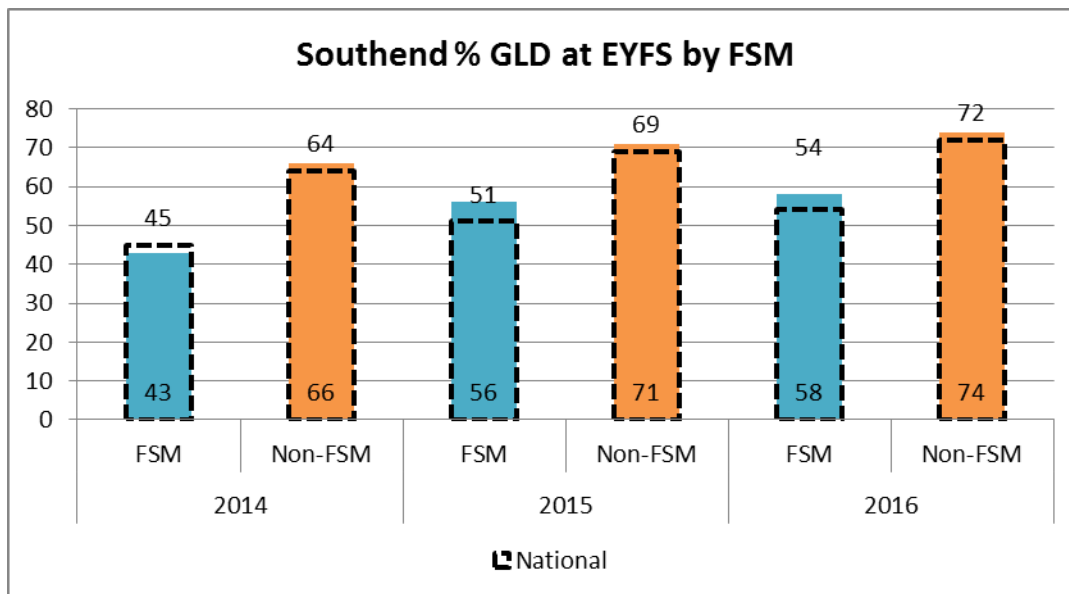


Figure 13

KS1

KS1 data in 2016 is not comparable to previous years due to the accountability reforms that were introduced this year. Any interpretation of trends should therefore be conducted with caution. However, in terms of the percentage of pupils reaching the expected level (level 2 or above in previous years), Southend's FSM pupils previously underperformed relative to the national average in every subject. In 2016 the picture is reversed with Southend's FSM pupils achieving in line with or above the national average. Table 7 shows Southend's ranking relative to other local authorities for each subject, comparing old and new measures – the improvement in 2016 is demonstrated here. However, it should be noted that this improvement was evident for all pupils and may be a reflection on how schools have adapted to the new assessment methods.

Key Stage 1 - Ranking of Southend for children eligible for free school meals (FSM) who achieved level 2+ (2014/2015) or met required standard (2016)

| | 2014 | 2015 | 2016 |
|---------|------|------|------|
| Reading | 87 | 147 | 67 |
| Writing | 79 | 144 | 41 |
| Maths | 123 | 148 | 56 |
| Science | 49 | 98 | 43 |

Notes Level 2 was the previous expected level of achievement for pupils at the end of key stage 1.

Source DFE SFR 32/2015 - Table 23
SFR 42/2016 - Table 21

Data Final (2014/2015)
Provisional (2016)

Table 7

The gap in achievement between FSM eligible pupils and their peers in 2016 is widest in reading, with a difference of 19 percentage points. Although this gap is slightly wider than the national gap, this is because Southend’s non-FSM pupils outperformed their peers nationally. In writing, the performance of the FSM cohort in Southend was 4 percentage points higher than the national average. Performance in maths was in line with the national average.

**Key Stage 1- percentage of children in Southend reaching the expected standard -
Free school meals and non-free school meal eligibility**

| | Reading | | | Writing | | | Maths | | |
|-----------------|---------|---------|-----|---------|---------|-----|-------|---------|-----|
| | FSM | Non-FSM | Gap | FSM | Non-FSM | Gap | FSM | Non-FSM | Gap |
| Southend | 60 | 79 | -19 | 54 | 71 | -17 | 59 | 76 | -17 |
| National | 60 | 77 | -17 | 50 | 68 | -18 | 58 | 75 | -17 |

Notes National figure is for England (State-funded schools)
 Source SFR42/2016 - Table 21
 Data Provisional

Table 8

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KS2

Whilst it is not possible to directly compare 2016 KS2 results with previous years, it is worth examining how the local authority performed relative to the rest of the country in the headline performance indicators. In 2015, Southend was ranked 111th nationally for the attainment of FSM pupils in the headline indicator for reading ,writing and maths. In 2016 Southend is placed 46th in the main attainment measure and is now above the national average by 2 percentage points. The performance of Southend’s FSM cohort was better than the national average in 2016 in every subject, with writing teacher assessments notably higher by 8 percentage points.

The gap between those children entitled to free school meals and their peers who are not remains large in Southend but it is now narrower than the national gap in most subjects. The gap in reading, maths and grammar, punctuation and spelling is 18 percentage points, compared to just 13 percentage points in writing. Differences between pupil groups are not comparable with previous years but it is notable that these gaps in Southend were historically wider than the national gaps so this year has seen an improvement. However, there is still some way to go to close the gaps.

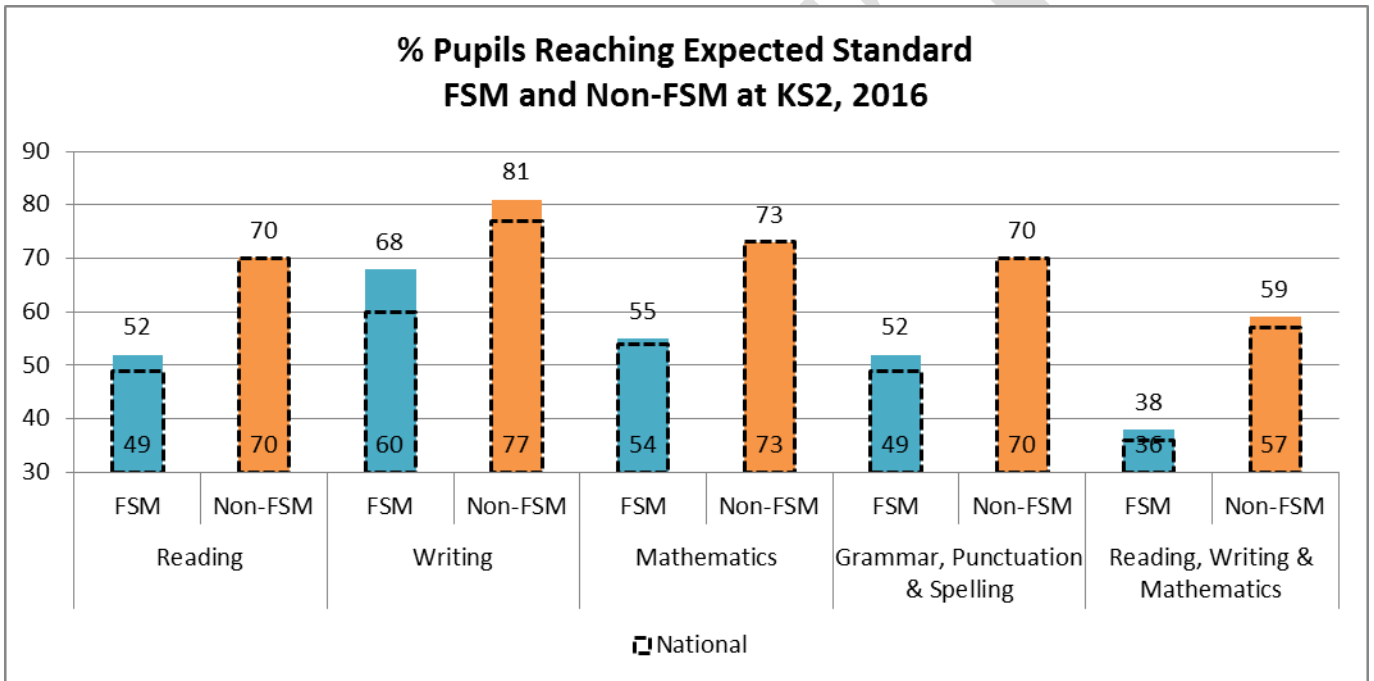


Figure 14

Looking at the progress made by FSM children, Southend’s pupils made significantly less progress than all other pupils with the same prior attainment nationally in reading and in maths. On average, FSM pupils in Southend achieve just over one scaled score point less in all subjects than non-FSM pupils. In writing, the average progress score was in line with the national average. It is a similar picture nationally with FSM pupils making less progress in all subjects than other pupils with the same prior attainment.

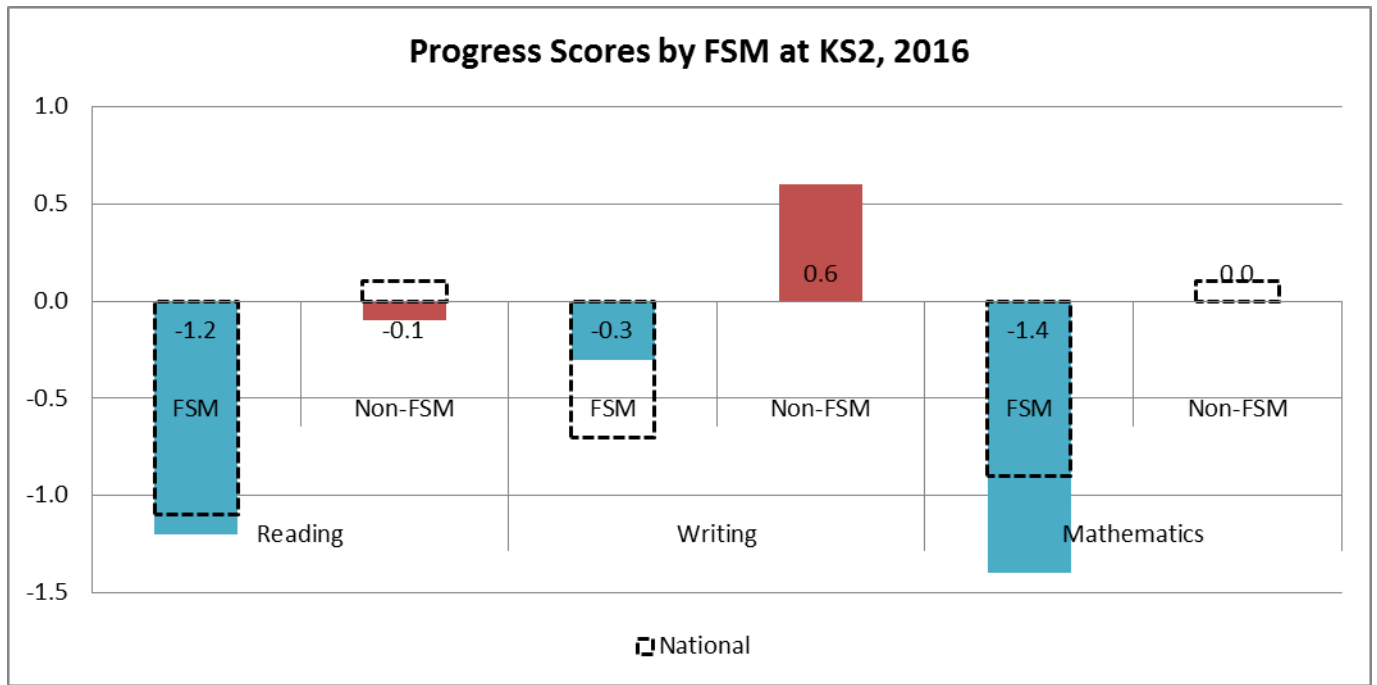


Figure 15

Note: Progress scores are presented as positive or negative numbers either side of zero. A score of zero means that on average, pupils in this group made the same progress as all pupils with similar prior attainment nationally. National progress scores for pupil groups are also represented here, where the progress for the group is compared with that of all pupils nationally with similar prior attainment.

KS4 (data is provisional)

Young people eligible for free school meals (FSM) achieve less well than their peers who are not eligible for FSM. In the new Attainment 8 measure, the provisional average score for FSM pupils is 38.6 in Southend, compared to 54.7 for all other pupils. This gap of 16.1 points is wider than the provisional national gap of 12.6 points. Similarly, in the English Baccalaurate measure, the FSM gap in Southend is wider than national – 8% of Southend’s FSM pupils achieved this measure compared to 36% of non-FSM pupils (10% and 27% nationally). In the A*-C measure for English and Maths, Southend’s FSM pupils outperformed the national average by just over 1 percentage point but the non-FSM cohort were also above the national benchmark by a greater margin.

Key Stage 4 – Attainment 8 achievement gap by Free School Meal Status

| | Average Attainment 8 score by FSM/Non-FSM | | |
|----------|---|---------|-------|
| | FSM | Non-FSM | Gap |
| Southend | 38.6 | 54.7 | -16.1 |
| National | 38.9 | 51.5 | -12.6 |

Notes

LA and National figures are for state-funded schools only

Source

NCER data based on National Pupil Database

Data

Provisional

Table 9

Key Stage 4 – English Baccalaureate achievement gap by Free School Meal Status

| | % achieving English Bacc. by FSM/Non-FSM | | |
|----------|--|---------|-------|
| | FSM | Non-FSM | Gap |
| Southend | 8.0 | 36.0 | -28.0 |
| National | 10.2 | 26.8 | -16.6 |

Notes LA and National figures are for state-funded schools only
 Source NCER data based on National Pupil Database
 Data Provisional

Table 10

Key Stage 4 – % achieving A*-C in English & Mathematics by Free School Meal Status

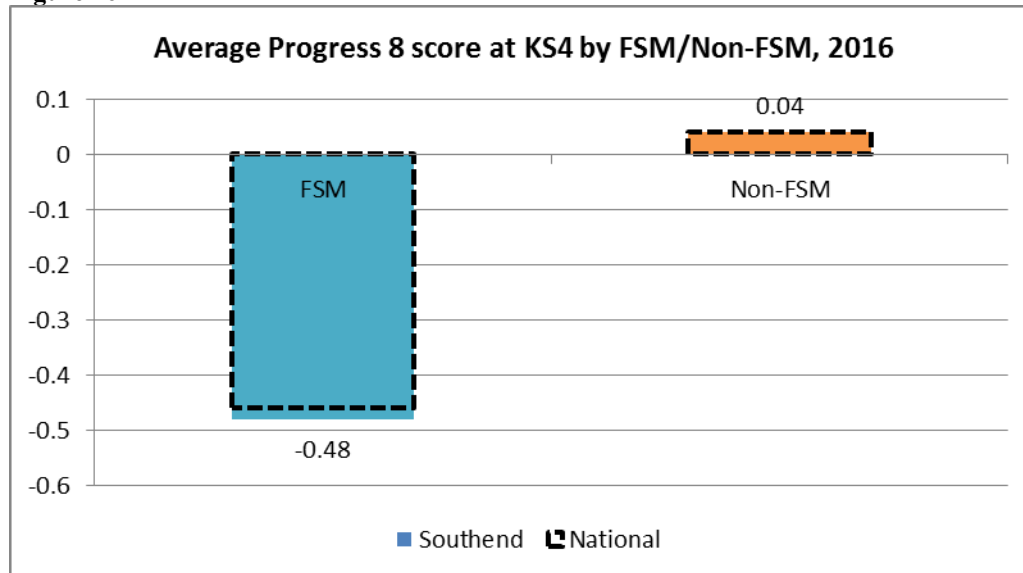
| | % achieving A*-C in English & Maths by FSM/Non-FSM | | |
|----------|--|---------|-------|
| | FSM | Non-FSM | Gap |
| Southend | 40 | 71.2 | -31.2 |
| National | 38.8 | 66.4 | -27.6 |

Notes LA and National figures are for state-funded schools only
 Source NCER data based on National Pupil Database
 Data Provisional

Table 11

In terms of pupil progress, Southend’s FSM pupils performed significantly worse than all pupils nationally with similar prior attainment. The provisional Progress 8 score of -0.48 is similar to the score for FSM pupils nationally (-0.46) showing that this group of pupils under-achieve across the country. The gap to Southend’s non-FSM cohort is 0.52 meaning that on average pupils who are eligible for FSM in Southend achieve over half a grade below the rest of Southend’s students.

Figure 16



Gender achievement gap

Early Years

More girls achieved a “Good Level of Development” than boys, 80% girls compared to 63% boys. The achievement gap between boys and girls increased to 16.7 percentage points from 15.6 in 2015 and is now wider than the national gap. Clearly there is work to do to further narrow the gap and eradicate it altogether. Over the last 3 years boys have improved their performance by 11.1 percentage points, compared to 8.2 points for girls. Boys have improved at faster rate than the national increase over this period.

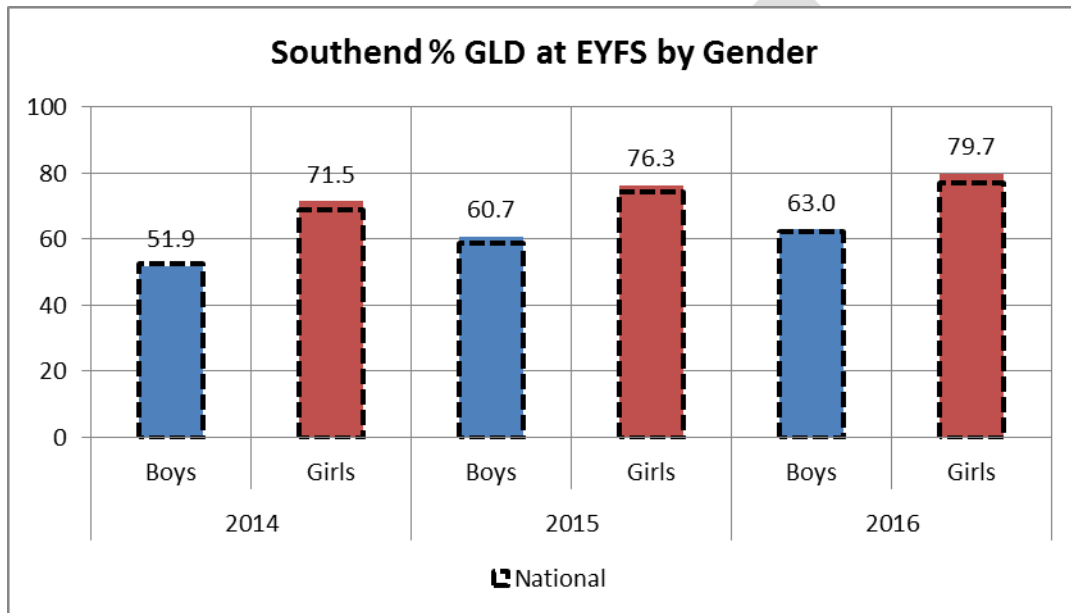


Figure 17

Key Stage 1

Girls outperform boys in each subject at KS1, with the gap widest in writing (18 percentage points). Maths has the smallest gap, with 4 percentage points separating the attainment of boys and girls in Southend. The national gaps between boys and girls are narrower than those in Southend showing that there is work to do to reduce the gender difference in attainment locally.

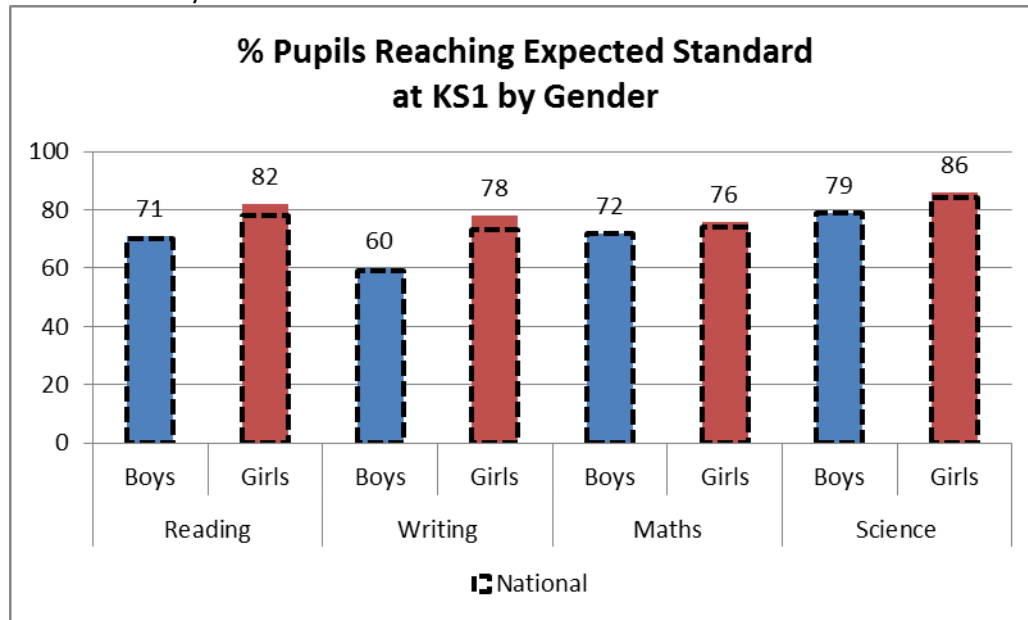
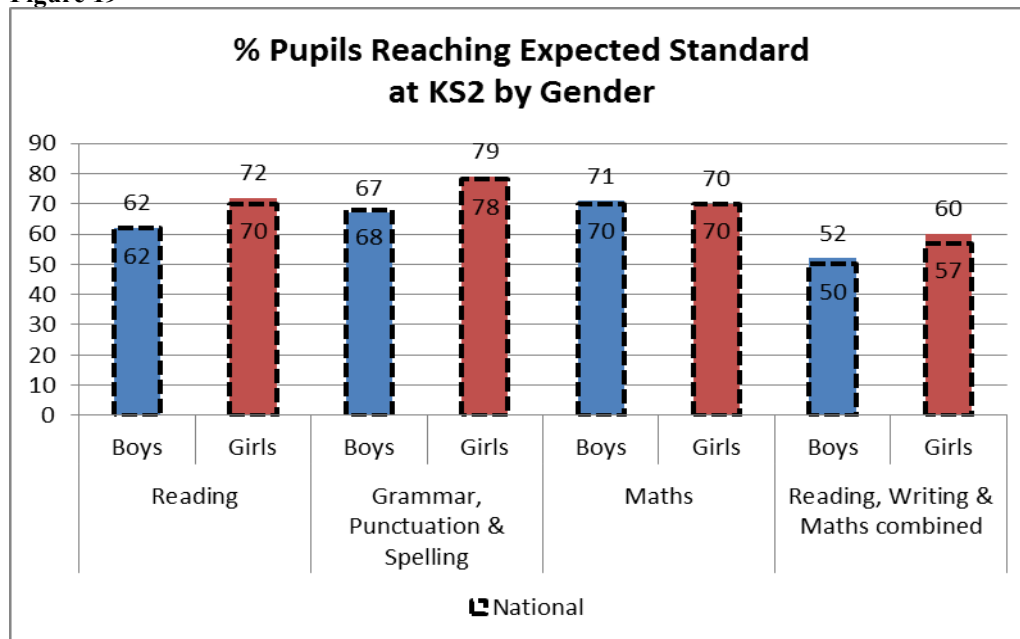


Figure 18

Key Stage 2

As in previous years, girls do better than boys at KS2 in reading, writing and maths combined. 60% of girls achieve the expected standard compared to 52% of boys. The gap is wider than that seen in previous years – 3 percentage point gap for the old expected standard in 2015. Looking at individual subjects, the gap is widest locally and nationally in grammar, punctuation and spelling (12 percentage points), whereas in maths boys outperform girls by 1 percentage point. The gaps are wider in Southend than they are at a national level, which is a reversal of the situation in 2015 so there is a challenge for Southend to reduce the difference in attainment between boys and girls.

Figure 19



2016 progress data shows that in maths, boys' progress was significantly better than the national average for all pupils with similar prior attainment whereas girls significantly underperformed in this measure. However, girls' progress was above average in writing.

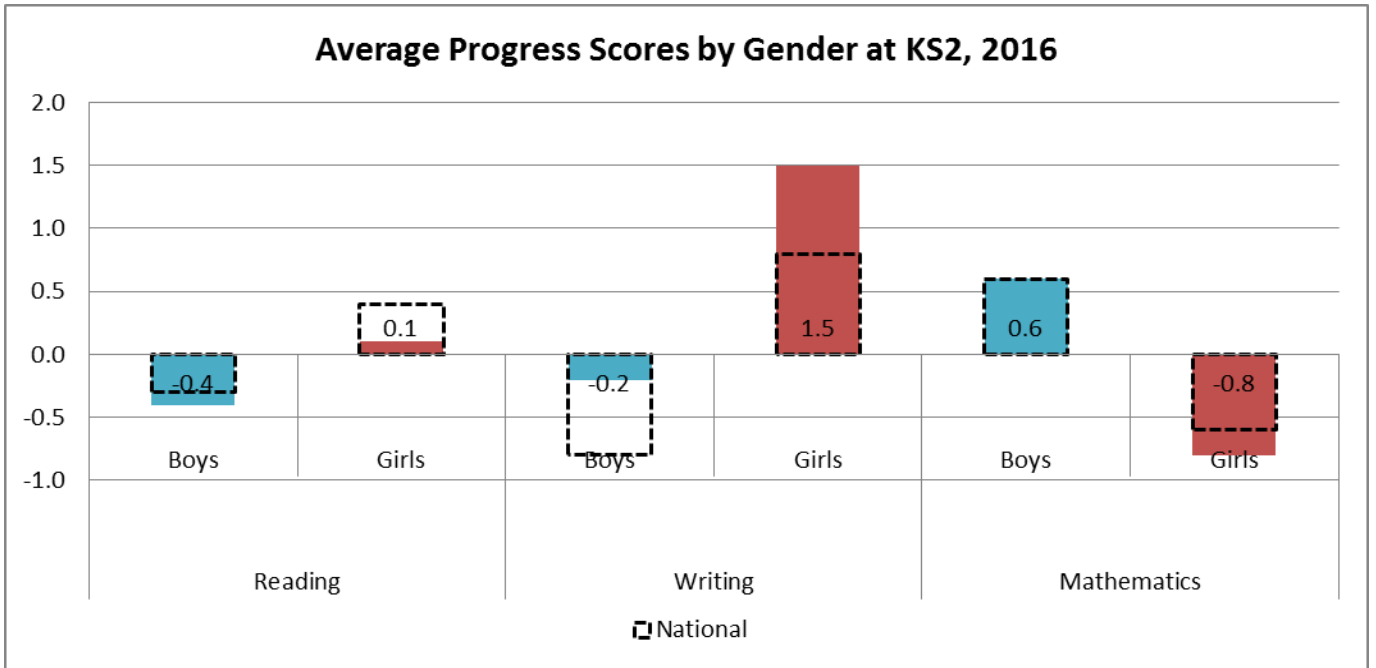


Figure 20

Note: Progress scores are presented as positive or negative numbers either side of zero. A score of zero means that on average, pupils in this group made the same progress as all pupils with similar prior attainment nationally. National progress scores for pupil groups are also represented here, where the progress for the group is compared with that of all pupils nationally with similar prior attainment.

DRAFT

Key Stage 4 (data is provisional)

Girls outperform boys at KS4 in Southend, although the gap of 2.2 points in the Attainment 8 measure is not as large as the national equivalent of 4.6. The picture is the same in the other headline measures so it is positive to see that the gender gap is less pronounced in Southend than in the rest of the country.

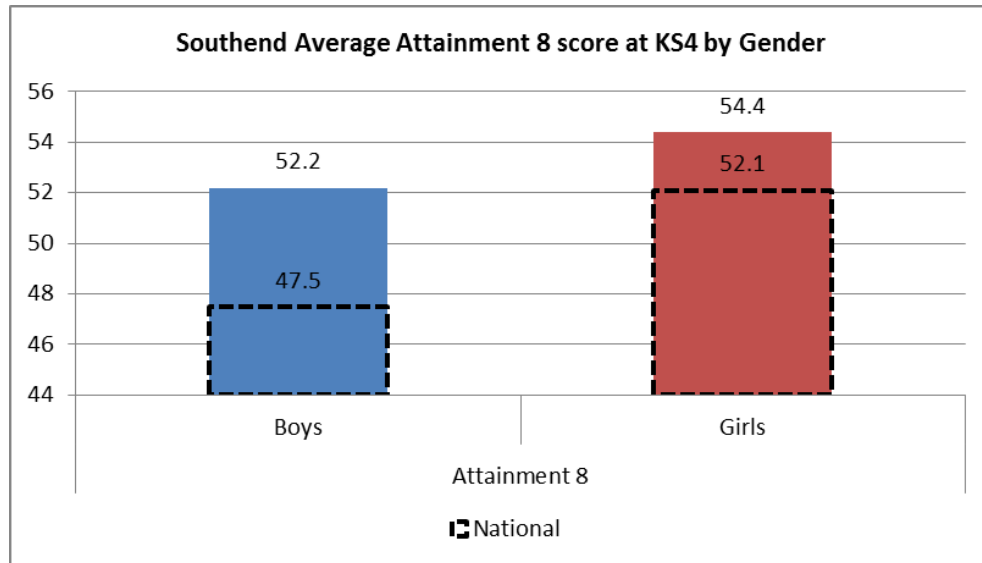


Figure 21

First Language achievement gap

Early Years

More children (72%) whose first language is English achieved a “Good Level of Development” in 2016 than those whom have another language (67%) as their first language. The gap is now 5 percentage points, but an improvement from the gap in 2014 which was 15 points and 10 points in 2015. The gap is now narrower than the national equivalent having improved at a much faster rate over the last 3 years.

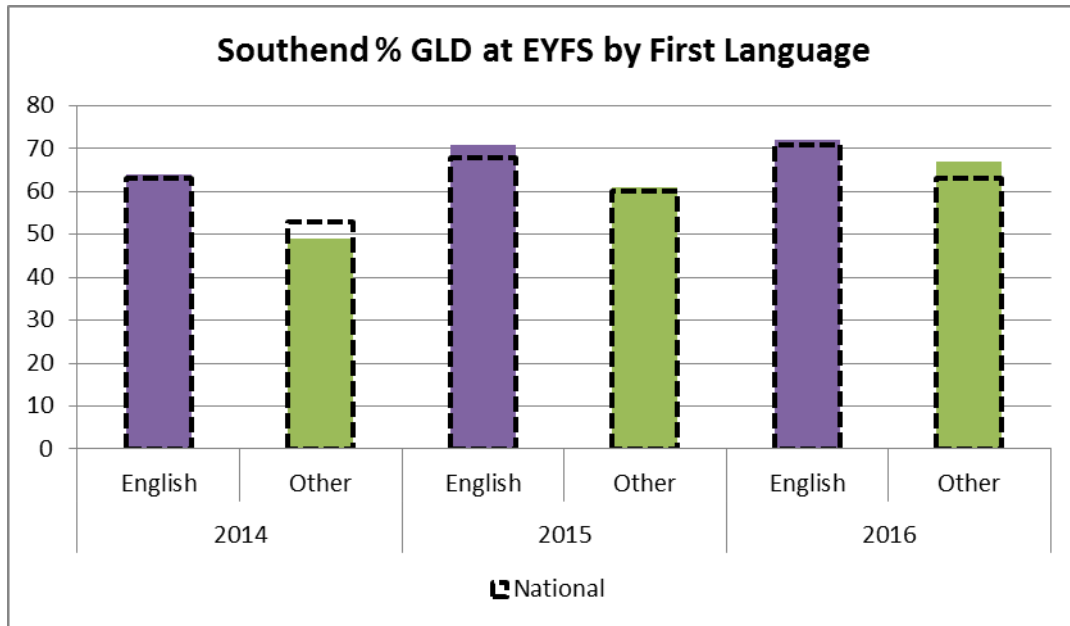


Figure 22

Key Stage 1

More pupils whose first language is English achieve the expected level at KS1 than their peers for whom English is an additional language. This is also the case nationally but the gaps are wider in all subjects in Southend apart from in science. Pupils with English as an additional language achieve in line with the national average in all subjects but their English speaking peers in Southend are above the national average, particularly in reading and writing, hence the wider gaps in these subjects. This continues the trend seen in previous years under the old accountability measures.

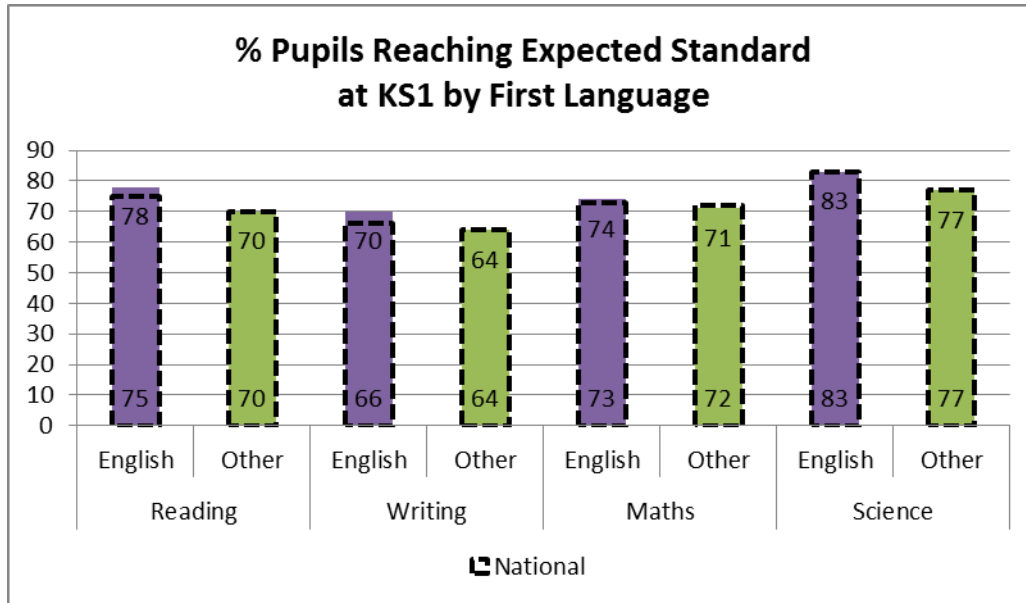
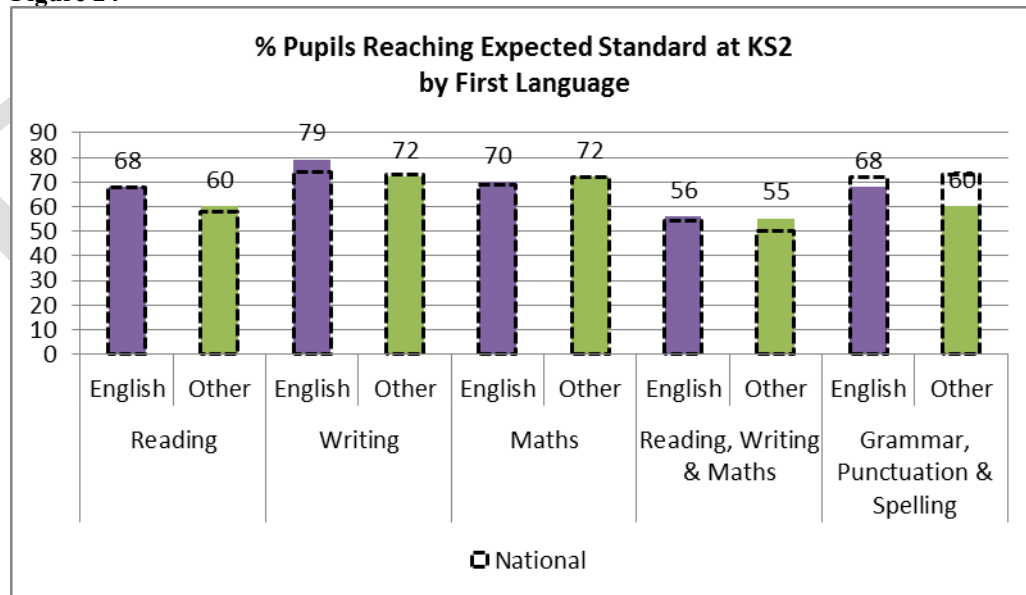


Figure 23

Key Stage 2

56% of pupils whose first language is English achieved the expected standard in all of reading, writing and maths compared to 55% of pupils whose first language is other than English. This gap of 1 percentage point is smaller than the gap at the national level (4 percentage points). For comparison, last year's gap was 5 percentage points in Southend so this improvement is encouraging. There is a more considerable gap in reading and grammar, punctuation and spelling (8 percentage points), and in writing (7 percentage points). However, in maths pupils whose first language is not English perform better than their English speaking peers by 2 percentage points.

Figure 24



KS4 (data is provisional)

The attainment gap at KS4 is almost non-existent in the main headline indicator – Attainment 8 scores for non-English speakers were slightly higher by 0.1 points in Southend with both groups performing better than the national average. In terms of achieving A*-C in English and maths, pupils whose first language is English perform better than their peers in Southend by a margin of 5.9 percentage points. In the Progress 8 measure, pupils with English as an additional language make more progress than pupils with similar prior attainment nationally. Their score of 0.37 is just below the national average of 0.40 and 0.42 points higher than that of English speaking pupils in Southend (-0.05).

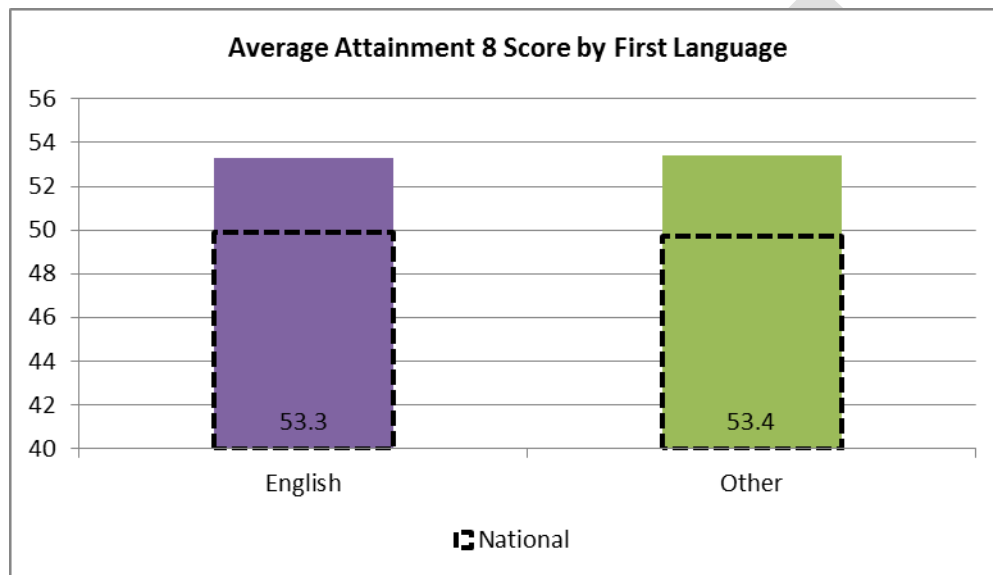


Figure 25

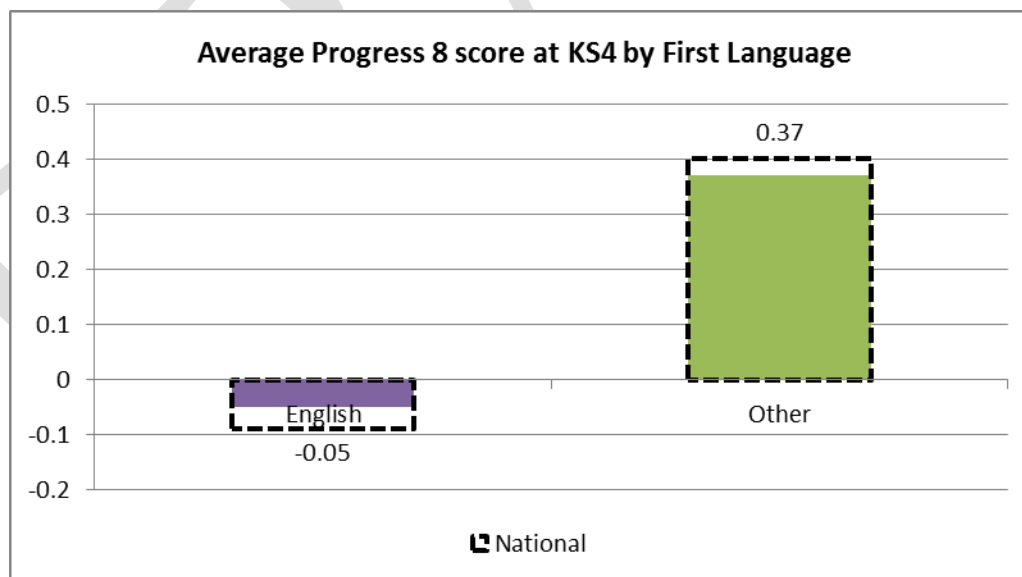


Figure 26

Achievement of pupils with Special Educational Needs (SEN)

Early Years

In 2016, 16% of children with special educational needs but without a statement or EHC Plan achieved a good level of development. This is 10 percentage points lower than the national average. Of the children that did have a statement or EHC Plan, none achieved a good level of development in 2016, down from 4% last year; this compares to 4% nationally. The attainment of Southend's SEN pupils has not improved at the same rate as national. Since 2014, the attainment of SEN support pupils has improved by 3 percentage points compared to 5 points nationally, whereas the attainment of statement/EHC pupils has fluctuated from 2% in 2014, 4% in 2015 and 0% in 2016 (nationally it has improved by 1 percentage point over the same period).

Early Years Foundation Stage – % Achieving a Good Level of Development by SEN

| | 2014 | | | 2015 | | | 2016 | | |
|----------|--------|-------------------------|----------------------|--------|-------------------------|----------------------|--------|-------------------------|----------------------|
| | No SEN | SEN without a statement | SEN with a statement | No SEN | SEN without a statement | SEN with a statement | No SEN | SEN without a statement | SEN with a statement |
| Southend | 66 | 13 | 2 | 73 | 16 | 4 | 77.0 | 16 | 0 |
| National | 66 | 21 | 3 | 71 | 24 | 4 | 75 | 26 | 4 |

Notes Southend figures for 'SEN with a statement' were suppressed - calculated using Keypas

Source SFR50/2016 Additional Tables - Table 7

Data Final

Table 12

KS1

The achievement of Southend's SEN pupils at KS1 is below the national average in almost all subjects. Pupils with SEN support were 9 percentage points below the national average in terms of achieving the expected standard in reading, 7 points below in writing, 6 points below in maths and 5 points below in science. The attainment of pupils with a statement or EHC plan was below in all subjects apart from science. This is a continuation of the performance under the old system of levels where Southend's SEN pupils also attained lower than the national average.

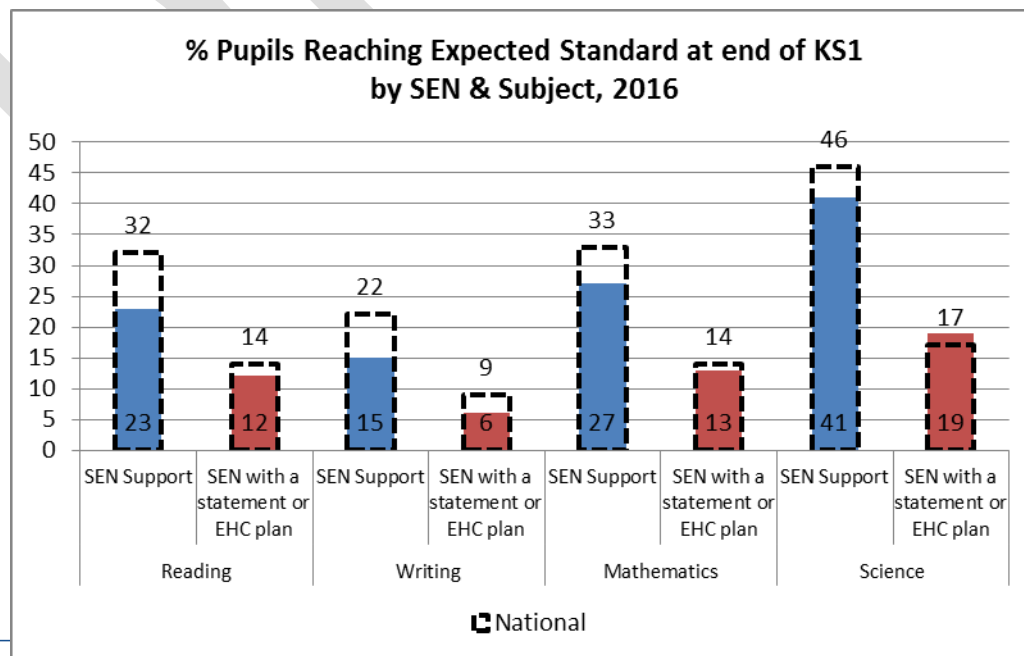


Figure 27

KS2

The attainment of Southend’s SEN pupils at KS2 is broadly below the national average in most subjects. The percentage achieving the expected standard in all of reading, writing and maths is 9% for SEN support pupils (compared to 16% nationally) and 4% for those with a statement or EHC Plan (compared to 7% nationally). In reading and grammar, punctuation and spelling the gap to the national average for SEN support pupils is 9 percentage points, whilst in writing it is 8 points. The biggest gap is in maths where Southend’s SEN support pupils are 11 percentage points below the national average. The gaps to the national average for Southend’s SEN pupils with statements or EHC plans are not as wide but in the combined measure there was a 3 percentage point deficit.

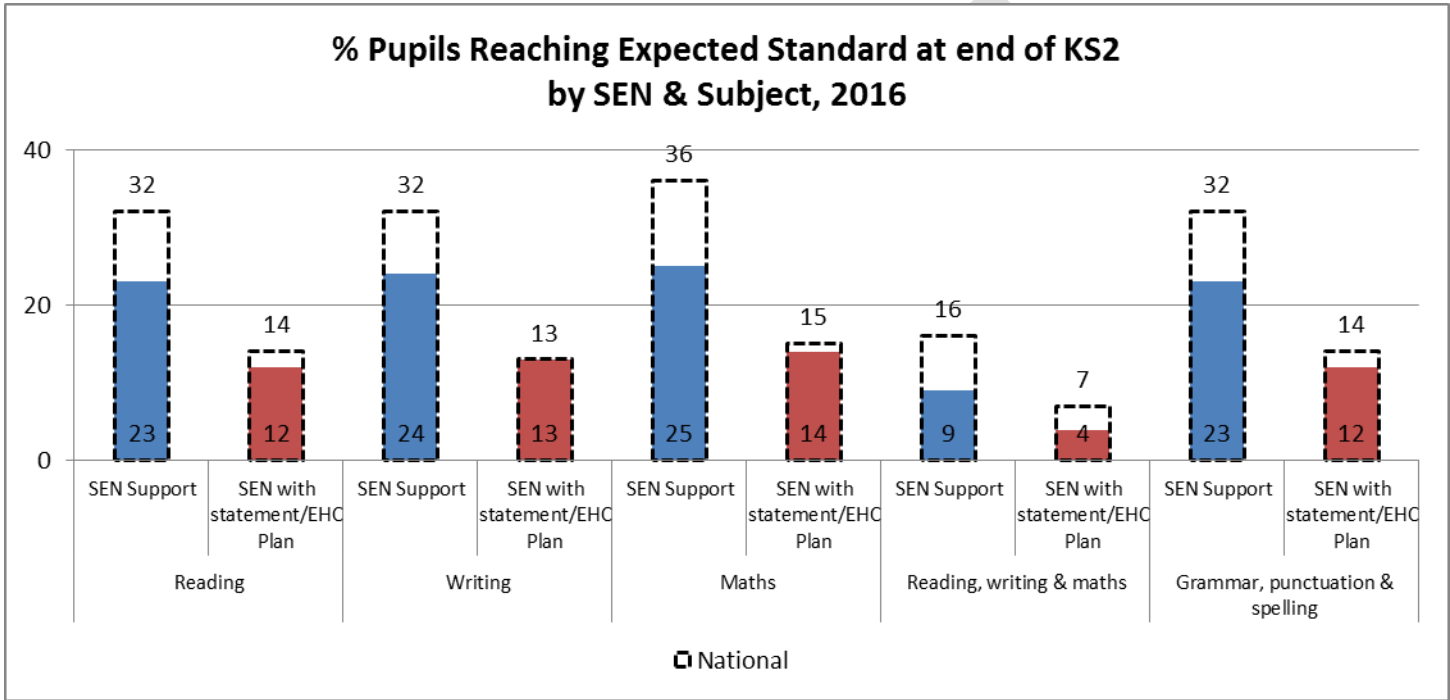


Figure 28

KS4 (data is provisional)

The attainment of Southend's SEN pupils is below the national average at key stage 4 in all of the headline indicators. The average Attainment 8 scores for both groups of SEN pupils were 1.1 points below the national average, whereas in the A*-C measure, Southend's SEN Support pupils were 5.6 percentage points below their peers nationally. In the Progress 8 measure, SEN pupils in Southend and nationally have negative scores, meaning that on average they make less progress than all pupils with similar prior attainment nationally. Southend's SEN Support cohort achieved a slightly better score than the national average (-0.37 compared to -0.39), but the score of pupils with a statement or EHC plan was worse in Southend than the national average (-1.19 compared to -1.02).

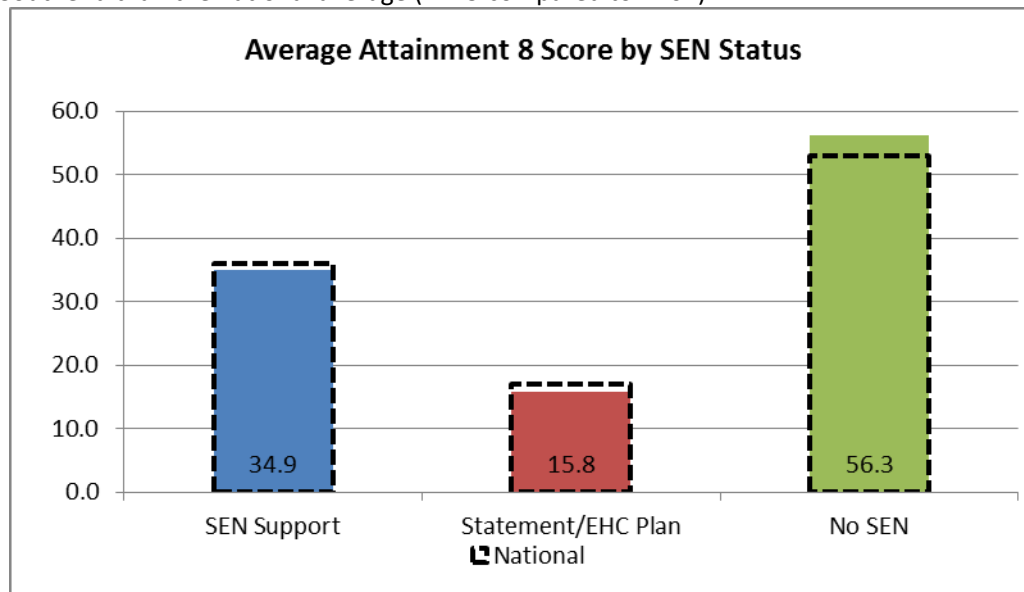


Figure 29

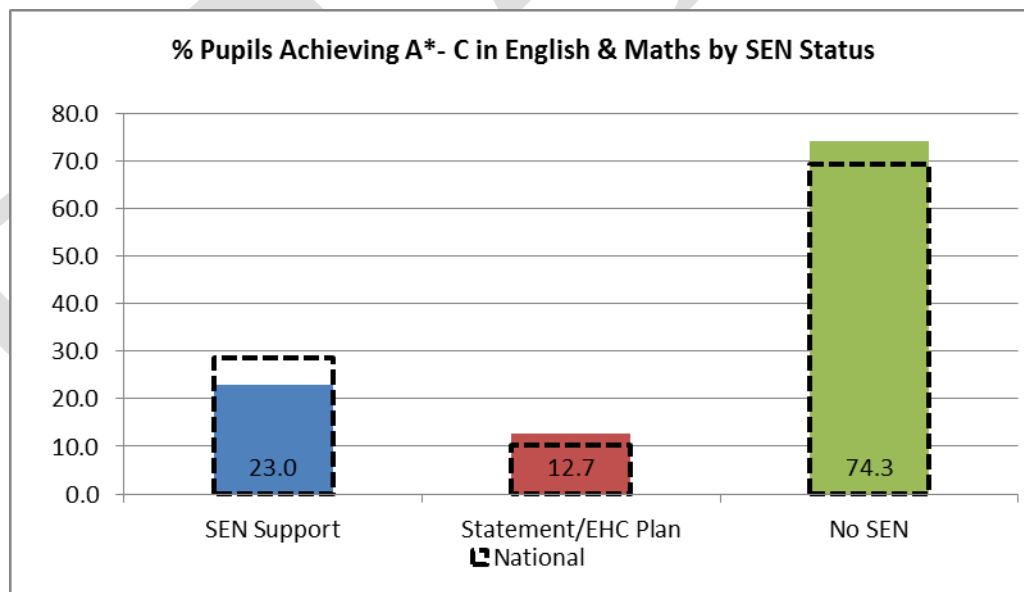


Figure 30

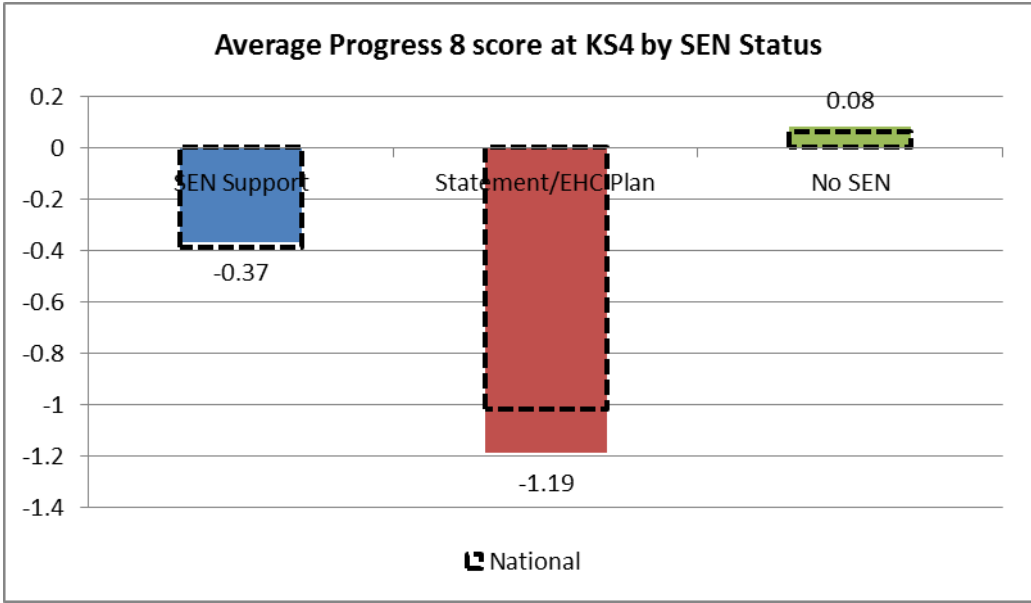


Figure 31

DRAFT

Section 3 Attainment of Looked After Children

Virtual School

Southend Borough Council's Virtual School exists to track and monitor the progress of Looked After Children, to raise the achievement and attainment of students and to 'champion' the needs of Looked After Children. As a Virtual School the aim is support students in school and their foster placement and additionally through a range of extra-curricular activities. A programme of support and training is also available for Designated Teachers.

The Department for Education report on the outcomes of children who have been looked after for at least at least 12 months as at 31st March. The outcomes are often suppressed for Southend and many other local authorities due to the low number of pupils and therefore it is not possible to accurately rank how Southend is performing in any given year.. It should be noted that outcomes fluctuate greatly from year to year due to the small size of the cohort.

Attainment

Key Stage One

Outcomes for 2014 and 2015 are shown separately due to the accountability changes in 2016. Note the number of pupils in Southend's cohort shown in brackets. 2016 data has not yet been published.

Percentage of LAC (>12mths) achieving level 2+ at the end of Key Stage 1

| | 2014 | | 2015 | |
|---------|---------------------|----------|---------------------|----------|
| | Southend (5 pupils) | National | Southend (2 pupils) | National |
| Reading | 60 | 71 | 50 | 71 |
| Writing | 40 | 61 | 0 | 63 |
| Maths | 60 | 72 | 0 | 73 |

Notes

Southend data suppressed in SFR11/2016

Source

Key to success

Data

Final

Table 13

Percentage of LAC (>12mths) reaching expected standard at the end of Key Stage 1

| | 2016 | |
|---------|---------------------|----------|
| | Southend (5 pupils) | National |
| Reading | 60 | N/A |
| Writing | 60 | N/A |
| Maths | 60 | N/A |

Notes

This is a new assessment so there is no comparative data prior to 2016

Source

Key to Success based on internal cohort reporting

Data

Not yet published

Table 14

Key Stage Two

Key Stage 2 has also been subject to accountability changes in 2016 so it is not appropriate to compare results with previous years.

Percentage of LAC (>12mths) achieving level 4+ at the end of Key Stage 2

| | 2014 | | 2015 | |
|-----------------------------------|----------------------|----------|---------------------|----------|
| | Southend (10 pupils) | National | Southend (6 pupils) | National |
| Reading | 100 | 68 | 50 | 71 |
| Grammar, Punctuation, Spelling | 60 | 49 | 33 | 54 |
| Mathematics | 70 | 60 | 33 | 64 |
| Writing TA | 70 | 59 | 50 | 61 |
| Reading, Writing & Maths combined | 60 | 48 | 33 | 52 |

Notes

Southend data suppressed in SFR11/2016

Source

Key to success (Southend), SFR11/2016 (National)

Data

Final (2014), Amended (2015)

Table 15

Percentage of LAC (>12mths) reaching expected standard at the end of Key Stage 2

| | 2016 | |
|-----------------------------------|---------------------|----------|
| | Southend (9 pupils) | National |
| Reading | 30 | N/A |
| Grammar, Punctuation, Spelling | 30 | N/A |
| Mathematics | 30 | N/A |
| Writing TA | 30 | N/A |
| Reading, Writing & Maths combined | 20 | N/A |

Notes

This is a new assessment so there is no comparative data prior to 2016

Source

Key to Success based on internal cohort reporting

Data

Not yet published

Table 16

Key Stage Four

The outcomes for looked after children at key stage 4 are shown below for the last three years.

Key Stage 4 Measures for LAC (>12mths)

| Key Stage 4 | 2014 | | 2015 | | 2016 | |
|--|-------------------------|----------|-------------------------|----------|-------------------------|----------|
| | Southend (24 pupils) | National | Southend (19 pupils) | National | Southend (22 pupils) | National |
| % of Pupils Achieving A*- C in Eng & Maths | 20.8 | 14.4 | 10.5 | 15.9 | 13.6 | N/A |
| % 5 A*-C (Including English and Maths) | 20.8 | 12.2 | 5.3 | 13.8 | 13.6 | N/A |

Notes

Southend data suppressed in SFR11/2016

Source

Key to success (Southend), SFR11/2016 (National)

Data

Final (2014), Amended (2015)

Table 17

Absence

The table and chart below show the absence rates for pupils looked after for at least 12 months as at 31st March according to the latest published data. Overall absence rates in Southend have decreased since 2013 and are now in line with the national average. The percentage of pupils classed as persistent absentees has historically been higher than the national figure; figures for 2014/15 were suppressed due to low numbers.

Absence from school of children who have been looked after continuously for at least twelve months

| | Percentage of half days missed | | | % of Persistent Absentees |
|----------------|--------------------------------|-------------------------|-----------------|------------------------------|
| | Authorised Absence | Unauthorised Absence | Overall Absence | |
| 2012/13 | | | | |
| Southend | 5.2 | 3.8 | 1.4 | 8.4 |
| England | 4.4 | 3.3 | 1.1 | 5.0 |
| 2013/14 | | | | |
| Southend | 4.9 | 3.0 | 1.9 | 9.3 |
| England | 3.9 | 2.9 | 1.0 | 4.7 |
| 2014/15 | | | | |
| Southend | 4.2 | 3.2 | 1.0 | x |
| England | 4.0 | 3.0 | 1.0 | 4.9 |

Notes

Data based on six half terms. Persistent Absence is based on 15%+ absence

Source

SFR411/2015 Table LA6

Data

Final

Table 18

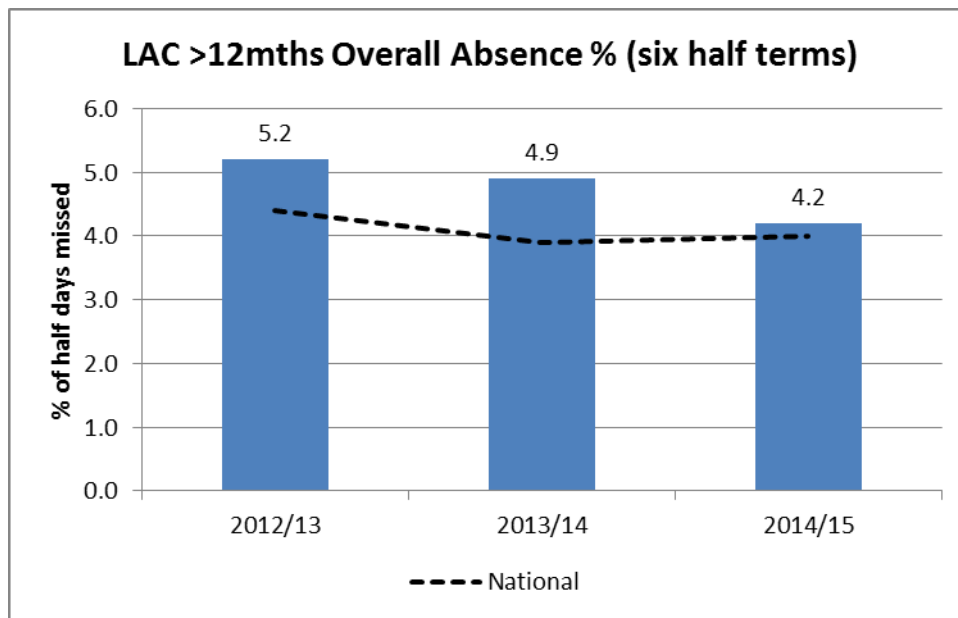


Figure 31

Exclusions

The latest published data shows that there have been no permanent exclusions for looked after children in Southend for the last three years. The percentage of pupils with at least one fixed period exclusion is shown below. Southend has been above the national average over the period shown.

Percentage of children with at least one fixed period exclusion

| | 2011/12 | 2012/13 | 2013/14 |
|----------|---------|---------|---------|
| Southend | 13.74 | 10.74 | 11.88 |
| England | 11.32 | 9.77 | 10.25 |

Source
Data

SFR411/2015 Table LA5
Final

Figure 32

Section 4 Behaviour and Attendance

Behaviour

One measure of how well children behave in schools is to consider the number of fixed term and permanent exclusions from schools across the Local Authority. It is generally accepted that pupils excluded from school are having their education interrupted, which will have an impact on the progress and achievement of an individual. As a result, schools and local authorities try as far as possible to manage children’s behaviour within the school system, although it is recognised that some young people are not able to be educated in the mainstream school system and may need specialist individual education provision.

Overall exclusion data can be looked at in the various phases of education and this data can be compared with that available nationally. This comparison gives an indication as to whether Southend schools have been more or less successful than schools nationally in managing pupils’ behaviour positively.

Fixed term exclusions

Fixed term exclusions are short term exclusions from the school due mainly to inappropriate behaviour. Published data is not yet available for the last academic year but in all schools the percentage of fixed term exclusions has increased in 2015. In primary schools over the last three years the percentage of fixed term exclusions has been consistently lower than that nationally, but in 2015 the numbers increased following a dip in 2014. In secondary schools, the figure is closer to the national average and also rose in 2015. The rate for Southend’s special schools has been more variable but has dropped since 2014. The total exclusion rate for Southend schools was slightly higher than the national figure in 2015.

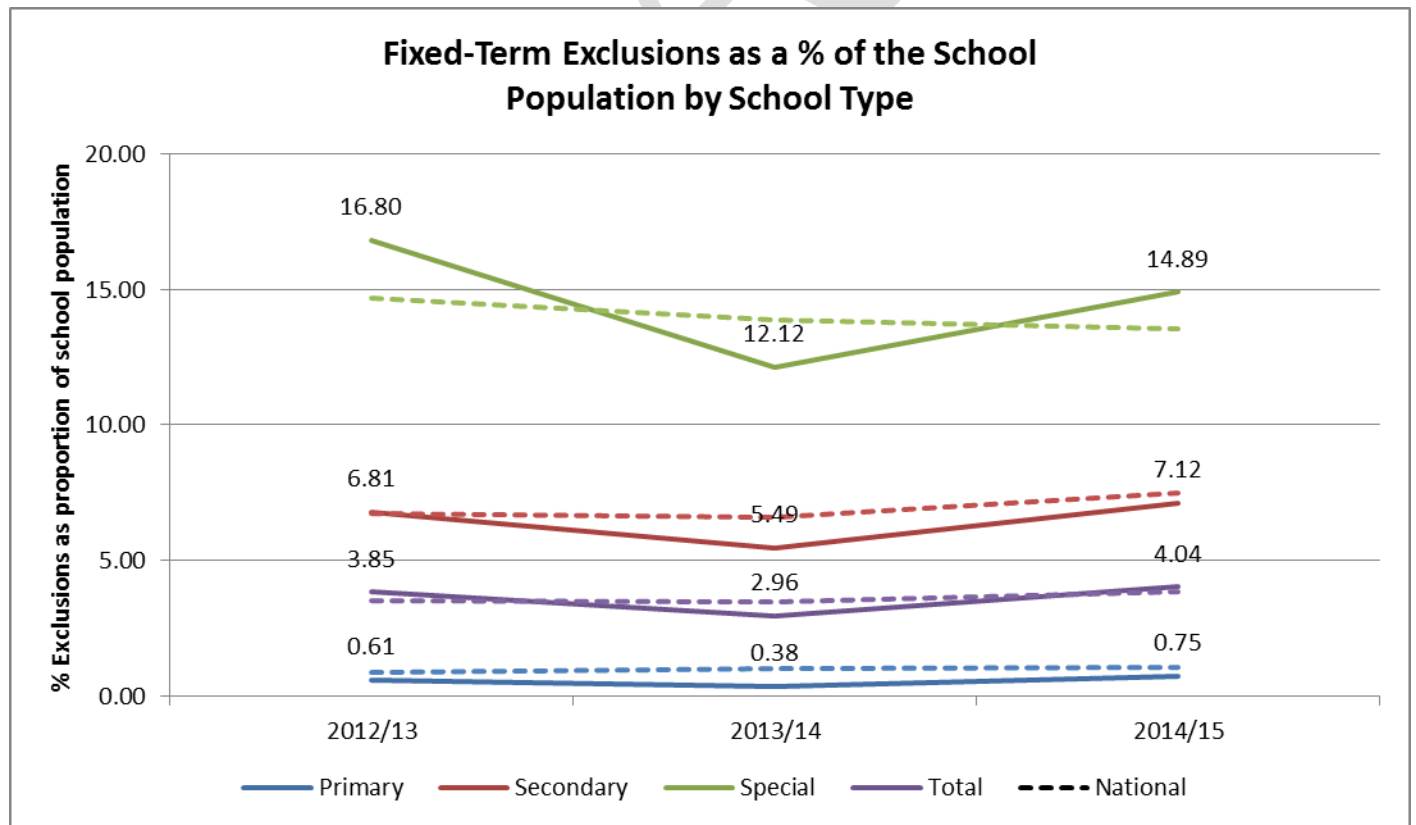


Figure 33

Permanent exclusions

Successes

The LA for many years, together with schools in Southend, had the aim of ensuring no child or young person is permanently excluded from school. This aim, supported by a range of strategies has seen a significantly lower percentage of pupils permanently excluded from either primary, secondary or special schools than that nationally. The data between 2012 /13 and 2014 / 15 in table shows the significance of the much lower permanent exclusion rates in the borough. The overall rate has been lower than the national average over the last 3 years. For a number of years there have been no permanent exclusions in primary or special schools. In secondary schools there is a very low number of young people permanently excluded, which has been consistent for a number of years.

Permanent exclusions by school type

| | 2012/13 | | 2013/14 | | 2014/15 | |
|------------------|-----------------------------|----------------------------|-----------------------------|----------------------------|-----------------------------|----------------------------|
| | No. of permanent exclusions | % of the school population | No. of permanent exclusions | % of the school population | No. of permanent exclusions | % of the school population |
| Primary | | | | | | |
| Southend | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| England | 670 | 0.02 | 870 | 0.02 | 920 | 0.02 |
| Secondary | | | | | | |
| Southend | x | x | 6 | 0.05 | 5 | 0.04 |
| England | 3,900 | 0.12 | 4,000 | 0.13 | 4,790 | 0.15 |
| Special | | | | | | |
| Southend | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| England | 60 | 0.07 | 70 | 0.07 | 90 | 0.09 |
| Total | | | | | | |
| Southend | x | x | 10 | 0.02 | 10 | 0.04 |
| England | 4,630 | 0.06 | 4,950 | 0.06 | 5,800 | 0.07 |

Notes

Source

SFR26/2016 - Table 16

SFR10/2016 - Table 11.1 for pupil enrolment figures

Data

Final

Table 19

Attendance

Poor school attendance can impact dramatically on a young person's life chances. There are clear links between attendance and attainment, and as a consequence poor school attendees overall go on to have poorer job prospects and lower earnings in the future. There is a great deal of evidence to suggest that pupils who are regularly absent from school are often disengaged and disaffected, and therefore vulnerable. They are more likely to become involved in antisocial behaviour or be the victims of crime. Children are safer in school, and ensuring good school attendance is an important aspect of the safeguarding agenda. For these reasons, Southend places a high priority on school attendance levels, and this is reflected in our strategy.

Additionally a child's or young person's full attendance at school is seen as an important aspect in child protection work. Periods of absence from school for some children is a cause for concern, as there then maybe no statutory service who is in regular contact with the child. Full attendance at school enables children at risk to be seen by professionals regularly.

Absence from school is noted as either authorised or unauthorised. Authorised absence is usually as the result of medically certificated illness or other matters where there is a reason that is listed by the government as being able to be classified as such. Unauthorised absence is for almost all other absences including holidays taken during school time.

Some pupils are absent from school on many occasions. These are defined as having more than a 15% absence rate and recorded as persistent absentees.

Southend's emphasis is on prevention. We believe that the key to high attendance is to ensure that children are encouraged to attend school through a whole-school approach. Enforcing attendance through legal measures should be seen as a last resort, only taken when all other options have been exhausted, as there is evidence to suggest that statistically this has the least impact on improving attendance.

Successes

Data for 2015/16 has not yet been published for pupil absence. Overall absence has reduced in Southend's schools over the last 3 years from 5.4% of sessions lost in 2012/13 to 4.4% in 2014/15. Both primary and secondary schools have seen a 1 percentage decrease in absence rates over this period and are now both below the national average. whilst special schools absence rates have been more variable and remain higher than national at 13.2 %.

Persistent absentees during this period were classed as pupils missing 15% or more of sessions over the course of a year. The percentage of pupils deemed to be persistent absentees has also reduced from 5.4% in 2012/13 to 2.8% in 2014/15, which is nearly 1 percentage point below the national average. There has been a particularly large decrease in secondary schools from 7.2% to 3.7% over 3 years.

The Council's approach to improving school attendance is led by the Child and Family Early Intervention team in partnership with schools, parents, children and young people. The following initiatives have been introduced to improve school attendance:

- Every School Day Matters: an innovative street patrol programme launched in 2013
- Attend to Achieve Programme: providing one to one support for school Governors in order to keep school attendance data under review
- A Guidance for School Governors on monitoring school attendance
- Locality Attendance Lead Forums

- A Health Toolkit in schools to improve attendance

The child and family early intervention service provides challenge and support to schools, children, young people and their families, offering intensive casework in the home using targeted intervention in order to improve school attendance using an early help assessment.

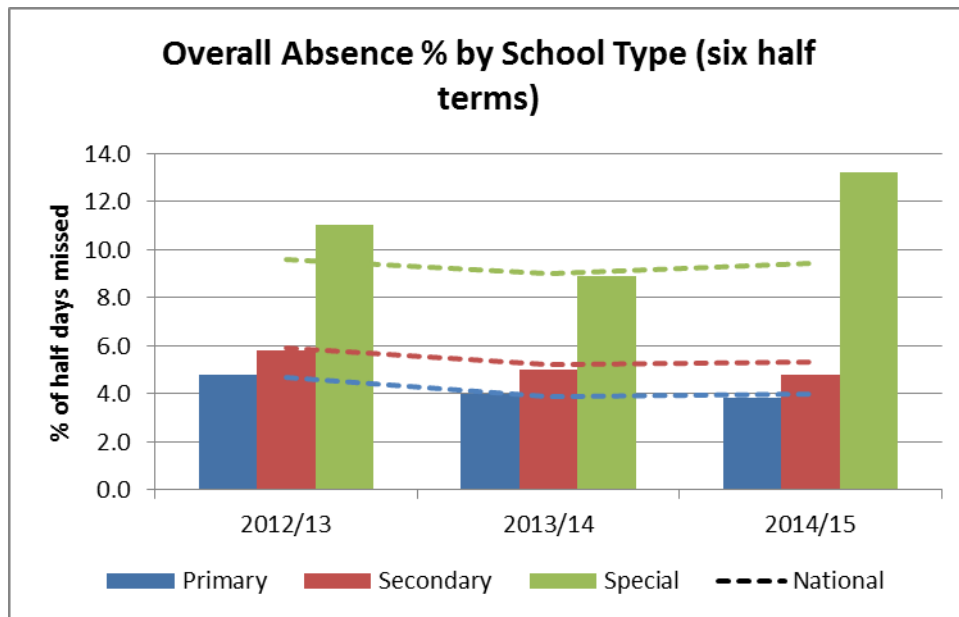


Figure 34

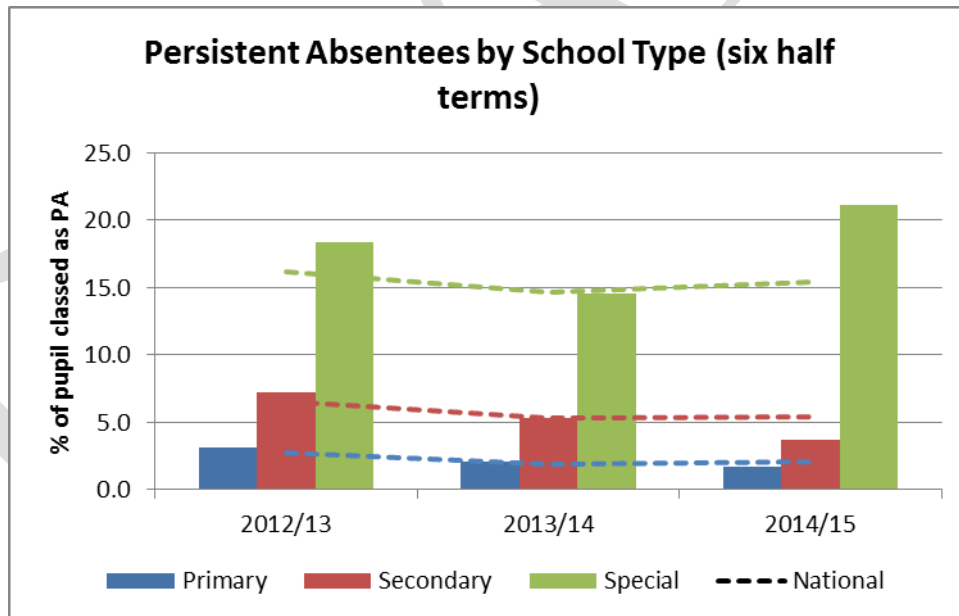


Figure 35

Section 5 OfSTED Inspection outcomes

The Office for Standards in Education (OfSTED) inspects all schools in England on a regular basis. The interval between school inspections depends on the outcome from the last inspection and a risk assessment based on analysis of pupil performance and other factors which may come to OfSTED's attention. Outstanding schools are not routinely inspected but are risk assessed. Good schools were risk assessed at two years and could be inspected every 2 – 5 years. Requires Improvement and Inadequate schools will have Section 8 monitoring inspections with an HMI. They can have up to 5 of these in 2 years but will then have to have a full Section 5 inspection. Changes to these schedules of inspection were made in the revised framework guidance in September 2015. (see below)

The inspection will judge the school in a number of key areas of its work, but pupil achievement (attainment and progress) is the major focus for inspectors. Leadership and management (including governance), the quality of teaching and the behaviour and safety of pupils are the main areas judged and reported.

OfSTED has, in the last few years, collated data from inspections which enables the production of data to show how many children in a local authority area are educated in good or outstanding schools and how many are education in schools which are judged to be inadequate or requiring improvement. It is OfSTED's expectation that all children will attend a good or outstanding school and this is also the aim of Southend Council.

Ofsted updates this data regularly throughout the year. The data presented in the appendix is based on the update published in August 2016. This data will not include any school that has not been inspected and this will include schools that have recently become Academies. The data for the pre-academy school is removed from the data set at the next update after the school becomes an academy.

There is a new Framework from September 2015. Under this framework outstanding schools will not be inspected unless the risk assessment gives a cause for concern. Good Schools will have a new one day short inspection by an HMI every three years from the date of their last inspection. Schools that convert to become an Academy when judged as good, will also have the short inspection three years from the last good inspection judgement. Schools judged as Requires Improvement or Inadequate will continue to be regularly monitored by Section 8 Inspections. The Department for Education (DfE) may also identify a new group of schools causing concern as 'coasting schools'.

School Inspections

As at the end of the 2015 / 16 academic year, out of 49 open schools in Southend with inspection ratings, 9 were judged as outstanding and 37 were rated as good. This equates to 98% of all pupils within these schools. All of Southend's primary schools were rated as good or outstanding, with just 3 schools in total judged as requiring improvement. Note that these figures exclude schools without a current inspection rating such as closed schools which became academies.

Successes

Southend aspires to 'all children will attend a good or better school' so there is still work to be done to support all schools to be judged, in inspection, as good or better. The improvement in the number of schools judged positively is due to:

- greater focus on tracking progress and make clear the lines of accountability.
- to Intensive brokerage of school support through education partners such as SETSA.
- working more closely with partnership organisations to give more joined up support.
- extra training and support to enable schools, including Governing Bodies, to be Ofsted ready.

Areas for further development

There has been a steady rise in the number of schools rated good or outstanding school over the last three years and this overall figure is now above the national percentage overall (94% of schools in Southend compared to 86% nationally). Individually Primary, Secondary and Special School data show over 98% of Southend students attending good or better schools as judged in their last Ofsted inspection. The published data however, does not include four new academies whose last Ofsted inspection occurred before the school closed. Three of these schools' last ratings were 'Inadequate' and therefore the overall percentage of schools rated good or outstanding is adjusted to 89% when they are included. The focus for 2015-2016 is therefore to continue to strengthen leadership and governance along with the identification and addressing specific weaknesses in teaching, whilst supporting the good schools to:

- a) prevent them being identified as coasting and
- b) to enable them to improve their effectiveness to outstanding under the new Common Inspection Framework starting September 2015.

DRAFT

Section 6 School to School Support: The Southend Challenge

Overall school performance

School performance in 2016-17 improved from previous years in a number of key performance indicators. The OFSTED annual report places Southend on Sea third nationally (out of over 150 Local Authorities) with 100% of primary schools being judged good or outstanding, an improvement 15 places since 2015 and 34 since 2012. (NB although this is the nationally reported means of calibration that takes account of schools losing their OFSTED status on conversion, in Southend on Sea we calculate the “true” %, currently 86.6% across all phases. Additionally it was a snapshot taken in July 2016).

In the secondary sector it places Southend on Sea 23rd nationally with 95%, an improvement of 9 places since 2015 and 19 since 2012. In the Eastern Region supplement to the annual report, Southend on Sea achieved the strongest average attainment 8 score regionally (53.3; 3.4 points above the national). Southend also had the strongest performance for the achievement of EBacc, with over a third achieving it (33.7%). Locally, 68.5% achieved a GCSE in English and mathematics at grades A* to C, the second highest rate for the region.

The means by which the Local Authority supported and challenged schools has subtly shifted since previous annual education reports. Previously, where the majority of schools were maintained by the Council, they were formed into challenge groups. With more any more schools, including in the primary sector, forming Multi Academy Trusts, this means of school to school support was no longer effective

The Council worked with the Southend Schools Forum to change its remit to establish an Education Board, a board made up of school forum members, plus a wider education representation. The Board is supported by a number of sub groups, for school performance; vulnerable learners; skills and yet to be established for finance. Board and its sub groups scrutinise and challenge school performance, determining where and what support and challenge may be required. This includes academy schools, as the Regional Commissioner for Schools, responsible for improvements in academies and free schools, is a full member of Board and the school performance sub group. In this way, following the annual work plan, it systematically analyses, and then commissions support for the school from its partnership with the Teaching School Alliance. Where the improvements required are in an academy, the Board seeks assurance from the Trust responsible that they have the capacity to ensure that the academy makes rapid and sustained progress. Lastly, through its work with the Teaching School Alliance, serving Headteachers and other expert practitioners have been trained to undertake this level of school to school support. However, ultimately, including in academies, the Council remains accountable for school performance and improvement in all Southend state funded schools, irrespective of their status.

Section 7 Future Priorities

Key and overarching priorities

Several of the areas of focus in the previous annual Education Report remain current. The Council, through the means described above in section 5, will re-energise its efforts to make impact in these areas. They are:

- Raise the achievement of disadvantaged young people, children and young people who are looked after and those with SEND in all key stages to be closer to that of their peers
- Ensure all schools inspected by OFSTED are judged to be at least good by the end of the academic year 2018
- Working through the Education Board to ensure that all schools, regardless of their governance arrangements, continue to work with the local authority to ensure the best outcomes for children and young people in Southend
- Prepare for a successful SEND area inspection
- Continuing to ensure that pupils are enabled to remain in the mainstream school system with the aim of removing permanent exclusions from the secondary sector
- Working with parents to reduce the level of absence and further reduce the rate of persistent absenteeism
- Ensuring that there are sufficient secondary places over the next five years for Southend pupils
- Embedding the work of our virtual skills academy to allow us to promote the interface between education and the local skills market

Our recently published document “Our ambitions for your child’s education in Southend” sets out a clear agenda for the delivery of our obligations to children and their families. This document sets out clearly and unambiguously what it is that the Council is required to do for its residents, and we will be held to account for the ambitions it portrays.

Southend-on-Sea Borough Council

Report of Deputy Chief Executive (People)
to
Cabinet
on
14th March 2017

Agenda
Item No.

12

Report prepared by: Chrissy Papas, Pupil Access Manager

School Term Dates 2018/19
People Scrutiny Committee
Executive Councillor: Councillor James Courtenay

A Part 1 Public Agenda Item

1. Purpose of Report

- 1.1 To propose the guideline school term and holiday dates for the academic year 2018/19.

2. Recommendation

- 2.1 **That the school term and holiday dates for 2018/19 as set out in Appendix 1 be approved as a guide to schools.**

3. Background

- 3.1 There is no national determination of school term dates. Historically the Council has set the term dates for community schools in Southend. In the main, academies, foundation, voluntary aided and maintained schools have chosen to adopt dates set by the Council.
- 3.2 In view of the cross border movement with Essex County Council of both pupils and staff, the coordination with Essex has been an important principle. Discussion took place directly with ECC officers concerning the feasibility of moving the school half term week in order to provide opportunities for cheaper holidays for residents. The importance of maintain parallel term dates and the practicalities of making this happen, especially linking with Thurrock, did not allow changes this year.
- 3.3 It is recommended that we proceed with the dates as set out in Appendix 1 for Southend-on-Sea with a very minor variation to the Essex dates. It is anticipated that any further date variations between Southend-on-Sea and schools in Essex will be minimal.
- 3.4 It is further recommended that any minor amendments are approved by the Deputy Chief Executive (People).

4. Proposed term dates

- 4.1 The proposed term dates for 2018/19 are set out in Appendix 1. Please note that these dates have been amended in response to the below comments from the consultation.

4.2 A recommendation was received from a representative of the ATL National Executive (UK School leadership). The recommendation reported that;

'I do not think a return to school on January 2nd (2019) will be well-received by pupils or staff: especially those who have travelled for family celebrations at the New Year.

My recommendation is that the Autumn Term is extended to include Thursday 20th December and the Spring term commences (as it did this year) with a two day week on Thursday 3rd January.' Robin M. Bevan Headteacher and ATL National Executive (UK School Leadership representative and views supported by GMB, Unison, Mr N Houchen and Mr J Glazier

4.3 The proposed dates were discussed previously with officers from Essex County Council. Following this they were notified formally of these changes on the 20th January 2017 and have raised no objections.

4.4 The date variation has been accommodated and it is the view of officers that Southend-on-Sea should proceed with the approval of the term dates as set out in Appendix 1.

5. Reasons for recommendations

5.1 As set out in the report.

6. Corporate Implications

6.1 Contribution to Council's Vision & Corporate Priorities
Improving public satisfaction is a critical priority for the Council. It is anticipated that as the proposed dates coincide with Essex they should be acceptable to the majority of parents and carers.

6.2 Financial Implications - None

6.3 Legal Implications - None

6.4 People Implications – Coordination with Essex is important for pupils and staff.

6.5 Property Implications - None

6.6 Consultation – as detailed in section 4.2 of the report.

6.7 Equalities and Diversity Implications – None

6.8 Risk Assessment – None undertaken.

6.9 Value for Money implications – None

6.10 Community Safety Implications – None

6.11 Environmental Impact – The coordination of term and holiday dates will minimise the number of car journeys to school.

7. Background Papers

7.1 There are no background papers.

8. Appendices

Annexure 1

8.1 Appendix 1 – Southend-on-Sea Proposed school term and holiday dates 2018-2019

| September 2018 | | | | | | | October 2018 | | | | | | | November 2018 | | | | | | | December 2018 | | | | | | | |
|----------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---|
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | |
| | | | | | | | | | | | | | | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| | | | | | | | 29 | 30 | 31 | | | | | | | | | | | | 31 | | | | | | | |
| January 2019 | | | | | | | February 2019 | | | | | | | March 2019 | | | | | | | April 2019 | | | | | | | |
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | |
| | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 | | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 26 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| May 2019 | | | | | | | June 2019 | | | | | | | July 2019 | | | | | | | August 2019 | | | | | | | |
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | | 1 | 2 | 3 | 4 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Draft Southend-on-Sea Borough Council School Term and Holiday Dates for Community and Voluntary Controlled Schools - Academic Year 2018-2019

= Schooldays / Weekends
 = School holidays
 = Bank holidays

In addition, schools allocate five non-pupil days out of the school days indicated, or the equivalent in disaggregated twilight sessions.

| | | |
|---------------------|--|----------|
| Autumn Term: | Wednesday 5 September 2018 – Thursday 21 December 2018 <i>Half Term 22 October – 26 October</i> | 72 days |
| Spring Term: | Thursday 3 January 2019 – Friday 5 April 2019 <i>Half Term 18 February - 22 February</i> | 62 days |
| Summer Term: | Monday 23 April 2019 – Wednesday 24 July 2019 <i>Half Term 27 May – 31 May, and May Bank Holiday, 6 May</i> | 61 days |
| | | 195 days |

Please note: The above dates may vary for individual schools, especially Foundation and Voluntary Aided schools and Academies. You are strongly advised to check with your child's school before making any holiday or other commitments.

Southend-on-Sea Borough Council

Report of Deputy Chief Executive (People)

to

Cabinet

on

14th March 2017

Report prepared by: Andrew Fiske
Housing Group Manager

Agenda
Item No.

13

NEW LEGISLATION REQUIRING PRIVATE SECTOR LANDLORDS TO INSTALL AND MAINTAIN SMOKE ALARMS & CARBON MONOXIDE ALARMS

Relevant Scrutiny Committee: Policy and Resources
Executive Councillor: Councillor Flewitt
A Part 1 Public Agenda Item

1. Purpose of Report

- 1.1 To update Members on new legislation and regulations which have come in to force which places new duties on relevant landlords to provide and maintain smoke and carbon monoxide (CO²) alarms in privately rented properties.
- 1.2 The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 place a duty on Local Housing Authorities (LHAs) to serve a remedial notice where the required alarms are not in place and carry out works in default. LHAs are also empowered to issue penalty charge notices of up to £5,000 where remedial notices are not complied with. The LHA must publish a 'Statement of Principles' which it will follow when determining the amount of a penalty charge (Appendix 1). The LHA may keep any monies received, however must give the landlord opportunity first to complete the remedial works requested.

2. Recommendations

That Cabinet agrees that all the enforcement powers under the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 be delegated to both the Deputy Chief Executive (People) and the Director of Adult Services and Housing and that paragraph 4.7 of the Scheme of Delegation in Part 3 Schedule 3 to the Constitution be amended accordingly.

3. Background

- 3.1 With the growing numbers of households renting in the Private Rented Sector (PRS) there has been pressure for improvements to be made to fire detection requirements as the requirements on single occupancy lets are less than those on Houses in Multiple Occupation (HMOs) both licensed and unlicensed.

- 3.2 The Regulations require that at least one smoke alarm is installed on every storey of a rented property and that a CO² alarm is installed in any room which contains a solid fuel burning appliance (excluding gas boilers). Landlords will also be required to ensure all alarms are in proper working order at the start of each new tenancy.
- 3.3 CO² alarms have not previously been mandatory whilst the requirement for provision and testing of smoke alarms has regularly been passed from landlords on to their tenants via the tenancy agreement.
- 3.4 To coincide with the enforcement of the Regulations, the Government is providing funding to Fire Services throughout England for free smoke alarms to be made available to rented or owner occupied homes.
- 3.5 Given that smoke alarms have been widely available to landlords for free, and that the new Regulations have been well publicised in the national media as well as via the Council's own Landlords' Forum, it is proposed that any penalty charge should be at the maximum of £5,000. Further details on how this is proposed to be followed are outlined in Appendix 1 being the Council's proposed 'Statement of Principles', which will need to be made publicly available in leaflets and on the Council's website.
- 3.6 Hopefully the majority of landlords will comply, therefore the Council would only need to serve a very small number of remedial notices which will be very easy for a landlord to comply with. If compliance is achieved, then the penalty charge cannot be served. This means that any revenue gained from the enforcement of this new Regulation is likely to be minimal, if any at all.
- 3.7 In addition, whilst penalties may be up to a maximum of £5,000, the cost of appealing is nominal – usually set at £155 (paid to the Tribunal not the Council) therefore it is highly likely that any charge could be appealed. Therefore any penalties would cover the Council's costs.

4. Other Options

- 4.1 The Council has no alternative but to comply with the Regulations, but it may decide not to introduce a penalty charge. However without the threat of a penalty charge it would weaken the Council's position to enforce the Regulations.

5. Reasons for Recommendations

- 5.1 The Council has a legal responsibility to meet these new Regulations and Officers need to have Members agreement to introduce penalty charges if a landlord is in breach of the Regulations.

6. Corporate Implications

- 6.1 Contribution to Council's Vision & Corporate Priorities

Safe, Clean, Healthy, Prosperous, Excellent

This new legislation is intended to result in improvements to fire and carbon monoxide detection safety throughout England and where landlords comply or are made to comply will increase safety.

6.2 Financial Implications

The proposals outlined in this Report could generate some additional income as the new regulations are enforced and where landlords fail to comply but it's likely to be cost neutral.

6.3 Legal Implications

The Council has a statutory duty to enforce these new regulations. The Council needs to determine a policy or 'Statement of Principles' for the level of penalty charges and this can be seen in Appendix 1.

As penalty charges could be appealed to the First Tier Tribunal where the service responsible for issuing it would be required to defend the appeal and given the quasi-judicial nature of the Tribunal Service, it is likely to also require Legal Officer time as is the case for other Housing Act enforcement cases.

6.4 People Implications

It is not anticipated that the impact of these new regulations will have a significant impact on staff resources.

6.5 Property Implications

There are no property implications arising from this Report.

6.6 Consultation

There is no need to consult externally on these proposals.

6.7 Equalities and Diversities Implications

None identified

6.8 Risk Assessment

There are no significant risks to the Council arising from this Report as it is the landlords' responsibility to ensure that their properties meet these new Regulations.

6.9 Value for Money

None arising from this report

6.10 Community Safety Implications

None arising from this report

6.11 Environmental Impact

None arising from this report

7. Background Papers

- Section 150 (2) of the Energy Act 2013
- The Smoke and Carbon Monoxide Alarm (England) Regulations 2015

8. Appendices

Appendix 1 – Proposed statement of principles & procedure for the level of the fine.

Statement of Principles for Determining the Amount of a Penalty Charge

Southend-on-Sea Borough Council Statement of Principles for Determining the Amount of a Penalty Charge

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 ('the Regulations')

1. Purpose

- 1.1 The Regulations make it a legal requirement for all "relevant landlords" to install "prescribed alarms" at "residential premises". Full definitions are as laid out in the Regulations.
- 1.2 A "relevant landlord" is the immediate landlords in respect of a specified tenancy and is not a registered provider of social housing.
- 1.3 Relevant landlords have new duties to ensure that:
 - (a) During any period beginning on or after 1st October 2015 when the premises are occupied under the tenancy:
 - (1) a smoke alarm is equipped on each storey of the premises on which there is a room used wholly or partly as living accommodation; and
 - (2) a carbon monoxide alarm is equipped in any room of the premises which is used wholly or partly as living accommodation and contains a solid fuel burning combustion appliance; and
 - (b) Checks are made by or on behalf of the landlord to ensure that each prescribed alarm is in proper working order on the day the tenancy begins if it is a new tenancy.
- 1.4 This statement of principles is not a replacement for and is to be read in conjunction with the Statutory Instrument No. 1693 <http://www.legislation.gov.uk/uksi/2015/1693/contents/made> and the Department for Communities and Local Government (DCLG) Q&A Booklet for the Private Rented Sector – landlords and tenants and the Explanatory Booklet for Local Authorities.
- 1.5 Smoke and carbon monoxide alarms are inexpensive with battery operated units widely available from a range of DIY stores and supermarkets for generally less than £20 per unit.
- 1.6 Where a penalty charge is to be imposed, the Council's policy will be to impose the maximum penalty of £5,000. An early payment discount of 50% (within 28 days of service of the Notice) reduction will apply reducing the penalty to £2,500.
- 1.7 Where recipients of penalty notices fail to make full payment, the Council will look to pursue legal means of cost recovery such as serving a statutory notice applying for

bankruptcy whereby payment can be gained via enforced sale of assets. County Court Judgements (CCJs) may also be applied which will impact on a landlord's credit record and future ability to obtain loans.

- 1.8 Payment plan: Payment plans will only be considered where the full amount cannot be paid in full within the specified time and only where specifically requested in writing, agreed by the Council, and where substantially evidenced by bank and other financial information proving an inability to pay within the initial timeframe given. Any payment plan would have a maximum compliance term of 3 months.

2. Justification for the amount of the Penalty Charge

- 2.1 Any fixed penalty charge levied will cover the cost of all works in default, officer time, recovery costs, administration fee and a penalty.
- 2.2 The provision of smoke alarms and carbon monoxide alarms does not place an excessive financial or labour intensive burden upon the landlord, and lack of compliance directly impacts the immediate safety of the tenants and visitors to the property, especially vulnerable families.
- 2.3 It is understood that the imposition of the maximum potential fine, being £5,000 under the regulations, may present a financial burden but this is balanced against the risk posed to the tenants, the low cost of installation of such equipment, the ease to comply with such requirements and the amount of opportunity given to comply.

3. Procedure

- 3.1 When the Council discovers a breach of the Regulations, the relevant landlord will receive a warning cover letter and 'Notice of Intent' (issued together). This will specify to the landlord what action they need to take and to comply within a maximum of 28 days.
- 3.2 The Landlord has 28 days to comply with remedial works requested within 'Notice of Intent' or show that they have taken 'reasonable steps' to comply with the duty, or request a Review. If the landlord does not agree with the 'Notice of Intent' they can request in writing within 28 days that the Council reviews it. The Council must then consider the representations made and decide whether to confirm, vary or withdraw the Notice of Intent and inform the landlord of its decision.
- 3.3 If after 28 days from serving the Notice of Intent the Landlord does not comply or a review fails, the Council will subsequently carry out remedial action and install the necessary smoke alarm(s) and / or carbon monoxide alarm(s) and issue a civil penalty charge under a 'Final Notice'. The Council must give written notice of its intention to issue a penalty charge which will be in the form of a Final Notice. This will include information on the amount of the charge, the reasons for the Final Notice and the timeframe within which either the penalty must be paid or an appeal lodged.
- 3.4 Within 28 days of the Final Notice, the relevant Landlord must either pay the charge or carry out any remaining remedial works. The landlord may also choose to appeal to the First Tier Tribunal (FTT) against a Final Notice. A penalty charge cannot be enforced until an appeal is disposed of. The FTT has the power to confirm, amend, suspend or revoke the Council's Notice. Information on how to appeal will be included within any Final Notice.

Southend-on-Sea Borough Council

Agenda
Item No.

14

Report of Deputy Chief Executive (People)

to
Cabinet

on
14th March 2017

Report prepared by: Andrea Atherton, Director of Public
Health

The 2016 Annual Report of the Director of Public Health

People Scrutiny Committee
Executive Councillor: Councillor L Salter

A Part 1 Public Agenda Item

1. Purpose of Report

1.1 To present the 2016 Annual Report of the Director of Public Health.

2. Recommendation

2.1 To consider and note the content and recommendations of the 2016 Annual Report of the Director of Public Health.

3.0 Background

3.1 The Health and Social Care Act 2012 requires the Director of Public Health to prepare an annual report on the health of the local population. This is an independent report which the local authority is required to publish. The report is an opportunity to focus attention on particular issues that impact on the health and wellbeing of the local population, highlight any concerns and make recommendations for further action.

4.0 The 2016 Annual Report of the Director of Public Health

4.1 Health protection is the branch of public health concerned with planning for emergencies, protecting the population from communicable diseases and a range of environmental hazards. Health protection also includes the delivery of the national immunisation and screening programmes.

4.2 The transfer of public health into local authorities in April 2013, brought with it new responsibilities for health and health protection. These new health protection duties build on the existing health protection function and statutory powers bestowed on local authorities by various Acts of Parliament, such as the Public Health (Control of Diseases) Act 1984, and associated regulations,

and delivered through environmental health, trading standards and regulatory services.

4.3 The Director of Public Health, acting on behalf of their local authority, is responsible for ensuring that plans are in place to protect the health of the local population from threats ranging from relatively minor outbreaks and contaminations to full-scale emergencies. The scope and scale of this work is driven by the health risks in the local area.

4.4 In undertaking this assurance role, the Director of Public is expected to provide relevant information, advice as well as challenge to key partners so that threats to health are properly understood and addressed. Public Health England in particular plays a significant role in supporting local authorities with their new health protection responsibilities. Other key partners include NHS England, Clinical Commissioning Groups as well as provider organisations.

4.5 The 2016 Annual Report of the Director of Public Health Report provides an overview of the following health protection issues:

- Communicable Diseases and Outbreaks
- Immunisation
- Seasonal Influenza
- Tuberculosis
- Sexual Health and Blood Borne Viruses
- Healthcare Associated Infections
- Emergency Preparedness
- Screening

A number of recommendations are made for each of the topic areas for the Council and relevant partners to consider.

5.0 Other Options

There are no other options presented as it is a statutory duty of the Director of Public Health to prepare an Annual Public Health Report.

6.0 Reason for Recommendations

6.1 The Health and Social Care Act 2012 requires Directors of Public Health to prepare an annual report on the health of the local population.

6.0 Corporate Implications

6.1 Contribution to Council's Vision & Corporate Priorities

The Council has a statutory duty to protect the health of the local population. The 2016 Annual Public Health Report highlights the key health protection issues for people in Southend and actions being taken to address them.

6.2 Financial Implications

There are no financial implications arising directly from the contents of this report.

6.3 Legal Implications

There are no legal implications arising directly from this report.

6.4 People Implications

None.

6.5 Property Implications

None.

6.6 Consultation

There will not be any formal consultation on the Annual Public Health Report, although it will go through the relevant governance route within the Council as well as to the Southend Health & Wellbeing Board.

6.7 Equalities and Diversity Implications

The Annual Public Health Report provides evidence that population health needs are assessed and considered.

6.8 Risk Assessment

A risk assessment will be undertaken of individual initiatives introduced to tackle the key issues highlighted in the report.

6.9 Value for Money

No implications.

6.10 Environmental Impact

None.

7.0 Background Documents

7.1 Background documents are listed in the Annual Public Health Report.

8.0 Appendices

8.1 The 2016 Annual Report of the Director of Public Health for Southend.

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**ANNUAL REPORT
OF THE
DIRECTOR OF PUBLIC HEALTH
2016**



Contents

| | Page |
|--|-------------|
| Foreword | 3 |
| Executive Summary | 5 |
| Summary of Recommendations | 13 |
| Chapter 1 Communicable Diseases and Outbreaks | 15 |
| Chapter 2 Immunisation | 20 |
| Chapter 3 Seasonal Influenza | 26 |
| Chapter 4 Tuberculosis | 31 |
| Chapter 5 Sexual Health and Blood Borne Viruses | 35 |
| Chapter 6 Healthcare Associated Infections | 44 |
| Chapter 7 Emergency Preparedness | 51 |
| Chapter 8 Screening | 55 |
| Feedback from Recommendations for 2015 | 60 |
| References | 62 |

Foreword

The Director of Public Health has a statutory duty to produce an independent report on the health of the local population. This year my annual report focuses on health protection, a branch of public health concerned with planning for emergencies and protecting our population from communicable diseases, as well as minimising the health impact of a range of environmental hazards. Health protection also includes the delivery of major programmes such as national immunisation and screening programmes.

When public health transferred into local authorities in April 2013, it brought with it new responsibilities for health and health protection. These new health protection duties build on the existing health protection function and statutory powers bestowed on local authorities by various Acts of Parliament, such as the Public Health (Control of Diseases) Act 1984, and associated regulations, and delivered through environmental health, trading standards and regulatory services.

The Director of Public Health, acting on behalf of their local authority, is responsible for ensuring that plans are in place to protect the health of the local population from threats ranging from relatively minor outbreaks and contaminations to full-scale emergencies. The scope and scale of this work is driven by the health risks in the local area.

In undertaking this assurance role, the Director of Public Health is expected to provide relevant information and advice, as well as challenge to key partners so that threats to health are properly understood and addressed. Public Health England in particular plays a significant role in supporting local authorities with their new health protection responsibilities. Other key partners include NHS England and Clinical Commissioning Groups, as well as provider organisations.

The first part of the report provides an overview of communicable diseases and outbreaks, as well as a more in-depth look at tuberculosis, sexually transmitted infections, blood borne viruses, and healthcare acquired infections. This includes raising awareness of what can be done to prevent their spread and complications.

The important topic of immunisation for the prevention of communicable diseases is explored, with a focus on childhood illnesses and seasonal influenza.

The report covers arrangements for dealing with emergencies relating to issues that threaten public health, including extremes of weather.

The final section covers the various national screening programmes in place to identify those at risk of serious illnesses that may not cause symptoms early on.

I hope that my report will serve to reinforce the important health protection issues for Southend. As in previous years I would welcome your feedback, comments and suggestions.

Dr Andrea Atherton
Director of Public Health

Acknowledgments

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Executive Summary

The 2016 Annual Public Health Report explores the topic of health protection. This is a branch of public health concerned with planning for emergencies, protecting the population from communicable diseases and a range of environmental hazards, and also includes the delivery of the national immunisation and screening programmes.

Communicable diseases and outbreaks

There has been a statutory requirement to notify cases of certain infectious diseases since the end of the 19th century. More recent regulations have added substances thought to present a significant risk to human health, as well as additional infections to the notification list.

Notifications of infectious disease are sent directly from medical practitioners and laboratories in England to Consultants in Communicable Disease Control based at the Public Health England East of England Centre, who act as the Proper Officer for Southend Borough Council. These notifications are collated and an analysis of national and local disease trends is published weekly by Public Health England.

Populations of local authority areas are too small to show meaningful trends even in the most common infection, as variations in reported cases between years may be real or reflect erratic reporting.

Campylobacter, the most common cause of food poisoning in the UK, was the most commonly reported infection in Southend in 2014 and 2015. Campylobacter is found in the intestinal tract of animals and birds, and people can become infected by eating raw or undercooked meat, particularly chicken; or drinking unpasteurised milk and contaminated water. Transmission may also occur from cooked foods that have been cross-contaminated with the bacteria from raw meat. Salmonella is also an important but less common cause of food poisoning.

Good hygiene in the kitchen when storing and preparing food, particularly raw chicken, and ensuring that food is thoroughly cooked are important in the prevention of food poisoning.

The Regulatory Services Team within the Council is responsible for developing the Annual Southend Official Feed and Food Service Plan, which outlines the inspection programme for the 1788 food premises in Southend.

An outbreak is defined as an incident in which two or more people experiencing a similar illness are linked in time or place. Early recognition of an outbreak is important so that the source can be identified and further action can be taken to prevent further spread or recurrence of the infection.

A significant proportion of outbreaks are handled as part of the routine business of the Public Health England local Health Protection Teams. In some situations it may be necessary to establish an Outbreak Control Team, which includes members of environmental health and public health.

Care homes are a common setting for outbreaks to occur. In 2014 and 2015, care homes in Southend accounted for a significant proportion of reported outbreaks of gastroenteritis and respiratory illness.

Immunisation

After clean water, immunisation is recognised as one of the most effective public health interventions for saving lives and promoting good health.

Although the primary aim of immunisation is to protect the individual who receives the vaccine, when enough people in a community are immunised they are less likely to be a source of infection to unvaccinated individuals - a concept known as “herd immunity”. The World Health Organisation generally recommends vaccination uptake of at least 95% of the eligible population to achieve “herd immunity”.

There is generally good uptake of primary childhood immunisations in Southend, with sufficient uptake to achieve herd immunity for most of the programmes. Uptake of the second dose of MMR (measles, mumps and rubella) vaccine still remains around 5% below the target uptake.

Following a national pertussis (whooping cough) outbreak in 2012, pregnant women were offered pertussis immunisation to protect their babies from birth through the intrauterine transfer of maternal antibodies. Pertussis activity remained high in 2016 and unprotected young infants continue to be at risk. In Southend the monthly uptake of the prenatal pertussis vaccine ranged from between 40.8% and 55.7% between April 2015 and March 2016.

Older people are at greater risk of morbidity and mortality from vaccine-preventable diseases as a consequence of reduced immunity with age, and also as they may not have received immunisations in younger years.

In 2014/15 only 58.4% of eligible people aged 65 years or over in Southend received the pneumococcal vaccine, which is significantly lower than the England average (70.1%). Uptake of shingles vaccine in 2014/15 in 70 year olds was also significantly lower than the England average, at 46.6% compared to 58.3%.

Staff in NHS England local area teams are responsible for commissioning the national immunisation services locally and for providing system leadership, training and support to all those involved, including GPs, community pharmacists and community providers.

Influenza

The influenza virus is highly contagious and is easily passed from person-to-person when an infected person coughs or sneezes. For most healthy individuals, influenza is an unpleasant but usually self-limiting illness. However, for some it can lead to serious complications which may require treatment in hospital and can be life threatening.

Seasonal influenza vaccine is offered to those at higher risk of serious complications including people aged 65 or over, children and adults with an underlying chronic health condition such as respiratory disease, heart disease and diabetes, those with weakened immune systems as well as pregnant women.

Immunisation is also offered to frontline health and social care staff, main carers of older or disabled people and household contacts of immunocompromised people.

Different strains of influenza virus circulate each year, and the vaccine is changed annually based on the strains most likely for the coming influenza season. This means that eligible people need to get a flu jab every year.

The annual influenza immunisation programme is being extended to include vaccination of healthy children from the age of two. These children will generally receive the vaccine as an intranasal spray. From 2016/17, the vaccine will be offered to two, three and four year olds and children in school years 1, 2 and 3. The programme will gradually extend over future years to all primary school aged children.

There is poor uptake of influenza vaccine across virtually all eligible groups at a local level, with only 64.1% (target 75%) of people aged over 65 and 38% (target 55%) under 65 in a clinical risk group in Southend receiving the flu vaccine in 2015/16.

A multiagency Southend Seasonal Flu Oversight Group implemented a range of initiatives to increase uptake of flu vaccine as part of the 2016/17 immunisation programme. Public health continues to commission a service to assist with the management of outbreaks of influenza in care homes.

Tuberculosis

Tuberculosis (TB) is a bacterial infection that can affect almost any part of the body, most commonly the lungs. TB is much less infectious than other respiratory infections, such as influenza.

In some people the initial infection may be eliminated or they may develop latent disease. Latent TB infection (LTBI) may reactivate later in life, particularly if an individual's immune system has become weakened e.g. through HIV or cancer chemotherapy.

At the beginning of the 20th century there were over 117,000 new cases of TB in England every year. This fell to a low of 5086 new cases every year in 1987, the downward trend then reversed until it reached a peak in 2011, (8,280 cases or 15.6 new cases per 100,000 population). There has been a year-on-year decline since then to 5,758 new cases or 10.5 new cases per 100,000 in 2015.

The peak incidence of TB in Southend occurred in 2004-6, and has since continued to decline to a three average rate of 7.5 new cases per 100,000 population in 2013-15.

TB is now a disease that occurs predominantly in specific population subgroups, including communities with connections to higher-prevalence areas of the world and in communities with social risk factors such as homelessness, drug or alcohol misuse and imprisonment.

The East of England TB Control Board, which covers the population of Southend, has comprehensive plans in place to address the key recommendations of the national TB strategy across the region.

Locally a community tuberculosis service provides diagnostic, treatment and screening services, in which all tuberculosis patients are cared for by a multidisciplinary team.

Sexual health and blood borne viruses

Within the population sexual health needs vary according to factors including age, gender, ethnicity and sexuality, with some groups disproportionately at risk of poor sexual health. Intervention programmes to improve sexual health outcomes should be developed based on a robust evidence base and local needs.

Chlamydia is the most common bacterial sexually transmitted infection in England, with rates substantially higher in young adults than any other age group. The National Chlamydia Screening Programme recommends that all sexually active men and women aged under 25 years old are tested for chlamydia every year or on change of sexual partner.

Southend continues to have a significantly better rate of chlamydia screening in 15-24 year olds than the national average. The chlamydia detection rate in Southend is also similar to the England average, but remains below the recommended level to reduce the prevalence of chlamydia in the population.

The diagnostic rate of genital warts and genital herpes in Southend are both similar to the England average, whereas the diagnostic rates of gonorrhoea and syphilis in are both significantly lower than the England average.

HIV remains an important communicable disease in the UK. People living with HIV can expect a near normal life expectancy if they are diagnosed and treated promptly.

The prevalence of HIV in Southend has historically been higher than the national average, although, over time the difference has narrowed. The rate of new HIV diagnosis in Southend has almost halved since 2012, and is now lower than the England average.

HIV testing is integral to the treatment and management of HIV. Knowledge of HIV status increases survival rates, improves quality of life and reduces the risk of HIV transmission. HIV test coverage in Southend is significantly higher than the national coverage.

Late diagnosis of HIV is the most important predictor of morbidity and mortality among those with the infection. Over the last five years there has been a continued

downward trend in the proportion of individuals diagnosed late with HIV in Southend, which is now similar to the England average.

Locally the SHORE (Sexual Health, Outreach, Reproduction and Education) Integrated Sexual Health Service provides comprehensive sexually transmitted infection testing and treatment services and contraceptive services across all its sites. Southend residents are also able to access the online national HIV self-sampling service to request an HIV testing kit.

The hepatitis B and C viruses can be transmitted through contact with the blood or body fluids contaminated with blood. Many people infected with these viruses won't experience any symptoms. Up to 80% of people infected with hepatitis C go on to develop chronic infection, whereas the likelihood of developing chronic hepatitis B infection varies with age. The long term complications of chronic hepatitis B and C infections include cirrhosis of the liver and primary liver cancer.

Transmission of hepatitis B can be prevented through a course of vaccinations. Although there is no vaccine for hepatitis C, it is a potentially curable disease with antiviral therapy.

Specialist drug and alcohol services in Southend prioritise hepatitis B and C interventions within their nurse-led health and wellbeing work. There are close links with the specialist hepatology services and liver nurses to ensure that clients are quickly identified and referred for support and treatment where necessary.

Healthcare Associated Infection

Healthcare associated infections are a range of infections acquired in healthcare settings or as a direct result of healthcare interventions such as medical or surgical treatment. The most common types of healthcare-associated infection are respiratory infections, urinary tract infections and surgical site infections.

Everyone carries large numbers of micro-organisms on their skin or in their bodies, which only become a problem when the person becomes unwell or when the organisms have the opportunity to enter the bloodstream e.g. from an intravenous cannula.

There are national surveillance programme to monitor the numbers of certain infections that occur in healthcare settings, including Staphylococcus aureus, Escherichia coli, Clostridium difficile and surgical site infection. These infections can range from mild to life threatening.

Some strains of Staphylococcus aureus have developed resistance to antibiotics, such as methicillin resistant Staphylococcus aureus (MRSA), and will require different types of antibiotic to treat them.

Numerous interventions aimed at reducing the incidence of healthcare associated infections have been introduced over the last 8 years. These have contributed to a marked decrease in MRSA bacteraemia and Clostridium difficile infection rates in Southend and England over this time.

It is probably impossible to completely eradicate healthcare associated infections. In addition to clean environments, the key interventions that can significantly reduce their incidence include good hand hygiene practices, proper use of invasive medical equipment and prudent use of antibiotics.

The inappropriate use of antibiotics has contributed to the dramatic rise in antibiotic resistance over the last 40 years, and few new antibiotics have been developed. Work is being undertaken at a national level to tackle antimicrobial resistance, directed by a cross-government antimicrobial resistance strategy.

At a local level a multidisciplinary Antimicrobial Resistance Group has been established to develop a local strategy and action plan to slow the development and spread of antimicrobial resistance by tackling overuse and misuse of antibiotics. In addition healthcare professionals and members of the public are being encouraged to become an "Antibiotic Guardian".

Emergency preparedness

Threats to the public's health such as outbreaks of disease or severe weather conditions can arise at any time. On occasions these can escalate into a major incident requiring the implementation of special arrangements by one or a number of agencies.

The Civil Contingencies Act 2004 (CCA) was brought in to ensure that the organisations best placed to manage emergency response and recovery are at the heart of civil protection.

The Act divides local responders into two categories. Category 1 responders are those organisations at the core of emergency response, such as the emergency services, local authorities and acute hospitals. They have a range of specific duties around risk assessment, the development of emergency plans and business continuity management arrangements; as well as making information available to the public with the ability to 'warn, inform and advise' in the event of an emergency.

Category 2 responders include the utilities, transport, the Health and Safety Executive and Clinical Commissioning Groups. They generally support the emergency response through the provision of specialist support, equipment or advice.

The CCA requirement for multi-agency co-operation in emergency preparedness is fulfilled at the local level by the Essex Local Resilience Forum, which brings together Category 1 and 2 responders. The Emergency Planning Lead Officer for Southend Borough Council and the Director of Public Health are both members of the Essex LRF.

There is also an Essex Local Health Resilience Partnership which brings together senior representatives from the health sector across Essex to co-ordinate and support joint working and effective planning of the health emergency response. Their key responsibilities include the production of local sector-wide health plans to

respond to emergencies as well as to contribute to multi-agency emergency planning.

Greater numbers of people are known to die during periods of extreme temperature. In response, Public Health England has developed a Cold Weather Plan and Heatwave Plan, associated with a national Weather Alert service which operates from 1 November to 31 March and from 1 June to 15 September. This uses Met Office data to trigger levels of response from NHS, local government and the public health system and communication of risks to the public when severe cold or hot weather is forecast.

At a local level, Southend Borough Council facilitates the distribution of relevant heatwave and cold weather planning guidance to the relevant non NHS agencies in the community (including education establishments and residential homes) and cascades the Weather Alert Level notifications.

Screening

Screening is the process of identifying apparently healthy people, who may be at increased risk of a disease or condition. They can then be offered information, further tests and appropriate treatment to reduce associated risks or complications arising from the disease or condition.

However, the screening process is not perfect and in every screening programme there are some false positives (wrongly reported as having the condition) and false negatives (wrongly reported as not having the condition). The UK National Screening Committee advises the NHS on which population screening programmes are implemented. There are currently 11 NHS systematic population screening programmes, including 5 young person and adult screening programmes.

England has 3 national cancer screening programmes; breast, cervical and bowel. The NHS Breast Screening Programme aims to find breast cancer at an early stage, often before there are any symptoms. To do this, X-rays are taken of each breast (mammogram) to look for any abnormalities in breast tissue.

Women in England aged 50-70 years are invited for screening every three years. The NHS is currently in the process of trialling extending the programme, offering screening to some women from the age 47 and up to 73 years old.

In Southend the breast screening coverage for women aged 50-70 years in 2015 was 67.9%, which is significantly lower than the England average of 75.4%.

The NHS Cervical Screening Programme aims to prevent cancer by detecting abnormalities in cells of the cervix and referring women for further investigation and potential treatment.

Screening is offered every three years to all women aged 25 to 49 years and every five years to those aged 50 to 64 years. Southend has historically had a low coverage in this screening programme and most recent data (2015) shows that there has been no significant improvement, with coverage currently at 72.6%.

The NHS Bowel Cancer Screening Programme aims to detect bowel cancer at an early stage when treatment is more likely to be effective. A faecal occult blood (FOB) screening kit is offered to men and women aged 60 to 74 every two years. This test detects occult traces of blood in a small stool sample. People with a positive test are referred further tests and treatment, if necessary.

An additional one-off bowel scope screening test is gradually being offered in England to men and women at the age of 55. A bowel scope (a thin, flexible instrument) is used to look inside the lower part of the bowel to find any small polyps which may develop into bowel cancer if left untreated.

The NHS Bowel Cancer Screening Programme has been in place for 10 years, but uptake is still low both nationally and locally. For Southend, in 2015 coverage was 53.7% compared with an England average of 57.1%, against a required target of 75%.

People with diabetes are at risk of a condition called diabetic retinopathy. This condition occurs when diabetes affects small blood vessels, damaging the part of the eye called the retina. The NHS Diabetic Eye Screening Programme offers screening every 12 months to all people with diabetes aged 12 and over. The screening test involves examining and taking photographs of the back of the eyes.

An abdominal aortic aneurysm (AAA) is a dangerous swelling (aneurysm) of the aorta, which is the main blood vessel that runs from the heart, down through the abdomen to the rest of the body. An AAA usually causes no symptoms, but if it bursts it is extremely dangerous and usually fatal. The condition is far commoner in men aged over 65 than in women or younger men.

The NHS Abdominal Aortic Aneurysm (AAA) Screening Programme involves a simple ultrasound scan to measure the abdominal aorta. Once identified AAAs can be monitored or treated, greatly reducing the chances of the aneurysm causing serious problems.

Summary of Recommendations

- Southend Public Health Department should support the Public Health England local Health Protection Team to provide regular updates on the reporting of and management of communicable diseases and outbreaks for staff in primary care and schools.
- Ensure timely sharing of information between Public Health England, Southend Borough Council and Primary Care about outbreaks in healthcare settings, care homes and schools so that prompt action can be taken.
- Every opportunity should be taken to actively promote immunisation uptake in children across Southend. This should include promotion in children's centres and at school entry.
- Work should continue with primary care and midwives to immunise more pregnant women against whooping cough.
- Provide information about immunisations to a broad range of partners who work with older people to enable them to pass on accurate information on the importance of immunisations at appropriate opportunities.
- A review is undertaken of the Southend Seasonal Influenza Action Plan outcomes for 2016/17, and the findings used to inform any changes to the action plan for 2017/18.
- Share best practice of those GPs delivering high rates of seasonal vaccination as part of the 'locality approach' of the South and Mid Essex Sustainable Transformation Plan.
- All health and social care organisations covering Southend should put in place plans to increase staff influenza vaccination uptake to meet the nationally agreed targets.
- Southend University Hospital NHS Foundation Trust to review how to provide additional support to increase uptake of influenza vaccination in at risk groups and specifically pregnant women.
- Training is made available to professionals to raise awareness of TB in vulnerable groups including homeless, drug and alcohol misusers, as well as new migrants from high incidence countries, to ensure prompt referral when TB is suspected.
- The Council collaborates with the East of England TB Control Board and local partners to ensure directly observed therapy (DOT) is available for those people with TB in the most disadvantaged or hard to reach groups.

- The Council supports the East of England TB Control Board and local stakeholders to implement the local plan for latent TB infection testing and treatment services.
- Undertake a review of availability of chlamydia screening in sexual health service venues and community based settings to ensure screening is available in the populations with the highest need based on positivity.
- Raise professional awareness about who to screen and test for HIV to continue the reduction in late diagnosis.
- Continue efforts to reduce stigma and highlight testing opportunities to those at greatest risk of HIV.
- Continue to increase standards and implementation of infection control measures across health and social care services (such as hand washing, use of personal protective equipment, decontamination, sterilisation, and patient isolation).
- Continue to promote the role of Antibiotic Guardian with healthcare professionals and the public.
- Promote public education about appropriate use of antibiotics and the importance of adherence to the prescribed dose and taking the full course of antibiotics.
- The Essex Local Health Resilience Partnership should be asked to prepare an Annual Report and present to the Southend Health & Wellbeing Board and Cabinet to provide assurance to the Council on local health sector emergency preparedness.
- Consideration to be given to the inclusion of information on NHS screening programmes in 'Making Every Contact Count' training. This will enable staff from health, the local authority and other organisations to promote screening through routine health promotion messages to residents.
- Increase uptake and decrease inequity in uptake across all the screening programmes by targeting groups and communities who are less likely to access screening.

My final recommendation is:

- Establish a multiagency subgroup of the Southend Health and Wellbeing Board to oversee the development of an action plan to ensure the implementation of the recommendations of this report.

Chapter 1 Communicable Diseases and Outbreaks

1.0 Background

There has been a statutory requirement to notify cases of certain infectious diseases since the end of the 19th century. Regulations which came into force in 2010 take a wider and more flexible approach to hazards, including chemicals, radiation and other environmental hazards. In addition to the specified list of infectious diseases which require notification (Table 1), there is a requirement to notify cases of other infections or substances thought to present a significant risk to human health.

It is the statutory responsibility of the attending medical practitioner to complete a notification certificate or telephone the 'Proper Officer' for the Local Authority on clinical suspicion, without waiting for laboratory confirmation of the diagnosis. For Southend Borough Council and the other local authorities in Essex, the Consultants in Communicable Disease Control at the Public Health England East of England Centre act as their Proper Officers and receive the notifications directly.

All laboratories in England performing a primary diagnostic role must also notify Public Health England when they confirm a notifiable organism. Public Health England collates the notifications and publishes an analysis of local and national trends every week.

Table 1 Notifiable Diseases under the Health Protection (Notifiable) Regulations 2010

| | | |
|--|--|--|
| Acute encephalitis | Haemolytic uraemic syndrome (HUS) | Rabies |
| Acute infectious hepatitis | | Rubella |
| Acute meningitis | Infectious bloody diarrhoea | Severe acute respiratory syndrome (SARS) |
| Acute poliomyelitis | Invasive group A streptococcal disease | Scarlet fever |
| Anthrax | | Smallpox |
| Botulism | Legionnaires' disease | Tetanus |
| Brucellosis | Leprosy | Tuberculosis |
| Cholera | Malaria | Typhus |
| Diphtheria | Measles | Viral haemorrhagic fever (VHF) |
| Enteric fever (typhoid or paratyphoid) | Meningococcal septicaemia | Whooping Cough |
| | Mumps | |
| Food poisoning | Plague | Yellow Fever |

2.0 Incidence of Selected Notifiable Diseases in Southend

The prime purpose of the notifications system is to allow rapid detection of possible outbreaks in order to enable prompt action to be taken to prevent further cases. As cases are notified based on clinical suspicion, not all will subsequently prove to have the disease. In addition, not all cases of infectious disease are notified, as the patient may not seek medical attention, or the doctor may fail to notify.

Populations of local authority areas are too small to show meaningful trends even in the most common infections. Variations in reported cases between years may be

real, or may reflect erratic reporting. All of these factors need to be taken into consideration when reviewing the data in the next section.

Selected notifiable diseases reported to Public Health England for Southend in 2014 and 2015 are shown in Table 2.

Table 2 Selected notifiable diseases reported to Public Health England for Southend and East of England in 2014 & 2015 (crude rate per 100,000 population and number of cases)

| Infection | Rate per 100,000 population and (number of cases) 2014 | | Rate per 100,000 population and (number of cases) 2015 | |
|----------------------------|--|-----------------|--|-----------------|
| | Southend | East of England | Southend | East of England |
| Gastrointestinal | | | | |
| Campylobacter | 111.84 (199) | 110.17 (6980) | 123.64 (220) | 91.29 (5784) |
| Cryptosporidium | 2.81 (5) | 6.76 (428) | 8.99 (16) | 9.75 (618) |
| E coli 0157 | 0.00 (<5) | 1.12 (71) | 1.69 (<5) | 0.79 (50) |
| Giardia | 0.00 (<5) | 5.93 (376) | 2.25 (<5) | 6.63 (420) |
| Salmonellosis | 8.99 (16) | 9.83 (623) | 14.05 (25) | 11.10 (703) |
| Vaccine preventable | | | | |
| Measles | 0.00 (<5) | 0.21 (13) | 0.00 (<5) | 0.06 (<5) |
| Mumps | 3.37 (6) | 3.46 (219) | 0.56 (<5) | 0.98 (62) |
| Pertussis (whooping cough) | 3.93 (7) | 5.89 (373) | 2.25 (<5) | 6.23 (395) |
| Rubella | 0.00 (<5) | 0.02 (<5) | 0.00 (<5) | 0.06 (<5) |
| Other | | | | |
| Meningitis (all) | 1.12 (<5) | 0.95 (60) | 1.12 (<5) | 1.20 (76) |
| Meningococcal septicaemia | 1.12 (<5) | 0.51 (32) | 0.56 (<5) | 0.55 (35) |
| Hepatitis B | 26.98 (48) | 19.29 (1222) | 29.22 (52) | 22.79 (1444) |
| Hepatitis C | 19.11 (34) | 13.31 (843) | 13.49 (24) | 15.33 (971) |

Data sources: Public Health England: HPZone, Second Generation Surveillance System and Enhanced Tuberculosis surveillance. ONS Mid-Year Estimates 2015 used to calculate rates.

2.1 Food Poisoning

Two important bacterial causes of food poisoning are Campylobacter and Salmonella.

Campylobacter

Campylobacter is the most common bacterial cause of food poisoning in the UK and is estimated to make more than 280,000 people ill each year. Campylobacter is found in the intestinal tract of animals and birds. Methods of transmission to humans include the consumption of raw or undercooked meat, particularly chicken, as well as unpasteurised milk and contaminated water. Transmission may also occur from ready to eat foods that have been cross-contaminated with the bacteria from raw meat. It is therefore important to take care to avoid cross contamination by keeping

raw meat separate to cooked and ready to eat foods, and ensuring that hands are thoroughly washed after handling raw meat.

A UK wide survey was undertaken in 2014-15 to determine the levels of Campylobacter on whole fresh retail chickens and their packaging (1). A joint Food Standards Agency and industry target was set up to reduce the prevalence of the most contaminated chickens.

All chickens, regardless of which retail outlet they are bought from, are at risk of being contaminated with Campylobacter, which is why it is important for consumers to handle and cook their chicken safely. Effective cooking will kill any Campylobacter on the chicken.

Chicken is safe as long as consumers follow good kitchen practice:

- **Cover and chill raw chicken:** Cover raw chicken and store on the bottom shelf of the fridge so juices cannot drip on to other foods and contaminate them with food poisoning bacteria such as Campylobacter;
- **Don't wash raw chicken:** Cooking will kill any bacteria present, including Campylobacter, while washing chicken can spread bacteria by splashing;
- **Wash hands and used utensils:** Thoroughly wash and clean all utensils, chopping boards and surfaces used to prepare raw chicken. Wash hands thoroughly with soap and warm water, after handling raw chicken. This helps stop the spread of Campylobacter by avoiding cross contamination.
- **Cook chicken thoroughly:** Make sure chicken is steaming hot all the way through before serving. Cut in to the thickest part of the meat and check that it is steaming hot with no pink meat and that the juices run clear.

Salmonella

Salmonella is found in the intestinal tracts of wild and domestic birds, animals and reptiles. The main route of transmission is through the consumption of contaminated food, particularly meat, raw eggs and dairy produce. This may occur either as a result of contamination of cooked food by raw food, or by the use of insufficiently high temperatures during cooking. Spread can also occur through close contact with infected people or animals.

2.2 What is Being Done Locally?

Measures are being taken to reduce the burden of vaccine preventable diseases, tuberculosis and blood borne viruses. These are discussed in other chapters of this report.

The Food Standards Agency (FSA) requires every local authority to develop and submit an annual food enforcement service plan. The purpose of the plan is to ensure that the highest achievable levels of food control (including food safety, food standards and control of feeds) are maintained, and is the basis on which local authorities are monitored and audited by the FSA.

The Regulatory Services Team within the Council is responsible for developing the Annual Southend Official Feed and Food Service Plan (2). The Service Plan outlines the inspection programme for the 1788 food premises in Southend. Priority for inspections and interventions is given to premises which have been risk assessed as presenting the highest risk in terms of their activity and the conditions at the premises. All high and medium risk category programmed inspections are to be completed within the financial year with appropriate alternative approaches adopted for the remaining inspections. For 2016/17, 964 premises required an official food hygiene intervention. There are also 9 Approved Food Premises in Southend, including the cockle processors, which are inspected annually.

3.0 Responding to Outbreaks

Definition

An outbreak may be defined as:

an incident in which two or more people experiencing a similar illness are linked in time or place

The primary objective in outbreak management is to protect the public's health by identifying the source and implementing control measures to prevent further spread or recurrence of the infection.

A significant proportion of outbreaks are handled as part of the routine business of the Public Health England local Health Protection Teams (3). However, the establishment of an Outbreak Control Team is appropriate when an outbreak is characterised by:

- immediate or continuing significant risk to the health of the population
- one or more cases of serious communicable disease (e.g. diphtheria)
- a large number of cases
- cases identified over a large geographical area suggesting a dispersed source

Membership of an Outbreak Control Team will vary according to the type of outbreak and the incident level. In addition to a local Health Protection Team member, members are likely to include an Environmental Health Officer, the Director of Public Health and a public health microbiologist.

Measures taken to control an outbreak can require a need to urgently mobilise resources. This might include the collection of samples for screening or diagnostic purposes or the provision of vaccines or antibiotic prophylaxis for contacts.

Figure 1 shows the number of outbreaks in Southend by type of infection reported to Public Health England (PHE) East of England in 2014 and 2015. Figure 2 shows the number of outbreaks and type of infection in Southend by setting.

Figure 1 Number of outbreaks reported to PHE East of England in Southend (2014-2015)

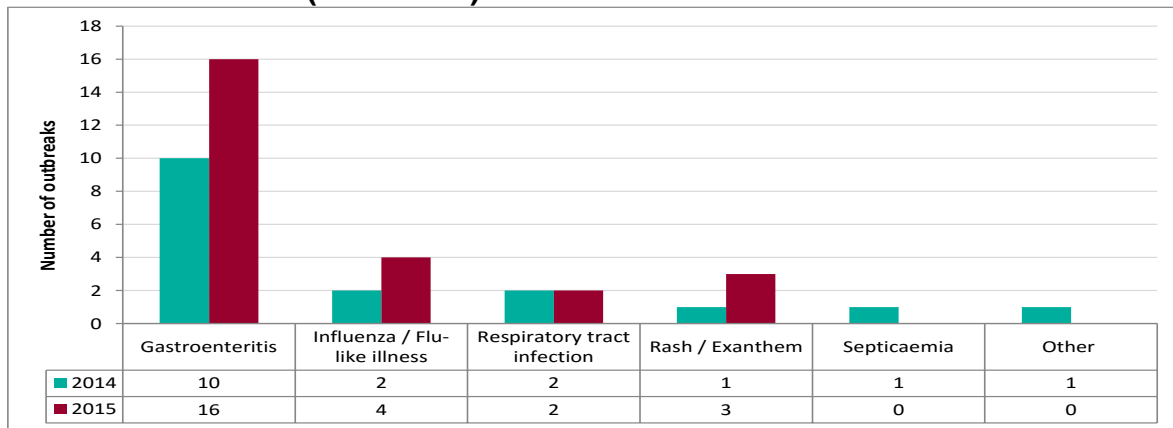


Figure 2 Number of outbreaks reported to PHE East of England in Southend by year (2014-2015) and setting

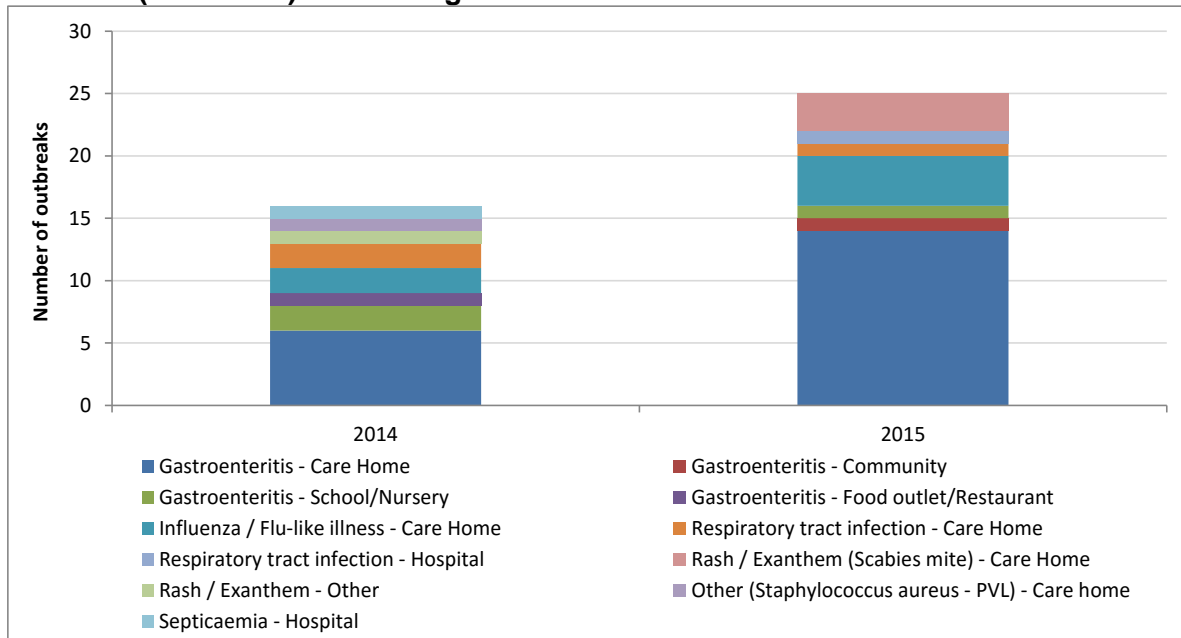


Figure 2 highlights that care homes are a common setting for outbreaks to occur. It is crucial that there are well established procedures for identifying and responding to these outbreaks. The management of outbreaks of influenza in care homes is described in Chapter 3.

4.0 Recommendations

- Southend Public Health Department should support the Public Health England local Health Protection Team to provide regular updates on the reporting of and management of communicable diseases and outbreaks for staff in primary care and schools.
- Ensure timely sharing of information between Public Health England, Southend Borough Council and Primary Care about outbreaks in healthcare settings, care homes and schools so that prompt action can be taken.

Chapter 2 Immunisation

1.0 Background

After clean water, immunisation is recognised as one of the most effective public health interventions for saving lives and promoting good health (1). Due to routine immunisation programmes, we no longer see serious illnesses like smallpox, and polio has almost been eradicated.

Immunisation is the process whereby a person is made immune or resistant to an infectious disease by the administration of a vaccine. Vaccines work by stimulating the body's own immune system to produce antibodies to protect against subsequent infection or disease. Immunisation programmes aim to produce long lasting immunity and have led to a drastic reduction in illness and death from infectious diseases.

Immunity can also be acquired from the transfer of antibodies from immune individuals, such as mothers to their babies across the placenta. However, this 'passive' immunity lasts for only a few weeks or months.

The primary aim of immunisation is to protect the individual who receives the vaccine. If enough people in a community are immunised they are less likely to be a source of infection to unvaccinated individuals. This concept is known as "herd immunity".

The World Health Organisation generally recommends vaccination uptake of at least 95% of the eligible population to achieve "herd immunity".

2.0 The UK Routine Immunisation Schedule

The routine immunisation schedule is based on the advice of the Joint Committee on Vaccination and Immunisation (JCVI) (2). The schedule has changed over time as new vaccines become available.

The aim of the routine immunisation schedule is to provide protection against the following vaccine-preventable infections:

- diphtheria
- tetanus
- pertussis (whooping cough)
- Haemophilus influenzae type b (Hib)
- polio
- meningococcal disease (certain serogroups)
- measles
- mumps
- rubella
- pneumococcal disease (certain serotypes)
- human papillomavirus (certain serotypes)
- rotavirus

The immunisation schedule has been designed to provide early protection against infections. Some immunisations are provided very early in life to offer protection against infections that are most dangerous for the very young. Further vaccinations are offered at other points throughout life to provide protection against infections before eligible individuals reach an age when they become at increased risk from those diseases. Table 1 details the routine childhood immunisation schedule as at September 2016 (2).

Table 1 UK Routine Childhood Immunisation Programme (September 2016)

| When to immunise | Diseases protected against | Vaccine given |
|--|---|--|
| Eight weeks old | Diphtheria, tetanus, pertussis (whooping cough), polio and <i>Haemophilus influenzae</i> type b (Hib) Pneumococcal infection Meningococcal group B Rotavirus gastroenteritis | DTaP/IPV/Hib Pneumococcal conjugate vaccine, (PCV) MenB Rotavirus |
| Twelve weeks old | Diphtheria, tetanus, pertussis, polio and <i>Haemophilus influenzae</i> type b (Hib) Rotavirus gastroenteritis | DTaP/IPV/Hib Rotavirus |
| Sixteen weeks old | Diphtheria, tetanus, pertussis, polio and <i>Haemophilus influenzae</i> type b (Hib) Meningococcal group B Pneumococcal infection | DTaP/IPV/Hib MenB PCV |
| One year old | <i>Haemophilus influenzae</i> type b (Hib)/ Meningitis C Pneumococcal infection Measles, mumps and rubella Meningococcal B | Hib/MenC booster PCV booster MMR MenB booster |
| Two to up to seventeen years old | Influenza (each year from September) | Live attenuated influenza vaccine (LAIV) |
| Three years & four months or soon after | Diphtheria, tetanus, pertussis and polio Measles, mumps and rubella | DTaP/IPV or dTaP/IPV +MMR |
| Girls aged twelve to thirteen | Cervical cancer caused by human papilloma virus types 16 and 18 | HPV (2 doses 6-24 months apart) |
| Fourteen years old (School Year 9) | Diphtheria, tetanus, polio Meningococcal groups A,C,W and Y | Td/IPV MenACWY |

Source: Public Health England (2)

2.0 Monitoring Uptake of Childhood Immunisations

Vaccination coverage is the best indicator of the level of protection a population will have against vaccine preventable diseases, and is closely correlated with levels of disease. Monitoring vaccine coverage can help to identify possible drops in immunity before levels of disease rise.

The effectiveness of the national childhood routine immunisation programme is monitored by Public Health England, through looking at the percentage of eligible population immunised in the given period. The programme COVER (cover of vaccination evaluated rapidly) data looks specifically at the percentage of the population that has received each vaccination by ages one year, 2 years and 5 years within certain timeframes (i.e. quarter and annual).

Tables 2-4 detail how Southend childhood vaccine uptake rates compare to England and regional rates.

Table 2 Percentage of children immunised by their 1st birthday 2015/16

| Area | Diphtheria, Tetanus, Polio, Pertussis, Hib (DtaP/IPV/Hib) (%) | Pneumococcal Disease (PCV) (%) | Rotavirus (%) – 2015/16 data* |
|-----------------|---|--------------------------------|-------------------------------|
| Southend | 93.8 | 94.1 | 90.7 |
| East of England | 95.6 | 95.6 | - |
| England | 93.6 | 93.5 | - |

Source: COVER data, Public Health England

*Rotavirus data still undergoing evaluation

Table 3 Percentage of children immunised by their 2nd birthday 2015/16

| Area | Diphtheria, Tetanus, Polio, Pertussis, Hib (DTaP/IPV/Hib) (%) | MMR (%) | Pneumococcal Disease (PCV) (%) |
|-----------------|---|---------|--------------------------------|
| Southend | 95.4 | 93.0 | 93.5 |
| East of England | 96.4 | 93.5 | 93.5 |
| England | 95.2 | 91.9 | 91.5 |

Source: COVER data, Public Health England

Table 4 Percentage of children immunised by their 5th birthday 2015/16

| Area | Diphtheria, Tetanus, Polio, Pertussis, Hib (DTaP/IPV/Hib) Primary (%) | Diphtheria, Tetanus, Polio, Pertussis, Hib (DTaP/IPV/Hib) Booster (%) | MMR first dose (%) | MMR first and second dose (%) | Hib/ Men C booster (%) |
|-----------------|---|---|--------------------|-------------------------------|------------------------|
| Southend | 95.9 | 91.6 | 94.8 | 90.4 | 93.9 |
| East of England | 96.7 | 90 | 96.8 | 91.8 | 94.4 |
| England | 95.6 | 86.3 | 94.8 | 88.2 | 92.6 |

Source: COVER data, Public Health England

Uptake of flu immunisation in children in discussed in Chapter 3.

There is generally good uptake of primary childhood immunisations in Southend, with sufficient uptake to achieve herd immunity for most of the programmes. Uptake of the second dose of MMR (measles, mumps and rubella) vaccine, however, still remains an issue and remains around 5% below the target uptake. This has important implications for herd immunity against measles.

Public Health England undertakes surveillance to ensure early detection of increased numbers of cases of infectious diseases. Following an increase in cases of pertussis (whooping cough), including in infants under three months of age who are most vulnerable to severe disease, a national pertussis outbreak was declared in April 2012. This led to a temporary immunisation programme in which pregnant women were offered pertussis immunisation to protect infants from birth, through intra-uterine transfer of maternal antibodies until they can receive the pertussis vaccine at 8 weeks old (3). The reported incidence of pertussis in infants under three months subsequently fell back to levels observed before the 2012 peak. In 2014, this maternal immunisation programme was extended for a further five years (4).

Pertussis activity remains high in 2016 and unprotected young infants continue to be at risk. In Southend the monthly uptake of the prenatal pertussis vaccine ranged from between 40.8% and 55.7% each month between April 2015 and March 2016. GPs, practice nurses, obstetricians and midwives should continue to encourage pregnant women to receive the vaccine.

3.0 Recent Changes to the Childhood Immunisation Programme

A number of changes to the national immunisation programme were made during 2015-16 to reflect the recommendations by the national Joint Committee on Vaccination and Immunisation (JCVI) to improve the overall level of protection against preventable diseases.

The main changes relate to vaccines for meningococcal disease. Meningococcal disease can affect all age groups, but cases increase from birth and peak at five months before declining gradually until 24 months. Cases remain low until 12 years of age and then gradually increase to a smaller peak at 18 years before declining again.

Since September 2015, all infants born from 1 July 2015 became eligible for the meningococcal B vaccine which is administered together with the other primary immunisations at 2 months, 4 months and 12 months.

Due to the success of the MenC programme introduced in 1999, there are now very few cases of invasive meningococcal serogroup C disease. Since July 2016, infants no longer require the MenC vaccine at 12 weeks of age (5). Children will continue to be immunised against MenC via the Hib/MenC vaccine dose given at 12 months of age and the MenACWY conjugate vaccine dose given at around 14 years of age.

Various sub groups of meningococcal disease can spread quickly in areas where people live closely to each other, such as in university halls of residence. Young people aged 25 and under about to start university and have not received MenACWY will also be offered the vaccine.

4.0 Adult Immunisations

Immunisation is often seen as the domain of children, however, immunisation should be seen as a necessary intervention across all stages of life. Evidence demonstrates that older people are at greater risk of morbidity and mortality from vaccine-preventable diseases. The reasons for this include reduced immunity with age leading to increased susceptibility to more severe and frequent infections. In addition they may not have received immunisations in younger years and newer vaccines may not have been available to them when they were children.

Older adults (65 years or older) should be routinely offered a single dose of pneumococcal polysaccharide vaccine, if they have not previously received it. Annual influenza vaccination should also be offered.

Adults aged 70 should also be offered shingles vaccine, with a phased 'catch up' so that those up to 79 are offered the vaccine.

Uptake of influenza vaccination is discussed in detail in Chapter 3. In 2014/15 only 58.4% of eligible people aged 65 years or over in Southend received the pneumococcal vaccine, which is significantly lower than the England average (70.1%). Similarly uptake of shingles vaccine in 2014/15 in 70 year olds is also significantly lower than the England average, at 46.6% compared to 58.3%.

5.0 What is Being Done Locally?

NHS England local area teams are responsible for commissioning the national immunisation services locally and for providing system leadership to all those involved.

Contracts to provide immunisation services are held with a range of providers, including general practices for immunisations given in primary care and community providers for immunisations given in a school setting. Contracts are also held with some community pharmacists, for example for flu vaccine.

The local NHS England team offers help and support to immunisation providers and recently commissioned a series of free update sessions aimed at practice nurses across Essex. The aim of these sessions is to help share learning from recent incidents and to provide a round-up of hot topics, general updates and changes to the immunisation schedule.

The Health Protection Team, part of Public Health England, has provided training and update sessions on the pertussis and flu vaccinations for pregnant women for the midwives in Essex.

The local NHS England team lead commissioner for immunisations holds a bimonthly immunisation oversight meeting attended by public health staff from the three upper tier authorities in Essex.

6.0 Recommendations

- Every opportunity should be taken to actively promote immunisation uptake in children across Southend. This should include promotion in children's centres and at school entry
- Work should continue with primary care and midwives to immunise more pregnant women against whooping cough
- Provide information about immunisations to a broad range of partners who work with older people to enable them to pass on accurate information on the importance of immunisations at appropriate opportunities

Chapter 3 Seasonal Influenza

1.0 Background

Influenza (flu) is an acute viral infection of the respiratory tract. Symptoms frequently include fever, headache, cough, sore throat, extreme fatigue, and aching muscles and joints.

The influenza virus is highly contagious and is easily passed from person-to-person when an infected person coughs or sneezes. Transmission can also occur by touching a contaminated surface e.g. a door handle, and then putting the fingers in the mouth or near the eyes. Even people with mild or minimal symptoms can still infect others.

For most healthy individuals, influenza is an unpleasant but usually self-limiting illness with recovery usually within a week. However, for some it can lead to serious complications such as bronchitis and secondary bacterial pneumonia, which may require treatment in hospital and can be life threatening.

Those at higher risk of serious complications include people aged 65 or over, children and adults with an underlying chronic health condition such as respiratory disease, heart disease and diabetes, those with weakened immune systems as well as pregnant women (1).

Most cases of seasonal influenza in the UK tend to occur during an eight to ten week period during the winter. The timing, extent and severity of this can vary from year to year. In addition to the impact on the health and social care system (2), seasonal influenza can have a significant impact on the wider society through sickness absence amongst the working age population. The latest UK Labour force market survey identified that minor illnesses, including influenza, accounted for 27.4 million lost working days in 2013. This was 30% of all sickness absences and the most common reason for worker absence (3).

2.0 The Influenza Immunisation Programme

The aim of the national influenza immunisation programme is to protect those who are at a higher risk of serious illness or death should they develop influenza. It also helps to reduce transmission of the infection (4).

Seasonal influenza vaccine, or 'flu jab' should be offered, ideally before influenza starts circulating, to those in the following clinical risk groups:

- All those aged 65 or older
- Adults and children (over the age of 6 months) with chronic underlying health problems
 - A chest complaint or breathing difficulties, e.g. severe asthma, chronic bronchitis or emphysema
 - A heart problem
 - A kidney disease
 - Liver disease

- A neurological disease e.g. multiple sclerosis
- Diabetes
- Lowered immunity due to disease or treatment e.g. cancer treatment
- All pregnant women

Immunisation is also offered to health and social care staff directly involved in the care of patients/ clients to contribute to the protection of these vulnerable groups and to reduce sickness absence through the winter. It can also be offered to the main carers of older or disabled people and household contacts of immunocompromised people.

As different strains of influenza virus circulate each year, the vaccine formula is changed annually based on the strains most likely for the coming influenza season. This means that eligible people need to get a flu jab every year.

Following advice from the Joint Committee for Vaccination and Immunisation, the annual influenza immunisation programme is being extended to include vaccination of healthy children aged two to less than 17 years old. These children will generally receive the vaccine as an intranasal spray. In addition to preventing a large number of cases of influenza in children, it will also provide indirect protection by reducing transmission of influenza from children to adults and those in the clinical risk groups of any age.

Due to the scale of the programme it is being phased in over a number of years. This began in 2013, with the inclusion of children aged two and three years in the routine programme. There were also seven geographical pilots of primary school aged children, including one in South East Essex covering Southend.

From 2016/17, the intranasal influenza vaccine will be offered to two, three and four year olds and children in school years 1, 2 and 3. In addition, the pilot influenza immunisation programmes in primary schools will be continued. The intent is that the programme will gradually extend over future years to all primary school aged children.

2.1 Uptake of Influenza Vaccine in Southend

NHS England local area teams are responsible for commissioning the national influenza immunisation programme. Contracts to provide influenza immunisation services are held with a range of providers, including general practices for immunisations given in primary care and community providers for immunisations given in a school setting.

The NHS England Essex Area Team undertook an influenza immunisation pilot in 2014/15 with a number of community pharmacists, which evaluated positively. From 2015/16, a national scheme was introduced to enable all community pharmacies to provide flu vaccination to eligible adult patients where they met key criteria.

Influenza immunisation should be offered to 100% of those eligible to receive it. Table 1 shows the percentage uptake of influenza vaccine for each eligible group in 2015 -2016. The range of the lowest and highest uptake by GP practice in Southend

is also provided for people aged over 65, those under 65 in a clinical risk group, and pregnant women.

Table 1 Seasonal Influenza Vaccine Uptake by Eligible Population in Southend compared with England 2015/16

| Eligible Population | National Targets 2015/16 | Uptake of influenza vaccine in England 2015/16 | Uptake of influenza vaccine in Southend 2015/16 |
|------------------------------|--|--|---|
| Aged 2 years | 65% | 35.4% | 18.8% |
| Aged 3 years | 65% | 37.7% | 22.1% |
| Aged 4 years | 65% | 30.0% | 15.7% |
| Age 5 (School year 1) | Not included | N/A | 54.4% (local pilot) |
| Age 6 (School year 2) | Not included | N/A | 52.9% (local pilot) |
| Age 7 (School year 3) | Not included | N/A | NA |
| All Pregnant Women | (range 40 to 65%) as per at risk groups) | 42.3% | 39.2%* (Range 26.7% - 60.6%) |
| Under 65- at risk | 55% | 45.1% | 38.0%* (Range 23.2% - 63.3%) |
| 65 and over | 75% | 71% | 64.1%* (Range 50.3% - 80.3%) |
| Health Care Workers | 75% | 54.6% | SUHFT-59.3% SEPT- 30.1% NELFT-24.7% |
| Social Care Workers | 75% | Data not available | Data not available |

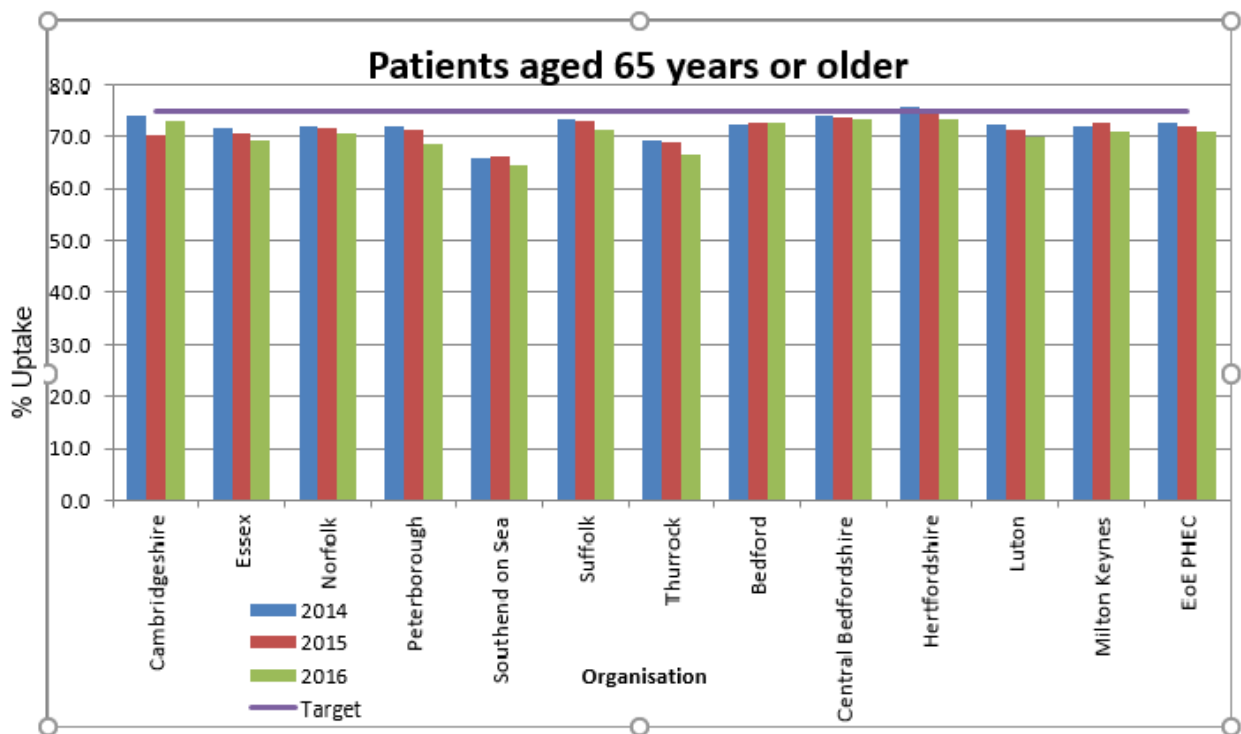
Source: Public Health England Public (PHE) 2016. Influenza Immunisation Vaccine Uptake Monitoring Programme

* The range of the lowest and highest uptake by GP practice in Southend is provided for people aged over 65, those under 65 in a clinical risk group, and pregnant women.

The poor uptake of influenza vaccine across virtually all eligible groups at both a national and a local level is concerning. Figure 1 highlights the continued downward trend of influenza vaccine uptake in persons aged 65 and over in Southend since 2014. This downward trend is generally reflected in the other local authority areas covered by the Public Health East of England Centre.

The exact cause of this downward trend in uptake of influenza vaccine is not known. It is unfortunate that there is often poor public perception of the benefits of influenza immunisation, often fuelled by negative media coverage and general misinformation.

Figure 1 Trend of influenza vaccine uptake in persons aged 65 and over in Southend compared to the Public Health England East of England Region for 2014 to 2016.



Source: Public Health England (PHE) 2016. Influenza Immunisation Vaccine Uptake Monitoring Programme

3.0 What is Being Done Locally?

Addressing the impact of seasonal influenza is a priority for the Southend health and care economy. Southend has an older population, with 18.9% of people aged 65 and over compared to the England average of 17.6%. Southend also has more people living with three or more long term conditions compared with England. This means that Southend has more people in the higher risk clinical groups who are more likely to suffer complications from influenza.

The commissioning of the seasonal influenza vaccination programme is undertaken by staff in the NHS England local area teams. The Director of Public Health in local authorities has a challenge and assurance role for local arrangements to ensure access to flu immunisation to improve uptake by eligible populations (5).

Following a review of the 2015/16 seasonal influenza immunisation programme in Southend, initiatives were put in place to increase local uptake. These included the establishment of a multi-agency Seasonal Flu Oversight Group to develop a detailed Southend Seasonal Influenza Action Plan to increase uptake of flu vaccine as part of the 2016/17 immunisation programme.

This group comprised representation from all key stakeholders, including local GPs and Community Pharmacists, Social Care, Public Health England, Southend

University Hospital NHS Foundation Trust, South Essex Partnership NHS Trust and NHS Southend CCG.

To set an example to other employers and increase uptake of flu vaccine amongst its own workforce, the Borough Council commissioned an influenza immunisation programme for all Council front line staff. This programme covered care staff working in council commissioned residential and care homes and staff employed by domiciliary care providers working in Southend. This programme has been commissioned for the 2016/17 season.

The Council also worked closely with NHS Southend CCG and Public Health England to increase uptake of influenza vaccination amongst staff in the top twenty care homes in the borough with the highest rates of patients admitted to hospital as a result of a respiratory condition. This work included a major communications and publicity programme to promote the benefits of flu immunisations as well as challenging the myths and misinformation about the vaccine. A number of face to face workshops and training sessions were also delivered in the community and local care homes.

The Council's Public Health Team has worked closely with NHS Southend to develop a specific plan for outbreaks of influenza in residential and care homes in Southend. When the Public Health England East of England local health protection team is alerted to a number of residents in a home with clinical symptoms suggestive of influenza, nose and throat swabs of those affected are sent off for laboratory confirmation. If the infection is confirmed as influenza, all unaffected residents are offered antiviral prophylaxis and appropriate infection control measures are put in place in the home. Public health commission the service for taking swabs and provision of antivirals, and NHS Southend Clinical Commissioning Group provide the funding for antivirals.

4.0 Recommendations

- A review is undertaken of the Southend Seasonal Influenza Action Plan outcomes for 2016/17 and the findings used to inform any changes to the action plan for 2017/18.
- Share best practice of those GPs delivering high rates of seasonal vaccination as part of the 'locality approach' of the South and Mid Essex Sustainable Transformation Plan
- All health and social care organisations covering Southend should put in place plans to increase staff influenza vaccination uptake to meet the nationally agreed targets
- Southend University Hospital NHS Foundation Trust to review how to provide additional support to increase uptake of influenza vaccination in at risk groups and specifically pregnant women

Chapter 4 Tuberculosis

1.0 Background

Tuberculosis (TB) is caused by infection with the bacteria *Mycobacterium tuberculosis* and can affect almost any part of the body, most commonly the lungs (1). The disease develops slowly and it may take several months before symptoms appear. Symptoms of TB include persistent cough, possibly with blood stained sputum, fever, weight loss and night sweats, and can be fatal if left untreated.

TB is spread by breathing in airborne droplets when a person with infectious respiratory TB coughs or sneezes. However, TB is much less infectious than other respiratory infections, such as influenza. Prolonged close contact such as living in the same household with an infected person is generally required to transmit the disease.

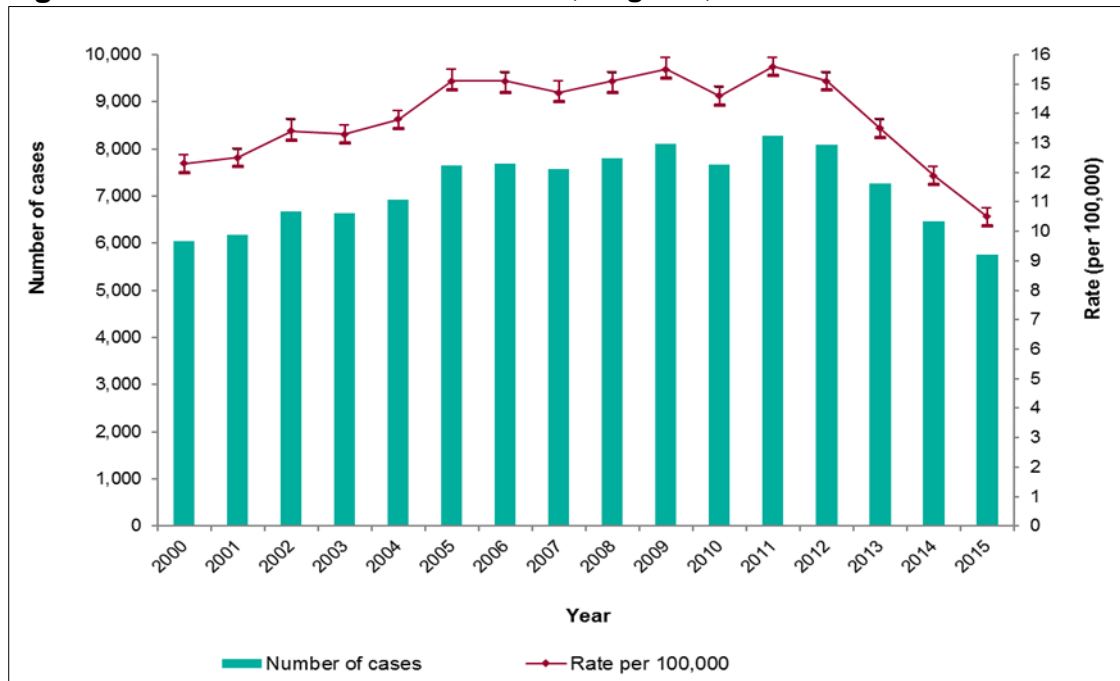
Not everyone who comes into contact with TB gets the disease. In some people the initial infection may be eliminated or they may develop latent disease when the TB bacteria remain in the body but the individual has no symptoms. Latent TB infection (LTBI) may reactivate later in life, particularly if an individual's immune system has become weakened e.g. through HIV, cancer chemotherapy or in old age. Up to 10% of people who have LTBI will develop the disease at some point in their lifetime (2).

At the beginning of the 20th Century there were over 117,000 new cases of TB in England every year. By the 1980s, with better housing and nutrition along with effective treatments, the number of new cases fell to a low of 5,086 in 1987 (1). This trend then reversed with a steady increase in the number of new reported cases, reaching a peak of over 8,280 in 2011 (15.6 new cases per 100,000 population), with the highest numbers concentrated in urban areas, particularly London (3).

Over the past four years there has been a year-on-year decline in the number of new cases of TB in England, down to 5,758 cases (10.5 new cases per 100,000 population) in 2015, a reduction of one third since the peak in 2011. This trend is shown in Figure 1.

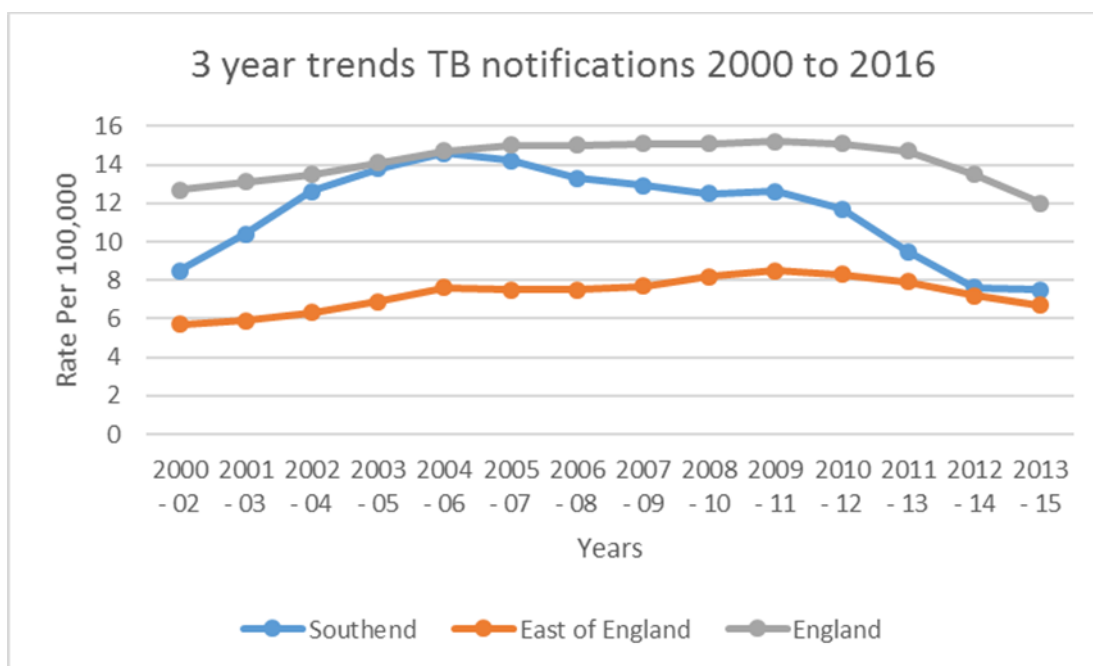
Figure 2 highlights the three yearly trend of TB notifications in Southend from 2000-2 to 2013-15. The peak incidence of TB occurred in 2004-6 and has since continued to decline to a three average rate of 7.5 new cases per 100,000 population in 2013-15.

Figure 1 TB case notifications and rates, England, 2000-2015



Source: Public Health England

Figure 2 Notifications of TB in Southend compared to England and East of England Region (three year average incidence per 100,000, 2000-2 to 2013-15)



Source: Public Health England 2016. TB Strategy Monitoring Indicators (4)

2.0 The Changing Pattern of Tuberculosis

Over the last 50 years TB has changed from a being disease that occurred across all parts of the population to one occurring predominantly in specific population subgroups (1).

Rates of TB are higher in certain communities, mainly by virtue of their connections to higher-prevalence areas of the world. The rate of TB in the non-UK born population is 15 times higher than in the UK born population, and 73% of all TB cases notified in 2015 were born abroad (3). Of these, 60% had been in the country for longer than six years, suggesting latent TB infection may have played a role in these cases.

In other communities, social risk factors such as homelessness, drug or alcohol misuse and imprisonment, are important factors. Despite the recent reduction in overall TB cases, the proportion of cases with at least one social risk factor increased from 9.8% in 2014 to 11.8% in 2015.

2.1 National Initiatives to Tackle Tuberculosis

Although England is considered as a low incidence country for TB, it still has one of the highest rates of TB notifications in Western Europe. To tackle this problem Public Health England in close collaboration with NHS England and a coalition of key stakeholders launched the TB strategy for England 2015-2020 (5). This aims to achieve a year-on-year decrease in TB incidence, and ultimately the elimination of TB as a public health problem in England.

The strategy includes ten key areas of action including the prompt identification of individuals who are infectious and ensuring that they are placed on appropriate treatment; vaccination of high risk groups; maintaining excellent diagnostic services; tackling drug resistant TB; identifying and treating those with latent TB; ensuring contact tracing happens; and workforce planning to deliver these interventions.

The national TB strategy created a national TB Office and seven multiagency TB Control Boards to oversee the implementation of the national strategy.

The UK previously screened migrants from countries with a high incidence of TB at the time of entry into the country. This has since been replaced with a chest x-ray based screening for active pulmonary TB prior to entry to the UK (6).

There are effective treatments for TB and there is now a focus on picking up the disease when it is latent. From 2015, there has been a national roll-out through GP practices of systematically testing and treating eligible new migrants for latent TB infection (7).

The BCG vaccine is most effective against the most severe forms of the TB in children, but less effective in preventing respiratory TB, which is the more common form in adults (1). From 2005, the BCG vaccine has been given to babies and children with a parent or grandparent from a country with a high incidence of TB

(over 40 cases per 100,000), or those who live in an area of the UK where the incidence of TB is high.

3.0 What is Being Done Locally?

The East of England TB Control Board, which covers the population of Essex, has comprehensive plans in place to address the key recommendations of the national TB strategy across the region. A network of local TB Control Boards from across the region, including Southend, link to the regional Board.

Over the past year, the Council has been working with the Essex TB Control Board on a number of initiatives, including the delivery of housing solutions for vulnerable homeless people diagnosed with TB.

The Clinical Commissioning Groups in South Essex commission the community TB service from South Essex Partnership NHS Foundation Trust. The aim of the service is to prevent the spread of TB in the community by providing rapid assessment of those suspected to have active TB and to arrange treatment at the earliest opportunity. All tuberculosis patients are cared for by a multidisciplinary team, and specialist TB nurses follow up and support patients once they are presumed to have TB to ensure medication is taken to completion. The nurses also identify and screen those who have been in contact with the case and provide support to people with TB and their families.

The local drug and alcohol service collaborates with the community TB service to support directly observed therapy (DOT) for people with TB with substance misuse problems. This involves the supervision of the patient by a healthcare worker when taking their medication, leading to better compliance with treatment. The local sexual health services have also been promoting the uptake of TB screening for all those offered HIV testing.

4.0 Recommendations

To continue the downward trend of TB notifications in Southend it is recommended that:

- Training is made available to professionals to raise awareness of TB in vulnerable groups including homeless, drug and alcohol misusers, as well as new migrants from high incidence countries, to ensure prompt referral when TB is suspected.
- The Council collaborates with the East of England TB Control Board and local partners to ensure DOT therapy is available for those people with TB in the most disadvantaged or hard to reach groups
- The Council supports the East of England TB Control Board and local stakeholders to implement the local plan for latent TB infection testing and treatment services

Chapter 5 Sexual Health and Blood Borne Viruses

1.0 Background

Good sexual health is fundamental to the health and wellbeing of individuals. It is underpinned by the provision of high quality, safe and accessible sexual health services and interventions.

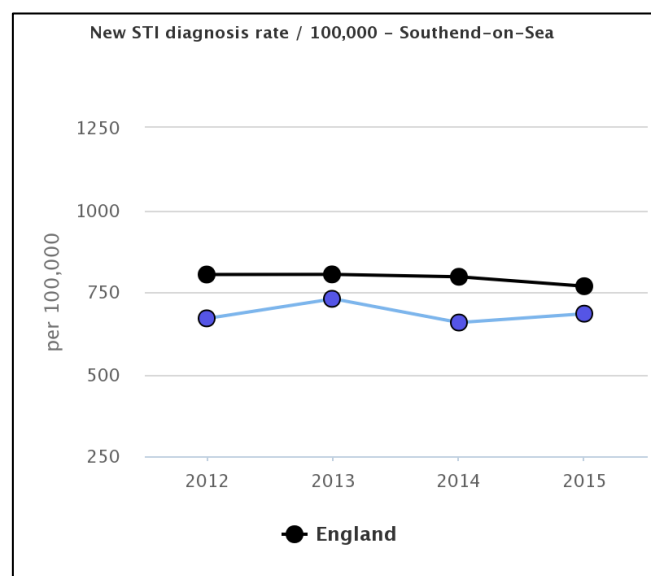
Despite progress in recent years, the UK continues to have high rates of sexual ill health. Within the population sexual health needs vary according to factors including age, gender, ethnicity and sexuality, with some groups disproportionately at risk of poor sexual health. These include young people aged 16-24, men who have sex with men, the 50+ age group, black and minority ethnic groups and other high risk groups such as sex workers and people misusing drugs and/or alcohol (1). In order to improve sexual health outcomes, intervention programmes should be developed based on a robust evidence base and local needs.

Since April 2013, local authorities in England have been responsible for commissioning the majority of sexual health services, including sexually transmitted infections (STI) testing and treatment, and notification of sexual partners of infected persons (2). Clinical Commissioning Groups and NHS England commission other aspects of sexual health care.

2.0 Sexually Transmitted Infections

Information on the burden of sexually transmitted infections (STIs) in the population is collected from Genitourinary Medicine (GUM) Services, primary care and community services. The rate of new STI diagnoses in Southend remains significantly lower than the national average (Figure 1).

Figure 1 New STI Diagnoses in Southend compared to England average (rate per 100,000 and excluding Chlamydia in under 25's)



Source:PHE Fingertips

2.1 Chlamydia

Chlamydia is the most common bacterial sexually transmitted infection in England, with rates substantially higher in young adults than any other age group

Chlamydia infection is often asymptomatic and if left untreated it can cause a range of complications such as pelvic inflammatory disease, infertility and ectopic pregnancy.

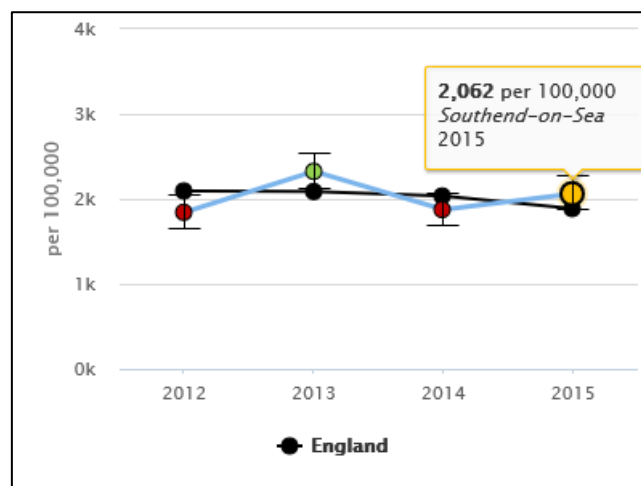
The National Chlamydia Screening Programme (NCSP) recommends that all sexually active under 25 year old men and women are tested for chlamydia every year or on change of sexual partner. By diagnosing and treating asymptomatic chlamydia infections, chlamydia screening can reduce the duration of infection, reduce the risk of developing complications, and reduce transmission (3).

The chlamydia detection rate amongst under 25 year olds is used as a measure of chlamydia control activity, with an increased detection rate being indicative of increased control activity. Public Health England recommends that local authorities should be working towards achieving a detection rate of at least 2,300 per 100,000 population aged 15-24.

Southend continues to have a significantly better rate of chlamydia screening in 15-24 year olds than the national average (23.8% compared to 22.5% in 2015).

Figure 2 highlights that the chlamydia detection rate in Southend is similar to the England average, but remains below the recommended level to reduce the prevalence of chlamydia in the population.

Figure 2 Chlamydia Detection Rate in Southend compared to England (rate per 100,000 aged 15-24, 2012- 2015)



Source:PHE Fingertips

2.2 Other Sexually Transmitted Infections

Gonorrhoea

Gonorrhoea is the second most common bacterial sexually transmitted infection in the UK. Diagnoses of gonorrhoea are particularly concentrated in young adults, men who have sex with men and black ethnic minority populations.

Gonorrhoea is often used as a marker for rates of unsafe sexual activity. This is because the majority of cases are diagnosed in genitourinary medicine (GUM) settings, and consequently the number of cases may be a measure of access to sexually transmitted infection treatment. Infection with gonorrhoea is also more likely than chlamydia to result in syptoms.

Rates of gonorrhoea in Southend are significantly lower than the national average (Figure 3).

Figure 3 Gonorrhoea Diagnostic Rate in Southend Compared to England Average (Rate per 100,000 population, 2009-2015)

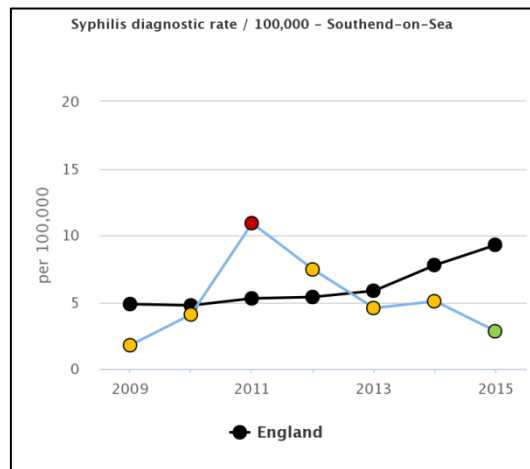


Source: PHE Fingertips

Syphilis

If untreated, syphilis can have serious health implications. These include damage to the internal organs, nervous system, bones and even death. Syphilis is an important public health issue in men who have sex with men (MSM) among whom incidence has increased over the past decade. Figure 4 illustrates the trend in all syphilis diagnoses among people accessing GUM services in Southend. The diagnostic rate has continued to fall since 2011, and is now significantly lower than the national rate (Figure 4).

Figure 4 Syphilis Diagnostic Rate in Southend Compared to England Average (Rate per 100,000 population, 2009-20015)



Source: PHE Fingertips

Genital Warts and Genital Herpes

Genital warts are the result of a viral skin infection caused by the human papilloma virus and genital herpes is caused by herpes simplex virus, types 1 and 2. The diagnostic rate of genital warts and genital herpes in Southend are both similar to the England average.

3.0 Human Immunodeficiency Virus (HIV) and Blood Borne Viruses

Blood-borne viruses (BBVs) are viruses that are carried in the blood and can be transmitted from one person to another. Those infected with a BBV may show little or no symptoms of serious disease, but other infected people may be severely ill.

The most common blood borne viruses are:

- Human immunodeficiency virus
- Hepatitis B
- Hepatitis C

3.1 HIV

Human immunodeficiency virus (HIV) is a virus that attacks the body's immune system, by destroying a type of white blood cell called a T cell (or CD4 cell), weakening the ability to fight infections and disease, including cancer. There is currently no cure for HIV but there is a range of effective treatments.

HIV can be transmitted by unprotected sexual intercourse, shared needle use by injecting drug users, needle stick injuries in healthcare workers as well as mother to child transmission before, during or after (via breast milk from an infected mother) the birth of the child.

HIV remains an important communicable disease in the UK. It is associated with considerable morbidity and mortality, high treatment and care costs. Treatment is available with highly active anti-retroviral therapy, which has led to a substantial reduction in the incidence of AIDS and the numbers of HIV-related deaths (4).

In 2015, there were an estimated 101,200 people living with HIV infection in the UK, equivalent to 1.6 per 1,000 people; 13% were unaware of their infection and at risk of passing on the infection. There were also 6,095 new HIV diagnoses in the UK in 2015, this represents a new diagnosis rate of 11.4 per 100,000 people which is higher than most other countries in western Europe (5).

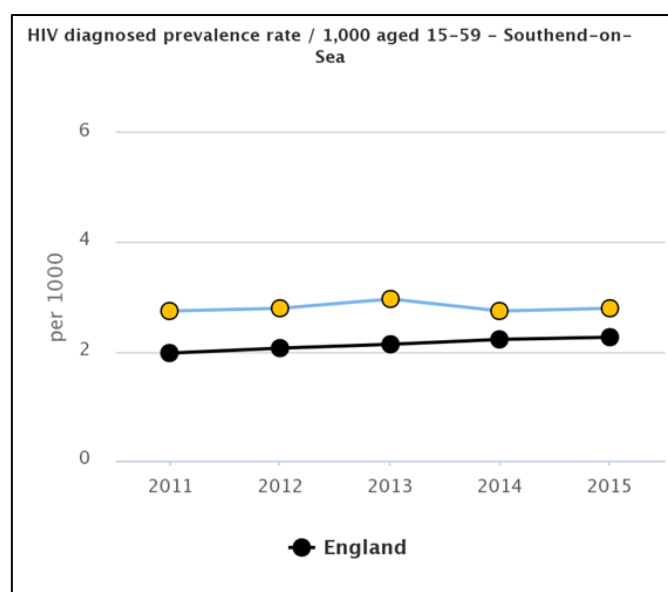
Of those diagnosed in 2015, 71% were aged between 25 and 49 years, and 17% were aged 50 years and over. The number of new cases of HIV reported in gay and bisexual men remains high and accounted for 54% of the new diagnoses in 2015. Of the 39% of the new cases of HIV acquired heterosexually, fewer cases were in people who were born abroad.

People living with HIV can expect a near normal life expectancy if they are diagnosed and treated promptly. A late HIV diagnosis (defined as having a CD4 cell count less than 350/mm³ within three months of diagnosis) can have adverse consequences on the individual including making it more likely the person will have frequent admissions to hospital due to illness and reducing their life expectancy. In 2015, among those with CD4 data available, 39% of adults were diagnosed late.

3.2 HIV in Southend

The prevalence of HIV in Southend has historically been higher than the national average, although, over time the difference has narrowed (Figure 5).

Figure 5 HIV prevalence in Southend compared to England (diagnosed rate per 1000 population aged 15-59 years)

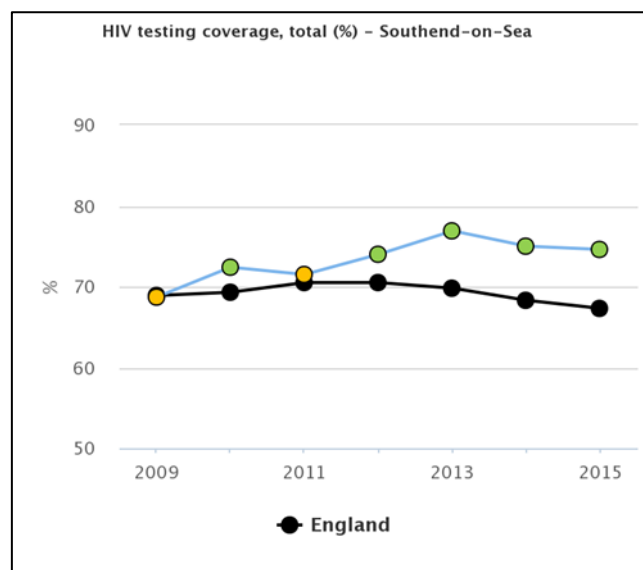


Source: PHE Fingertips

The rate of new HIV diagnosis in Southend has almost halved since 2012. In 2015, there were 8.9 new HIV diagnosis per 100,000 population among people aged 15 and over in Southend, which is lower than England average (12.1 per 100,000 population aged 15+)

HIV testing is integral to the treatment and management of HIV. Knowledge of HIV status increases survival rates, improves quality of life and reduces the risk of HIV transmission. Figure 6 shows that HIV test coverage in Southend is significantly higher than the national coverage. HIV testing coverage data represents the number of people tested for HIV.

**Figure 6 HIV testing coverage in Southend compared to England, 2009-15
(% uptake in eligible new attendees to genitourinary medicine clinics)**

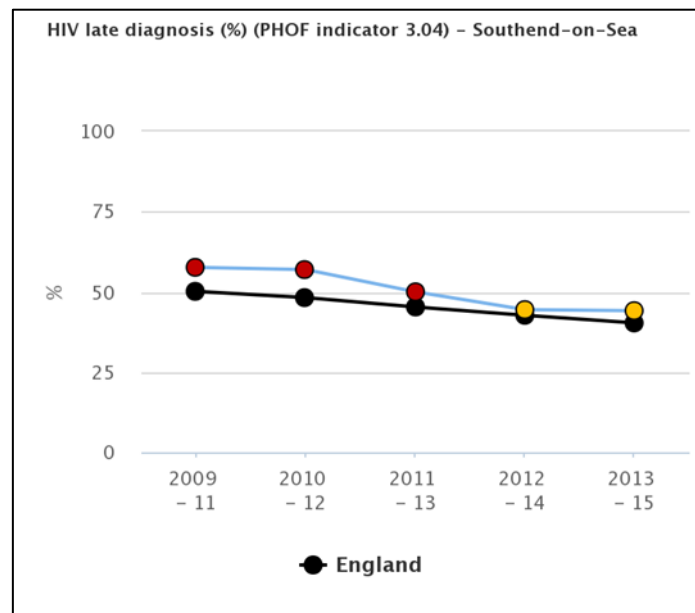


Source: PHE Fingertips

Late diagnosis of HIV is the most important predictor of morbidity and mortality among those with the infection. Those diagnosed late have ten times the risk of death compared to those diagnosed promptly.

Over the last five years there has been a continued downward trend in the proportion of individuals diagnosed late with HIV in Southend, which is now similar to the England average (Figure 7).

Figure 7 HIV late diagnosis in Southend compared to England 2009-15



Source: PHE Fingertips

4.0 Hepatitis B and C

Hepatitis B virus (HBV) replicates in the liver, and is also present at very high levels in the blood of people who are infected. The virus is transmitted by contact with an infected person's blood or body fluids contaminated by blood, and can be spread through sexual transmission, needle stick injuries, tattooing and body piercing, use of contaminated equipment for IV drug use as well as transmission from an infectious mother to her unborn child.

Many people with hepatitis B won't experience any symptoms and the infection will resolve without them realising they had it. In some people the virus persists for six months or more to develop chronic hepatitis B. The risk of chronic infection varies with age, occurring in 90% of those infected perinatally, but is less frequent in those infected as children. About 5% or less of previously healthy people infected as adults become chronically infected (6). The long term complications of chronic hepatitis B infection include liver cirrhosis and hepatocellular carcinoma, the most common type of primary liver cancer.

Hepatitis B is relatively uncommon in the UK and most cases affect people who become infected while growing up in part of the world where the infection is more common, such as Southeast Asia and sub-Saharan Africa.

Transmission of hepatitis B can be prevented through a course of vaccinations. These are offered to those at highest risk of infection: household contacts of people with hepatitis B including the babies of mothers with hepatitis B, injecting drug users and healthcare workers.

The hepatitis C virus (HCV) is also transmitted by contact with an infected person's blood or body fluids contaminated by blood. The routes of transmission are similar to hepatitis B, although transmission through unprotected sexual intercourse is less likely.

Most people with hepatitis C do not experience any symptoms. Unlike hepatitis B, 50-80% of people infected with hepatitis C go on to develop chronic infection. Of these 15% will develop liver cirrhosis and 2- 5% will develop hepatocellular carcinoma every year (7).

About 214,000 people have chronic hepatitis C in the UK, which is equivalent to 0.4% of the adult population. Up to 90% of hepatitis C infections in the UK are acquired through injecting drug use.

Although there is no vaccine for hepatitis C, it is a potentially curable disease. People with chronic hepatitis C infection should be referred to a specialist and considered for antiviral therapy.

5.0 What is Being Done Locally?

5.1 Sexual Health and HIV

Southend-on-Sea Borough Council has commissioned the SHORE (Sexual Health, Outreach, Reproduction and Education) Integrated Sexual Health Service. This is delivered through a collaborative partnership between South Essex Partnership Trust, Southend University Hospital Foundation Trust Hospital and Brook young people's sexual health organisation.

The integrated sexual health service ensures that all aspects of the service are working consistently to national standards and contractual requirements. It includes:

- Contraceptive, sexual health and reproductive health services
- Genitourinary medicine services
- Specialist input for termination of pregnancy service
- Chlamydia screening including online and postal chlamydia testing services, and a data administration service
- Education Based Health Service - delivered in identified secondary schools and further/higher colleges in Southend.
- Management of the chlamydia testing and treatment and Long Acting Reversible Contraception services in primary care general practice settings
- Management of the chlamydia testing and treatment services and Emergency Hormonal Contraception in primary care community pharmacy settings
- Microbiology Services
- The Brook My Life programme: This is a programme that enables individuals and groups of young people to take charge to improve their own health and wellbeing by exploring skills, goal setting and becoming more emotionally resilient.
- Management of a separately commissioned 'Sexual Health Promotion and Community HIV Prevention Service' contract. This is currently contracted to the Terrence Higgins Trust.

SHORE now provides same day HIV testing as part of a four sexually transmitted infections (STI) test offer (HIV, syphilis, chlamydia and gonorrhoea) and full STI screening across all its sites.

The Council has also commissioned the national HIV self-sampling service to deliver online HIV tests since January 2016, to Southend-on-Sea residents through the online kit request service (www.test.hiv). This service is being promoted through the national website and by SHORE and Terrence Higgins Trust with targeted communities and businesses.

5.2 Hepatitis B and C

Specialist drug and alcohol services in Southend prioritise hepatitis B and C interventions within their nurse-led health and wellbeing work. They have developed pathways to specialist hepatology services and are working closely with liver nurses to ensure clients are quickly identified and referred for support where necessary. The most recent data suggests that this work is having an effect, and that the number of patients receiving hepatitis C tests is now greater than the England average.

6.0 Recommendations

- Undertake a review of availability of chlamydia screening in sexual health service venues and community based settings to ensure screening is available in the populations with the highest need, based on positivity.
- Raise professional awareness about who to screen and test for HIV to continue the reduction in late diagnosis.
- Continue efforts to reduce stigma and highlight testing opportunities to those at greatest risk of HIV.

Chapter 6 Healthcare Associated Infection

1.0 Background

Healthcare associated infections are a range of infections acquired in healthcare settings or as a direct result of healthcare interventions such as medical or surgical treatment (1). They occur most frequently in hospitals but can also be acquired in the community (including clinics, care homes and patient's own home); and affect patients, healthcare workers, carers and visitors.

Healthcare associated infection can result in significant harm to those infected; causing illness, delaying recovery, prolonging hospital stay, and may cause serious disability or even death.

2.0 The Scale of the Problem

Approximately, 300,000 patients a year in England are affected by a healthcare-associated infection as a result of care within the NHS (2). The most common types of healthcare-associated infection are respiratory infections (22.8%), urinary tract infections (17.2%) and surgical site infections (15.7%) (3). The cost of healthcare associated infections to the NHS is estimated to be in the region of £1 billion a year (4).

Everyone carries large numbers of micro-organisms on their skin or in their bodies, which only become a problem when the person becomes unwell or when the organisms have the opportunity to enter the bloodstream. People are at a greater risk of getting an infection when

- they are very young or very old,
- they have underlying health conditions e.g. diabetes which can impair their natural immune response
- their treatment involves invasive procedures e.g. urinary catheters or intravenous drips that provide an entry point for infection,
- they have a compromised immune system e.g. patients receiving chemotherapy
- they have a longer length of hospital stay or are in a high-risk area e.g. Intensive Care Unit (2).

3.0 Types of Healthcare Associated Infections

As part of the work to reduce healthcare associated infections, Public Health England runs a national surveillance programme to monitor the numbers of certain infections that occur in healthcare settings.

There are 4 mandatory surveillance programmes:

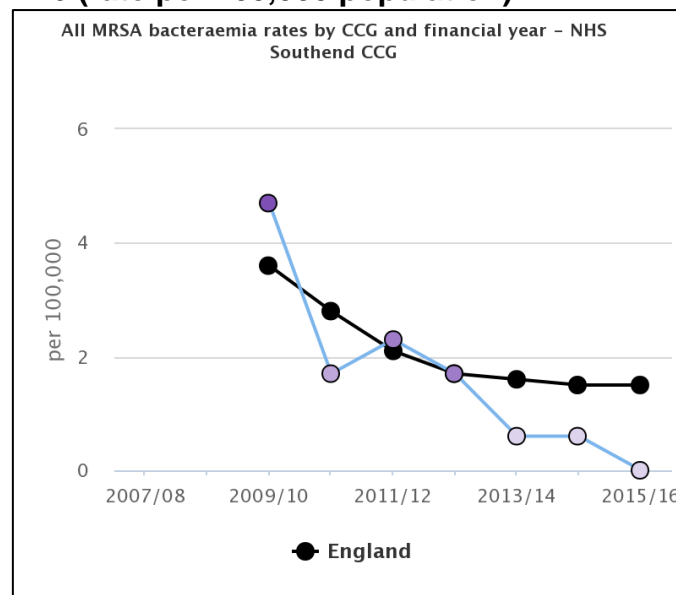
- Staphylococcus aureus (methicillin resistant Staphylococcus aureus or MRSA and methicillin sensitive Staphylococcus aureus or MSSA)
- Escherichia coli
- Clostridium difficile infection
- Surgical site infection

3.1 Staphylococcus aureus

Staphylococcus aureus (*S. aureus*) is a bacterium that is commonly found on human skin and mucosa without causing any problems. However, if the bacteria enter the body e.g. through a break in the skin or via medical equipment, such as catheters and drips, they can cause health problems ranging from mild to life threatening. These include skin and wound infections, abscesses, joint infections, infections of the heart valves, pneumonia and bacteraemia (blood stream infection).

Most strains of *S. aureus* are sensitive to commonly used antibiotics, but others have developed resistance, such as methicillin resistant Staphylococcus aureus (MRSA), and will require different types of antibiotic to treat them.

Figure 1 MRSA bacteraemia rates in Southend and England, 2007-16 (rate per 100,000 population)

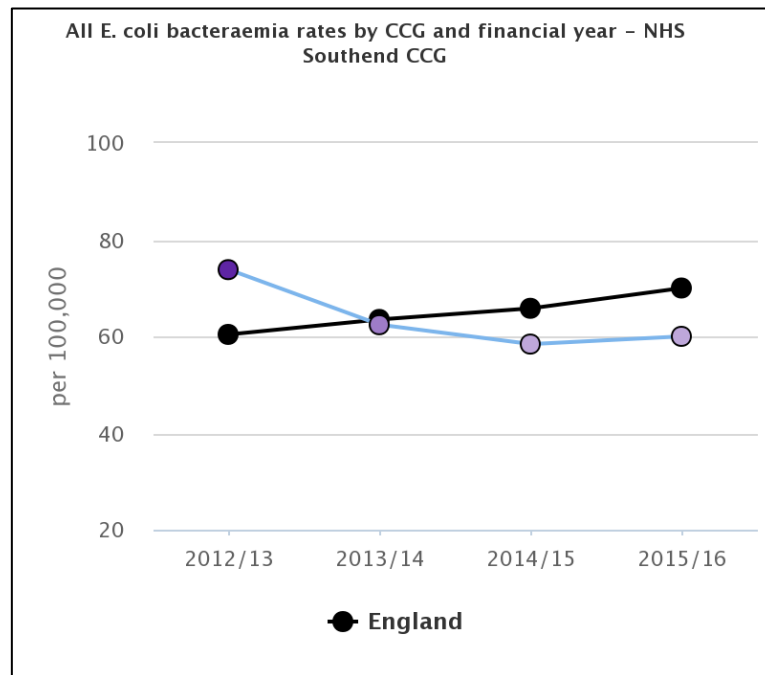


Source: Public Health England

3.2 Escherichia coli

Escherichia coli (*E. coli*) bacteria are found in the intestines of humans and animals. *E. coli* bacteria can cause a range of infections including urinary tract infection, intestinal infection and can also spread to the blood causing bacteraemia. In England there has been a steady rise in the number of cases of *E. coli* bacteraemia reported over the past 4 years. Southend has not seen the same increase and remains below the England average (Figure 2).

Figure 2 E Coli Bacteraemia rates in Southend and England, 2012 -16 (rate per 100,000 population)



Source: Public Health England

Bacteraemia can be divided into two categories: ‘hospital-acquired,’ in which positive blood cultures occur more than 2 days after hospital entry; and ‘community-onset,’ occurring in the community or detected before 2 days of hospitalisation. Surveillance indicates that three quarters of E. coli bacteraemia cases have their onset in the community, so this is the setting where prevention and infection control interventions will have most benefit.

3.3 Clostridium difficile

Clostridium difficile (C. difficile) is a bacterium that is found in people’s intestines. It can be found in healthy people (3% of adults) where it causes no symptoms. When people are unwell and treated with antibiotics, this allows C. difficile to grow to take over the gut and causes diarrhoea.

C. difficile infections can range in severity from mild diarrhoea through to severe inflammation of the intestine, but they can usually be treated with another course of antibiotics (5). Infection with C difficile can spread easily to others from contact with a contaminated environment or infected person.

Since 2004 the reporting of C difficile has been mandatory and there has been an overall decrease in the counts and rates of all reported cases since 2007.

NHS England set official guidance for C. difficile infection for NHS organisations in 2016/17, including objectives for maximum number of cases and rates of infection for acute hospitals and NHS commissioners. Table 1 shows the objectives for the local area. A sanction can be applied if hospitals exceed their case objective.

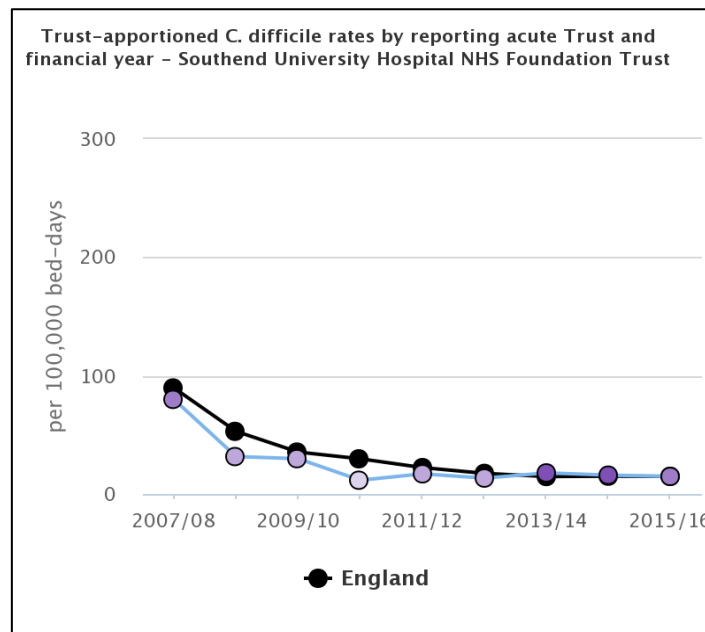
Table 1: Clostridium difficile (CDI) objectives for Southend University Hospital NHS Foundation Trust and NHS Southend Clinical Commissioning Group 2016/17

| Organisation | CDI case objective | CDI rate objective |
|--|--------------------|--------------------|
| Southend University Hospital NHS Foundation Trust | 30 | 17.3 |
| NHS Southend Clinical Commissioning Group | 36 | 20.5 |

Source: NHS England

Southend University Hospital NHS Foundation Trust has shown the same decrease in rates of C. difficile as has been seen nationally (Figure 3) and is below the expected case maximum.

Figure 3 Trust apportioned C. difficile rates Southend University Hospital Foundation NHS Trust 2007-2016



Source: NHS England

3.4 Surgical Site Infection (SSI)

A surgical site infection is an infection that occurs after surgery in the part of the body where the surgery took place. Surgical site infections can sometimes be relatively minor infections involving the skin only. Other surgical site infections are more serious and can involve tissues under the skin, organs, or implanted material.

4.0 Reducing Healthcare Associated Infections

The Department of Health has made the control and prevention of healthcare associated infections a top priority (6). In addition improving cleanliness and reducing healthcare associated infections is a top tier 'must do' target for the NHS (7).

Although it is probably impossible to completely eradicate healthcare associated infections, in addition to clean environments, the key interventions that can significantly reduce their incidence are:

- Good hand hygiene practices
- Proper use of invasive medical equipment e.g. intravascular (IV) lines mechanical ventilation and catheters
- Prudent use of antimicrobials and optimising prescribing practice

4.1 Good Hand Hygiene Practices

The single most cost-effective intervention to prevent the transmission of healthcare associated infection is good hand hygiene, by washing hands with soap and water or using alcohol-based hand rubs before and after patient contact (8).

The *Cleanyourhands* campaign run by the National Patient Safety Agency was associated with increased hospital procurement of both alcohol hand rub and soap, with reduced rates of MRSA bacteremia and C difficile infection (9). This campaign has now been superseded in hospitals by the World Health Organisation's 'Save Lives – Clean your hands' and the 'Five Moments for hand hygiene'.

Sometimes even the best hand washing will not be enough, and there is a need to wear protective equipment such as gloves and an apron.

4.2 Proper Use of Invasive Medical Equipment

Common invasive devices e.g. urinary catheters or intravenous cannulas carry a greater risk of healthcare associated infections. These may result from contamination from the skin during insertion of the device, contamination on staff hands when manipulating the device, or if the device is left in place for prolonged periods.

Strict infection control guidelines govern the use and management of invasive devices, their decontamination and disposal and the frequency with which they are checked and replaced while in use.

4.3 Prudent Use of Antibiotics

Modern medicine relies on antibiotics for preventing and treating serious infections, and their use is an essential component of modern surgery, cancer chemotherapy and organ transplants.

Antibiotic resistance (also known as antimicrobial resistance) occurs when bacteria adapt and become resistant to the medicines used so that they no longer work effectively.

The inappropriate use of antibiotics has contributed to the dramatic rise in antibiotic resistance over the last 40 years, and few new antibiotics have been developed. This has led to increased pressure on existing antibiotics and greater challenges in treating patients (10).

Work is being undertaken at a national level to tackle antimicrobial resistance, directed by a cross-government antimicrobial resistance strategy (11). This focuses activities around improving the knowledge and understanding of antimicrobial resistance, conserving the effectiveness of existing treatments and stimulating the development of new antibiotics, diagnostics and novel therapies

There are also a wide range of national initiatives to improve antibiotic prescribing practice:

- Raising awareness e.g. European Antibiotic Awareness Day' (EAAD) is held in November each year, aimed at health professionals and the public
- Optimising prescribing in primary care via education programmes such as Stemming the Tide of Antibiotic Resistance and Treat Antibiotics Responsibly, Guidance, Education, Tools (TARGET). Health Education England has also produced an e-learning module *Reducing Antimicrobial Resistance: An Introduction* aimed at all health and social care staff
- Optimising prescribing in hospitals and antimicrobial stewardship - the introduction of multi-professional specialist teams to monitor prescribing, resistance, and infections, and to supporting prescribers in choice and use of antibiotics (12)
- Measures to reduce the use of some antibiotics (associated with an increased risk of infection) e.g. cephalosporin and quinolone antibiotics
- Funding research

NICE have recently issued guidance on the effective use of antimicrobials (including antibiotics) which aims to change prescribing practice to help slow the emergence of antimicrobial resistance (13).

The change in prescribing practice needs to be coupled with further public campaigns around antibiotics. There is good evidence that these campaigns lead to reduction in use (14).

5.0 What is Being Done Locally?

5.1 Healthcare Associated Infections

Healthcare associated infections have been tackled successfully in recent years in Southend. This has resulted from a wide range of initiatives that have already been launched across the health economy. These include the widespread implementation of the "clean your hands campaign" and the Saving Lives High Impact Interventions initiative which focuses on actions that are known to make a difference, such as good catheter care.

Southend Clinical Commissioning Group (CCG) works closely with Southend University NHS Foundation Trust on infection control issues and audits cases of *C. difficile* and MRSA bacteraemia. All cases of *Clostridium difficile* and MRSA bacteraemia are reviewed by provider organisations with CCG infection prevention and control input. The CCG Governing Body receives regular updates on healthcare associated infections.

5.2 Antimicrobial Resistance

A multidisciplinary Antimicrobial Resistance Group has been established to develop a strategy and action plan to slow the development and spread of antimicrobial resistance by tackling overuse and misuse of antibiotics.

The Public Health team has highlighted a resource called 'e-bug' which has gone out to schools through the local Schools Learning Network. E-bug is a free educational resource for classroom and home use to make learning about micro-organisms, the spread, prevention and treatment of infection, fun and accessible for all students.

All healthcare professionals and members of the public are being encouraged to become an Antibiotic Guardian.

The Southend CCG Medicines Management Team continues to work with prescribers and pharmacists to educate staff, promote good antibiotic prescribing practice and to audit antibiotic prescribing.

The use of delayed prescriptions in primary care for simple non-bacterial infections e.g. sore throats. Prescribers issue an antibiotic prescription but ask the patient to wait 24-48 hours to see if the condition resolves before commencing use. This has been shown to reduce antibiotic usage.

6.0 Recommendations

- Continue to increase standards and implementation of infection control measures across health and social care services (such as hand washing, use of personal protective equipment, decontamination, sterilisation, and patient isolation).
- Continue to promote the role of Antibiotic Guardian with healthcare professionals and the public.
- Promote public education about appropriate use of antibiotics and the importance of adherence to the prescribed dose and taking the full course of antibiotics.

Chapter 7 Emergency Preparedness

1.0 Background

Threats to the public's health such as outbreaks of disease, environmental hazards and severe weather conditions are continually emerging and can arise at any time. On occasions these can escalate into a major incident in a short space of time, requiring the implementation of special arrangements by one or a number of agencies such as the emergency services, the NHS or the local authority.

A key role of the Director of Public Health, acting on behalf of their local authority, is to ensure that plans are in place to protect the health of their population from threats ranging from relatively minor outbreaks to full-scale emergencies (1).

This role involves collaboration with Public Health England, NHS England and other relevant agencies to plan and prepare for, and contribute to a 24/7 response capability to deal quickly and effectively with emergency situations.

2.0 Emergency Preparedness and Planning

The Government is responsible for emergency planning and brought in the Civil Contingencies Act 2004 (CCA) (2) to ensure that the organisations best placed to manage emergency response and recovery are at the heart of civil protection.

The Act defines an emergency as:

- an event or situation which threatens serious damage to human welfare
- an event or situation which threatens serious damage to the environment
- war or terrorism, which threatens serious damage to security

The Act divides local responders into two categories depending on the extent of their involvement in civil protection work, and places a proportionate set of duties on each.

Category 1 responders are those organisations at the core of emergency response (e.g. emergency services, local authorities, acute hospitals, Public Health England and NHS England) and are subject to the full set of civil protection duties.

These duties include the assessment of risk of emergencies occurring and using this to inform contingency planning; putting in place emergency plans and business continuity management arrangements; having arrangements to make information available to the public about civil protection matters as well as the ability to 'warn, inform and advise' public in the event of an emergency

Category 2 responders include the utilities, transport, the Health and Safety Executive and Clinical Commissioning Groups. They generally support the emergency response through the provision of specialist support, equipment or advice.

2.1 What is Being Done Locally?

Essex Local Resilience Forum

The CCA requires multi-agency co-operation in emergency preparedness. At a local level this is fulfilled by the Essex Local Resilience Forum (Essex LRF) which brings together Category 1 and 2 responders. There is also a requirement for the Essex LRF to compile a Community Risk Register based on an assessment of the key risks facing the local community. The Risk Register is then used to inform emergency planning.

To facilitate close partnership working between the organisations that make up the Essex LRF, all of their emergency planning leads meet up for a day every week ("Working on Tuesdays" group) to help prepare and update plans for responding to major emergencies. This group also helps with the preparation and running of multiagency exercises and ensures that any lessons learnt are subsequently incorporated into the relevant plans.

The Emergency Planning Lead Officer for Southend Borough Council and the Director of Public Health are both members of the Essex LRF.

Essex Local Health Resilience Partnership

Local Health Resilience Partnerships (LHRPs) bring together health sector organisations to co-ordinate and support joint working and effective planning of the health emergency response (3). Their key responsibilities include the production of local sector-wide health plans to respond to emergencies as well as to contribute to multi-agency emergency planning. LHRPs are coterminous with LRFs and provide assurance about the ability of the health sector to respond in partnership to emergencies at the LRF level.

LHRPs are not statutory organisations and each constituent organisation remains responsible and accountable for their effective response to emergencies, in line with their statutory duties and obligations.

The Essex Local Health Resilience Partnership is co-chaired by the Director of Public Health for Southend-on-Sea Borough Council and the NHS England Locality Director for Mid and South Essex. The membership includes senior representatives from the health sector across Essex and the Health Protection Team at the Public Health England East of England Centre. All organisations represented on the Essex LHRP have signed a Memorandum of Understanding in relation to dealing with outbreaks involving a multiagency response.

NHS England is responsible for seeking assurance on the preparedness of the NHS in England to respond to an emergency, and that there is resilience in relation to continuing to provide patient care. This process is undertaken on an annual basis via LHRPs, and requires both health commissioners and providers to undertake a self-assessment against relevant NHS Emergency Preparedness, Resilience and Response (EPRR) Core Standards.

In the most recent assurance exercise, NHS Southend Clinical Commissioning Group was assessed as being “fully compliant” across all applicable core EPRR standards and sufficiently ready to respond to an emergency (4). Over the next 12 months Southend Clinical Commissioning Group will be undertaking further work to gain assurance that any providers they commission and any sub-contractors have robust business continuity planning arrangements in place.

On the basis of the self-assessment against the NHS Core Standards for EPRR, Southend University Hospital NHS Foundation Trust’s overall compliance is considered to be “substantially compliant”. Action has been taken to address the four criteria rated as ‘partially compliant’ within the next 6 months (5).

3.0 Extreme Weather and Health

Our climate is changing and evidence suggests that more extreme changes to our climate and extreme weather events can be expected in the future. Changing climate will affect people’s health, both directly and indirectly. Taking appropriate action and preparing for these changes now should lessen their impact.

3.1 Health and cold weather

Greater numbers of people are known to die during the winter months. Cold weather increases the risk of heart attacks, strokes, and respiratory diseases, as well as injuries from slips and falls in the snow or ice. Older people, very young children, and people with serious medical conditions are particularly vulnerable to the effects of cold weather.

The reasons more people die in winter are complex and interlinked with inadequate heating and poorly insulated housing, as well as circulating infectious diseases, particularly flu and norovirus, and the extent of snow and ice.

Excess winter deaths are additional deaths which occur between December and March (December-March) compared to the average number of deaths in non-winter months (August-November and April-July). The Excess Winter Death Index in Southend is similar to the rest of England (6).

Fuel poverty is an important public health issue, and is considered to be the cause of up to 1 in 10 excess winter deaths (7). Currently 9% of households in Southend experience fuel poverty, which is significantly better than the England average (6).

3.2 What is Being Done Locally?

Local action to tackle fuel poverty was covered in detail in my last two annual reports, which are available on the Council’s website.

Every year detailed local multi-agency planning takes place to inform the System Winter Resilience Plan, with the aim of minimising the impact of cold weather on the local population and on health and social care services. This includes a detailed communications plan covering actions to increase uptake of seasonal flu vaccine in eligible groups and a ‘keep warm and well’ campaign for the general public.

As part of the Cold Weather Plan for England (8), a national Cold Weather Alert service operates from 1 November to 31 March. This uses Met Office forecasts and data to trigger levels of response from NHS, local government and the public health system and communication of risks to the public when severe cold weather is forecast.

3.2 Health and Hot Weather

In contrast to deaths associated with cold snaps in winter, the rise in mortality as a result of very warm weather follows very sharply – within one or two days of the temperature rising. This means that by the time a heatwave starts, the window of opportunity for effective action is very short indeed; and therefore advanced planning and preparedness is essential

The Heatwave Plan for England and Heat Health Watch alert system were first developed following the Heatwave in 2003 when there were an estimated 2000 extra deaths in England (9). To support the Plan, the Met Office issues Heatwave Alerts from 1 June to 15 September each year.

3.3 What is Being Done Locally?

At a local level, Southend Borough Council facilitates the planning for the distribution of relevant heatwave planning guidance to the relevant non NHS agencies in the community (including education establishments and residential homes) and cascades the Heat Alert Level notifications. NHS England Midlands and East Regional Team have made similar arrangements for NHS organisations.

4. Recommendation

- The Essex Local Health Resilience Partnership should be asked to prepare an Annual Report and present to the Southend Health & Wellbeing Board and Cabinet to provide assurance to the Council on local health sector emergency preparedness.

Chapter 8 Screening

1.0 Background

Screening is the process of identifying apparently healthy people, but who may be at increased risk of a disease or condition. They can then be offered information, further tests and appropriate treatment to reduce associated risks or complications arising from the disease or condition.

The aim of screening is to identify those who are more likely to be helped than harmed by further tests or treatment to reduce risk. However, the screening process is not perfect and in every screening programme there are some false positives (wrongly reported as having the condition) and false negatives (wrongly reported as not having the condition). Before a screening programme is established there are a number of important criteria that must be met relating to the condition itself, the test, the intervention and the programme (1).

The UK National Screening Committee advises the NHS on which population screening programmes are implemented. Public Health England leads the NHS Screening Programmes and is responsible for quality assurance and monitoring uptake. Commissioning of NHS screening programmes is undertaken by NHS England. The Essex Screening and Immunisation Team based in NHS England East Team commissions the national screening programmes for the population of Southend.

There are currently 11 NHS systematic population screening programmes; six antenatal and newborn, three cancer and two young person and adult (2). This chapter focuses on the cancer and young person and adult screening programmes.

2.0 Cancer Screening

England has 3 national cancer screening programmes; breast, cervical and bowel.

2.1 NHS Breast Screening Programme

Breast cancer is the most common type of cancer in females in the UK and the second most common cause of cancer death in women (3). Approximately 45,000 cases of breast cancer are diagnosed every year, usually in women who are over 50 years of age (3).

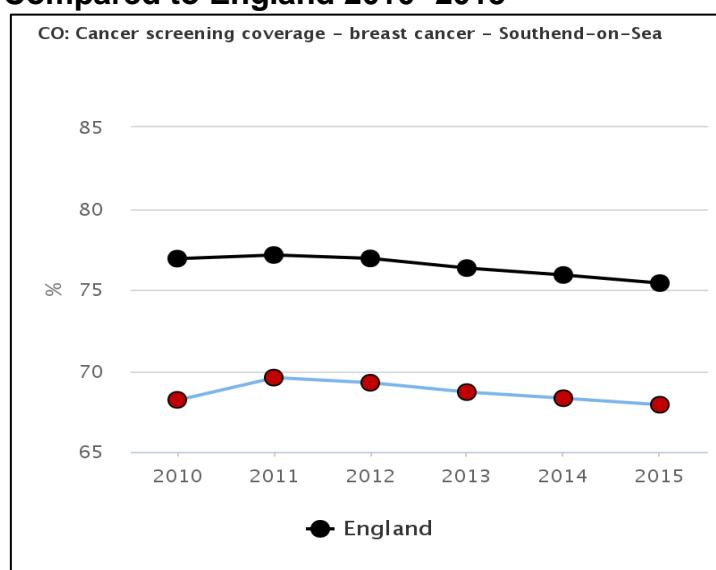
The NHS Breast Screening Programme aims to find breast cancer at an early stage, often before there are any symptoms. To do this, digital scans are taken of each breast (mammogram) to look for any abnormalities in breast tissue. Early detection may mean simpler and more successful treatment.

Women in England aged 50-70 years are invited for screening every three years. Women over 70 can continue to be screened by making an appointment at their local screening unit every three years. The NHS is currently in the process of trialling extending the programme, offering screening to some women aged 47- 49 and 71- 73 years.

For the screening programme to be effective, it is important that a substantial proportion of the eligible population participate. The minimum standard is for 70% of women who are invited over a 3-year period to be screened and the target is 80%.

In Southend the breast screening coverage for women aged 50-70 years in 2015 was 67.9%, which is significantly lower than the England average of 75.4% (Figure 1). Breast screening coverage has been decreasing both nationally and locally since 2011. There is a need to increase screening coverage to further improve outcomes and breast cancer survival rates.

Figure 1 Breast Cancer Screening Coverage in Southend Compared to England 2010 -2015 *



Source: Public Health Outcomes Framework
 (* % of eligible women screened in previous 3 years)

2.2 NHS Cervical Screening Programme

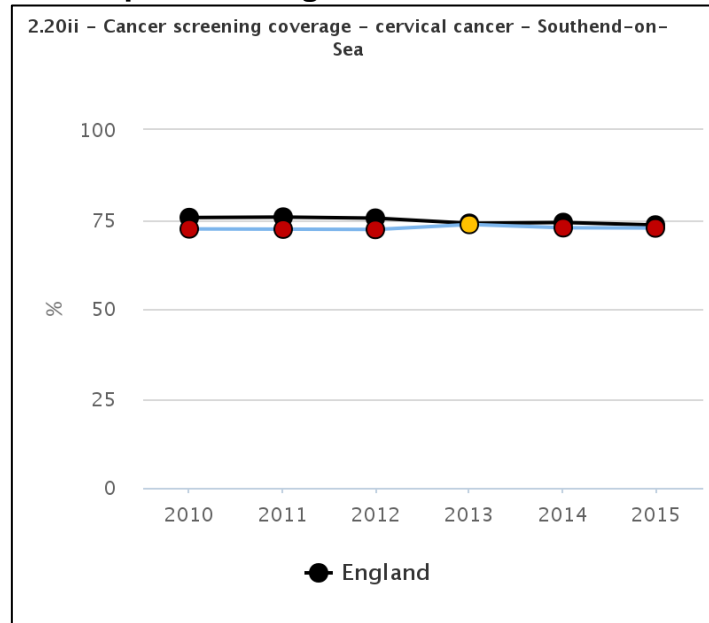
Cervical cancer is the 20th most common cancer in the UK, with around 3,200 new cases per year (3). The NHS Cervical Screening Programme aims to prevent cancer by detecting abnormalities in cells of the cervix and referring women for further investigation and potential treatment. Screening is offered every three years to all women aged 25 to 49 years and every five years to those aged 50 to 64 years.

It is estimated that early detection and successful treatment can prevent up to 75% of cervical cancers from developing (3). Since its introduction, the screening programme has helped half the number of cervical cancer cases, and is estimated to save approximately 4,500 lives per year in England (4).

Southend has historically had a low coverage in this screening programme and most recent data shows that there has been no significant improvement.

Figure 2

Cervical Screening Coverage in Southend Compared to England 2010 -15 *



Source: Public Health Outcomes Framework

(*% of eligible women screened adequately within the previous 3.5 or 5.5 years)

2.3 NHS Bowel Cancer Screening Programme

About one in 20 people in the UK will develop bowel cancer during their lifetime. It is the third most common cancer in the UK, and the second leading cause of cancer death (3). The risk of bowel cancer increases with age, with over 80% of bowel cancers arising in people who are 60 or over.

The NHS Bowel Cancer Screening Programme aims to detect bowel cancer at an early stage when treatment is more likely to be effective. Bowel cancer screening also detects polyps, which are not cancers but may develop into cancers over time and can easily be removed.

The NHS offers two types of bowel cancer screening to adults registered with a GP in England:

- A faecal occult blood (FOB) screening kit is offered to men and women aged 60 to 74 every two years. The kit is completed at home and posted to a laboratory for analysis. The FOB test detects occult (hidden) traces of blood in a small stool sample. People who test positive for FOB are referred further tests and, if necessary, treatment.
- An additional one-off test called bowel scope screening is gradually being introduced in England. This is offered to men and women at the age of 55. It involves a doctor or nurse using a sigmoidoscope (a thin, flexible instrument) to look inside the lower part of the bowel. The aim is to find any small polyps which may develop into bowel cancer if left untreated

The NHS Bowel Cancer Screening Programme has been in place for 10 years, but uptake is still low both nationally and locally. For Southend, in 2015 coverage was 53.7% compared with an England average of 57.1%, against a required target of 75%.

2.4 What is Being Done Locally?

Depending on their area of residence and the breast screening round, women in Southend can access the breast screening programme at one of a number of sites. This can include the Southend University Hospital NHS Foundation Trust site, or the breast screening mobile unit which is placed at a number of venues in Southend.

In view of the falling cervical screening coverage in 25-29 year olds, a social marketing exercise has been undertaken in Essex with a wide range of stakeholders and 25-29 year old women. The findings will be used to inform local work, including a programme of communications targeting younger women.

The South Essex Bowel Cancer Screening Programme centre, which covers eligible men and women of Southend, commenced the bowel scope screening in December 2016, with plans for full implementation by the end of 2018.

3.0 Non-cancer young people and adult screening programmes

3.1 NHS Diabetic Eye Screening Programme

People with diabetes are at risk of a condition called diabetic retinopathy. This condition occurs when diabetes affects small blood vessels, damaging the part of the eye called the retina. Untreated this retinopathy is one of the most common causes of sight loss among people of working age. It may not cause symptoms until it is quite advanced.

The NHS Diabetic Eye Screening Programme aims to reduce the risk of sight loss in people with diabetes through the early detection, appropriate monitoring and referral for treatment of diabetic retinopathy. It offers screening every 12 months to all people with diabetes aged 12 and over. The screening test involves examining the back of the eyes and taking photographs.

The data for screening uptake is at present only available at regional level. The uptake for East of England in 2014/15 (82.4%) is similar to the England average (82.9%).

3.2 NHS Abdominal Aortic Aneurysm Screening Programme

Abdominal aortic aneurysm (AAA) screening is a way of detecting a dangerous swelling (aneurysm) of the aorta – the main blood vessel that runs from the heart, down through the abdomen to the rest of the body. The swelling occurs when the wall of the aorta weakens and stretches. What causes this weakness is still unclear, however, smoking and high blood pressure are thought to increase the risk of an aneurysm.

An AAA usually causes no symptoms, but if it bursts it is extremely dangerous and usually fatal. Around 8 out of 10 people with a ruptured AAA either die before they reach hospital or do not survive surgery.

Early detection is important because once identified AAAs can be monitored or treated, greatly reducing the chances of the aneurysm causing serious problems. AAA screening involves a simple ultrasound scan to measure the abdominal aorta.

AAA is far more common in men aged over 65 than it is in women and younger men, so men are invited for screening in the year they turn 65. Men over 65 who have not previously been tested can self-refer for screening.

The NHS Abdominal Aortic Aneurysm (AAA) Screening Programme aims to reduce the number of ruptured AAAs and premature deaths among men aged 65 and over by up to 50% through early detection, follow-on tests and referral for treatment.

The Essex AAA Screening service was launched in May 2013. The uptake for 2015/16 for Essex was 78.8%. This is a promising start for a very new programme, especially as it is aimed only at men and for a condition that is not as widely known about. Data is also available at Clinical Commissioning Group level, and this shows that there is a lower uptake for AAA screening in Southend (75.4%).

3.3 What is Being Done Locally?

As part of the new Essex Diabetic Eye Screening Programme, an Engagement Manager has been recruited who is working with local diabetes support groups to enhance the service and improve access. They are also working with GP practices in the promotion of the service.

The Essex AAA programme is managed by Southend University Hospital NHS Foundation Trust. The programme continues to work with GP practices and local community services to promote the programme and raise awareness among the target age group.

4.0 Recommendations

- Consideration to be given to the inclusion of information on NHS screening programmes in 'Making Every Contact Count' training. This will enable staff from health, the local authority and other organisations to promote screening through routine health promotion messages to residents.
- Increase uptake and decrease inequity in uptake across all the screening programmes by targeting groups and communities who are less likely to access screening.

Feedback from Recommendations for 2015

This section highlights some of the initiatives that have taken place in the past year that are linked to the recommendations from the 2015 Annual Public Health Report.

Healthy Early Education and Childcare Settings

- A research report was commissioned by A Better Start Southend looking at childhood obesity. This highlighted a range of issues that contribute to childhood obesity and the associated high impact changes to address them. Children's Centres will be central to the delivery of a number of the initiatives, including peer support for breast feeding, support for the introduction of solid foods including skills for healthy cooking on a low budget, and healthy portion size.
- The appropriate regulations, including a licence from the Medicines and Healthcare Products Regulatory Agency (MHRA), and staff training have been put in place to enable Children's Centres to distribute Healthy Start Vitamins from their premises.

Healthy Schools

- All Southend Schools engage with the Healthy Schools Agenda. There are 42 Southend schools (80%) currently working towards achieving Enhanced Healthy School Status. In July 2016, 12 further schools achieved Enhanced Healthy Schools status.
- A number of primary schools in Southend are now participating in the 'Daily Mile'. This is a simple and free initiative where children take a brisk walk outside in the playground averaging a mile each day.

Healthy Homes

- Southend Council worked with the multi-agency South East Essex System Resilience Group to develop a 'Keep Warm, Keep Well' campaign to promote key messages to the public about how to stay well during winter, including having a flu jab.
- Southend Council continues to promote Southend Energy, an energy partnership between Southend Council and OVO Energy. Southend Energy offers Southend residents offers savings on their energy through competitive tariffs, including much-reduced standing charges and 3% interest reward on all credit balances.
- Southend Council has employed a dedicated public health private sector housing officer. This officer works predominantly with vulnerable older people, supporting them to maintain their properties and take relevant action to address issues that might impact on their physical and mental health. This enables people to stay in their own homes, reducing the likelihood of a placement in a residential or nursing

home. It also helps reduce the emergency hospital admissions, attributable to poor housing conditions.

Healthy Workplaces

- During 2016, over 40 small and medium enterprises signed up to the Southend Public Health Responsibility Deal. Employees have had the opportunity to access a number of initiatives to improve their health and wellbeing, including health checks, various physical activities and workshops on topics such as eating for performance.
- Southend Council has continued to promote the health and wellbeing of its staff through a number of staff health events. This has also included the use of 'step jockey' to prompt greater physical activity by labelling the stairs for 'calorie burn'.

Healthy Southend

- Southend Council declared an Air Quality Management Area in 2016 and is currently in the process of developing an air quality strategy and Air Quality Management Area action plan.
- A Southend Physical Activity Strategy has been developed with an associated comprehensive action plan. This includes actions to promote the use of green spaces and parks in the borough to increase physical activity.
- Fourteen restaurants, cafes and sandwich shops have signed up to Southend Public Health Responsibility Deal and have committed to offering healthy options on their menu.
- The Southend Public Health Responsibility Deal has been promoted to schools via the Healthy Schools Programme, resulting in 12 schools signing up to the Deal.
- A Southend Joint Adult Prevention Strategy has been developed and has identified the key areas for prioritisation of resources across the spectrum of prevention.
- Southend launched its own version of the national "One You" health initiative. This programme is focused on adults and aims to help them live longer healthier lives by addressing negative lifestyle factors.

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Southend-on-Sea Borough Council

Agenda
Item No.

Report of Deputy Chief Executive (Place)

to
Cabinet
on
14th March 2017

Report prepared by: Emma Cooney, Director of
Regeneration and Business Development

Airport Business Park Southend Update Place Scrutiny Committee

Executive Councillors: Councillors John Lamb (Leader of the Council), Ann Holland
(Portfolio Holder for Culture, Tourism and the Economy) and Andrew Moring
(Portfolio Holder for Corporate Community Support Services)
Part 1 Public Agenda Item

1. Purpose of Report

To update Members on the progress of the Airport Business Park Southend (ABPS) development, specifically in relation to the Phase 1 works currently underway and the acceleration of Phase 2 works following the announcement of £19.89m from the Local Growth Fund (LGF) on 2 February 2017. It also seeks agreement from Members for appropriate delegations to enable the Phase 2 works to commence.

2. Recommendations

2.1. To note and endorse the progress of the Airport Business Park Southend development, including the commencement of the Phase 1 works.

2.2. To note the announcement of £19.89m Local Growth Fund (round 3) investment to enable the Phase 2 works.

2.3. To agree the following delegations to enable the phase 2 works to progress at pace and in line with funding conditions:

- That the Deputy Chief Executive (Place), in consultation with the Leader, be authorised to approve and submit a revised business case in order to draw down the funding from the South East Local Enterprise Partnership (SELEP) at the appropriate time.
- That the Deputy Chief Executive (Place), in consultation with the Leader, be authorised to take all necessary steps to deliver the Innovation Centre including: commissioning feasibility work to develop a scheme, submission of a detailed planning application, commissioning construction and procuring an operator.

- That the Deputy Chief Executive (Place), in consultation with the Leader, be authorised to agree the detailed planning applications for Phase 2 works and associated evidence and assessments, for submission to Rochford District Council and to enter into any relevant planning or highways agreements necessary to facilitate the development.
- That the Deputy Chief Executive (Place), in consultation with the Leader, be authorised to undertake all necessary work to deliver the new rugby club clubhouse and any additional infrastructure as required by the scheme with Henry Boot Developments Ltd and their appointed contractors and to enter into all relevant documentation including the new lease to the Rugby Club to facilitate and complete the relocation of the Club.

2.4 To establish the Management Company function, as per the Development Management Agreement with Henry Boot Development Ltd, and commit the necessary resources and appropriate Council representation for the company to commence operation.

3. Background

3.1. On 11 November 2014 Cabinet received an update report in regards to the ABPS project highlighting the imminent adoption of the Joint Area Action Plan (JAAP) as planning policy following its examination in public, and the issue of the standstill letter to Henry Boot Developments Ltd (HBDL) as a preferred development partner, with a view to completing the contract documents, including the development agreement in 2015. The development partner HBDL will fund and build out the business park in partnership with the Council. The Council is contributing the land and funding, which is already within the capital budget, to the partnership.

3.2. Following a meeting of the JAAP Joint Committee the JAAP was adopted by both Southend and Rochford Councils in December 2014. This now provides the agreed strategic planning framework for development in and around the airport, including the business park area.

3.3. The Development Management Agreement with HBDL was signed on 12th June 2015. Concurrent with that process and subsequent to it officers have been working with the HBDL team to progress the business park development with a number of key milestones having been reached including:

- Outline planning application for the relocation of Westcliff Rugby Club submitted on 23 October 2015 with consent granted by Rochford District Council's Development Committee on 25 February 2016
- Planning application for the business park submitted on 23 October 2015 with Rochford District Council's Development Committee resolving on 17 March 2016 to grant consent subject to a planning agreement and that agreement finally being concluded and consent being issued on 31 October 2016.
- Notional allocation of £3.2m Local Growth Fund round 2 funding for Phase 1 ABPS works (access off Cherry Orchard Way, spine road, utilities and

enabling work for the rugby club relocation) and subsequent successful business case submission to secure the funding which is funding work currently underway. This is match funded by Council capital funding which is already in the capital budget.

- Appointment of retained commercial property agents - Dedman Gray and Kemsley- to promote the ABPS and the subsequent commencement of active marketing
- Appointment of Erith as HBDL's contractors for the Phase 1 infrastructure works
- Commencement of Phase 1 works on site on 28 November 2016

- 3.4. The profile of the ABPS development in Southend has resulted in early interest from some local businesses prior to appointment of the commercial property agents. Discussion with these businesses has continued and advanced negotiations are underway with some potential occupiers, though Heads of Terms are yet to be signed for any plots. Since the start of the year the agents have commenced proactive and targeted marketing of the various opportunities which are generating further interest.
- 3.5. Westcliff Rugby Club continues to be a key stakeholder in the development with regular meetings and discussion with their representatives to agree the details of the relocation process and new club house and pitches.
- 3.6. On 2 February 2017 Government announced its Local Growth Fund round 3 allocations. SELEP has a total allocation of £102m within which there is a notional £19.89m allocation towards the cost of the Phase 2 works comprising the Innovation Centre, on-site infrastructure and off-site walking and cycling. The established SELEP independent technical evaluation of a revised business case and approval by the Accountability Board must now be undertaken in order to secure the funding. The £19.89m is match funded by Council capital funding which is already in the capital budget and HBDL investment in the site.
- 3.7. The funding has been sought to deliver the Phase 2 works, including some off-site walking and cycling, and to fund the Innovation Centre. The centre has been a long-held ambition as a key piece of infrastructure to support and enable innovation, create space for entrepreneurs to thrive, to form part of the pipeline of demand for accommodation on the park and to offer a space where different businesses meet, share ideas, identify synergies and work together to take advantage of new opportunities. However, it is outside the scope of work to be funded by HBDL. The successful LGF bid will therefore enable the Council and HBDL to accelerate delivery and add significant value to the offer of the business park and its economic impact potential.
- 3.8. The Management Company is to be a company guaranteed by shares which will initially be held by the Council and HBDL and subsequently also by commercial tenants of the Business Park. It will oversee the day to day operation of the Business Park while the Partnership Board will continue to provide strategic direction.

4. Reasons for Recommendations

The LGF announcement is significant for Southend not only in its value, as the largest allocation within SELEP, but also the scale of the infrastructure it will allow the Council to deliver and to do so more quickly than would otherwise have been possible or expected. A set of clearly defined delegated responsibilities are therefore sought in order to maintain this pace, meet the funding requirements and to deliver the Phase 2 works.

5. Other Options

No alternative funding for these works has been identified.

6. Corporate Implications

6.1. Corporate Priorities

Developing the ABPS will contribute towards the Council's **Prosperous and Excellent** priorities through the development of a high quality business park environment and related infrastructure which will be a catalyst for job creation, commercial growth and economic well-being.

6.2. Financial Implications

The Council's financial commitment to the business park is already within the capital budget. This will provide some of the match funding for the business case to secure the LGF investment with the funding from HBDL, as per the Development Management Agreement, providing the rest.

The established SELEP independent technical evaluation of a revised business case and approval by the Accountability Board must now be undertaken in order to secure the funding. The LGF funding must then be managed within the terms and conditions of the grant. The additional Local Growth Fund monies of £19.89m have been included within the Capital Programme approved at Council on 23 February 2017.

6.3. Legal Implications

The grant funding agreement with Essex County Council, as the LEP's accountable body, sets out the terms of the investment.

6.4. People Implications

Officer time to develop the business case and to continue to work in partnership with HBDL to develop the business park.

6.5. Property Implications

The land is owned by the Council and part will remain as Council property, generating a revenue return, and part will be sold freehold generating a capital return.

6.6. Consultation

Consultation was undertaken in establishing the JAAP and in application for the two planning consents.

6.7. Equalities and Diversity Implications

None

6.8. Risk Assessment

A risk register is maintained for the ABPS project and updated accordingly.

6.9. Value for Money

The LGF3 Phase 2 bid explained how £2.38m of Council investment will lever-in the £19.89m now allocated.

6.10. Community Safety Implications

None.

6.11. Environmental Impact

None

7. Background Papers

None

8. Appendices

None

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Southend-on-Sea Borough Council

Agenda
Item No.

Report of Deputy Chief Executive (Place)

to
Cabinet

on

14th March 2017

Report prepared by: Emma Cooney, Director of Regeneration
and Business Development

**North Thames Fisheries Local Action Group (FLAG)
Place Scrutiny Committee
Executive Councillor: Councillor Ann Holland
Part 1 Public Agenda Item**

1. Purpose of Report

- 1.1. To provide Cabinet with an update on the establishment of the North Thames Fisheries Local Action Group (FLAG).
- 1.2. To seek agreement from Cabinet for the Council to be a formal partner to the FLAG and actively participate in its delivery over the next three years as set out in the draft Partnership Agreement (**Appendix 1**).

2. Recommendations

- 2.1. **That the North Thames Fisheries Local Action Group (FLAG) be supported given its potential to make a positive impact on the fisheries sector locally.**
- 2.2. **That the draft Partnership Agreement in Appendix 1 be agreed in principle and that authority be delegated to the Director of Regeneration and Business Development in consultation with the Portfolio Holder for Culture, Tourism and the Economy to agree the final Partnership Agreement and sign it on behalf of the Council**
- 2.3. **That FLAG capital projects be forward funded by the Council up to a maximum of £120,000 p.a. (inc VAT) over 3 years which will be fully repaid in arrears and that authority is delegated to the Director of Finance and Resources and Director of Regeneration and Business Development in consultation with the Portfolio Holder for Culture, Tourism and the Economy to agree any financial contribution to the FLAG by the Council on a case by case basis.**
- 2.4. **That the initial Leigh Port feasibility study be funded by the Council at a total cost of £65k funded from the Business Transformation reserve which will be reimbursed by the FLAG in arrears following MMO approval.**

2.5. That existing funding which is already within the Council's budget for related projects is used as match funding and/or to lever additional investment for FLAG projects where appropriate and relevant.

3. Background

3.1. FLAG status is awarded via a competitive process and seeks to enable local fishery communities to address the challenges faced by the sector at a grass-roots level using the knowledge of local stakeholders to tackle local issues. It is funded by the European Maritime and Fisheries Fund (EMFF).

3.2. A FLAG is not a legal entity in and of itself but a board of different organisations and stakeholders with a status which means it can access ring-fenced funding as well as access other funds with greater expectation of success. As a result it requires partnership agreements to be signed by all partners.

3.3. The FLAG is separate to the Kent and Essex Inshore Fisheries Conservation Authority (IFCA) and will operate independently of it.

3.4. As with most European funding FLAG status is awarded in rounds and in the 2016 round a partnership, led by the Thames Estuary Partnership (TEP) and supported by Council Members and officers, Leigh Coastal Community Team, the Cultural Engine and the local fishing industry, was successful and secured a FLAG for South Essex (Southend to Thurrock), though predominantly focused on Southend, and specifically Leigh-on-Sea.

3.5. The North Thames FLAG has been awarded €800k over 3 years (2017-2020) to deliver a range of projects against their 5 priority themes:

- Leigh Quayside infrastructure: To secure improvements to the quayside and channels that enable access to the port, creating well-functioning commercial spaces and ensuring that the port is fully accessible by all boats.
- Environmental Monitoring: Changes in the estuary environment have seen some species disappear (shrimp) while others have thrived (Thornback Ray). Long term research in partnership between the industry, academics and other stakeholders will help to reconcile anecdotal data with formal scientific analysis thus helping to inform marine and fishing policy and management.
- Combined fish/shellfish marketing: Collaboration between the industry and other partners to better promote the FLAG catch as sustainable and distinctive to the area, creating higher margins and new sales opportunities, and encouraging more direct sales to businesses and communities.
- Training and Marine Academy: To help up-skill new entrants to the industry and provide bespoke training for marine related courses in the local area, as well as offering training/advice for local businesses supporting sustainable links between the fishing industry and the wider maritime and business community.
- Culture and heritage: Recognising the deep cultural heritage of fishing and the active port to the FLAG area, there will be activity to celebrate and promote the

industry locally (including cooking), with close links to on-going or developing heritage and cultural projects.

- 3.6. As a result of securing FLAG status investment, activity and profile, which wouldn't otherwise have been levered, will be delivered to the benefit of North Thames fisheries. These are a unique part of Southend's economy and play a significant role in the national shell fishing industry.
- 3.7. Some of the actions to deliver against these objectives will be delivered by the FLAG, others will be delivered by partners who can submit applications to the FLAG in response to funding calls that they issue to deliver on their behalf. These 'third party' bids will have to be agreed with the Marine Management Organisation (MMO) prior to award.
- 3.8. Match funding is on a 44:56 (FLAG:match) ratio with funding paid in arrears based on full and compliant evidence. This ratio needs to be achieved across the totality of the FLAG funding award of €800k, not on an activity by activity basis. In the FLAG application a number of other related funds have been identified to give an indication of other funding sources the FLAG may bid into to lever match funding.
- 3.9. Thames Estuary Partnership (TEP) is a partnership (company limited by guarantee) hosted by University College London. It was established 20 years ago to be a neutral party across whole Thames Estuary which seeks to help maritime related groups collaborate.
- 3.10. TEP is the FLAG lead partner. As a result they have the responsibility for all the administration of the partnership and are able to draw down 15% of the funding to cover overheads. The funding will also cover two members of staff (part time) to support the FLAG – an administrative officer based within TEP and a project Animator based in Southend at the Cultural Engine. These posts have recently been advertised.
- 3.11. As a community led partnership a partnership agreement needs to be put in place with the Council. The roles and responsibilities of the Council in relation to the FLAG are set out on page 34 of the Partnership Agreement (Appendix 1).
- 3.12. The first piece of work the FLAG would like to undertake is a feasibility study for which they have received a quote of £65k from Mott McDonald, one of the Council's term contractors. The Council has been asked to underwrite the £65k cost of the study to be reimbursed in arrears following MMO approval. This could be managed through the Council's coastal engineer and colleagues involved with the Shoreline Strategy.

4. Options

- 4.1. The Council has the option to participate in the FLAG as set out in the Partnership Agreement, to seek alterations to the Partnership Agreement or to decline to support the FLAG. The latter of these options does not accord with the Council's **prosperous** corporate priority or its desire to support and enable community-led economic growth. Nor does it reflect the support provided by Members and officers in securing FLAG status. Officers have considered the

Partnership Agreement and believe the roles and responsibilities set out in there are reasonable and that proportionate and appropriate measures to manage the resource commitment to the FLAG can be put in place so that the partnership agreement can be signed and the FLAG formally supported by the Council.

5. Reasons for Recommendations

- 5.1. The fishing industry, while representing a small proportion of Southend's economy, is a significant contributor to the national shell fishing sector and plays an important role in the heritage, community and offer of Leigh-on-Sea. It has not benefitted from investment of this kind previously so this offers a unique opportunity to better tell the story of fisheries in Leigh while deriving the benefits outlined in 3.5.

6. Corporate Implications

- 6.1. Contribution to Council's Vision & Corporate Priorities

Prosperous – The FLAG is seeking to secure greater economic prosperity for the maritime economy in the North Thames, particularly around Leigh-on-Sea. It also serves as an attractor for tourism spend and activity.

- 6.2. Financial Implications

The Council is being asked to forward fund financial contributions to the FLAG through loan and/or investment payments. This is to assist with TEP's cashflow as FLAG projects must be forward funded with FLAG funding repaid retrospectively as part of a claim process which isn't unusual for European funding.

Where the Council is asked to provide the project funding as a loan, to be paid retrospectively (to a maximum of £120,000 inc VAT each year for three years) this should be repaid on receipt of the funding from the MMO following the claim process. There is therefore a risk to the Council that it may not recover this investment should the claim not be upheld as the work will have been undertaken and the money paid. It would however enable a partnership, which the Council is party to, to deliver against its objectives. This loan funding would be through the Council's normal Treasury Management activity.

Where the Council is asked to invest in a project the funding would not be returned but considered as part of the match funding ratio (56:44). In the first instance match funding should be sought from existing Council budgets for relevant, related activity. Where a request for match funding does not align with existing budgets, a report will be brought back to Cabinet to seek approval.

In both instances a case by case consideration of the activity to be funded and the resulting risks, value for money and wider regeneration and economic growth implications would allow this to be managed. In the case that the Council declined to provide the funding the FLAG would need to look to alternative sources. Approval for funding, including match funding outside of existing budgets, is to be agreed on an ad hoc basis in accordance with procedure, which may be an SO46, in order to meet funding deadlines.

6.3. Legal Implications

The Partnership Agreement will set out the formal relationship between the Council and the FLAG.

Where investment/loan funding is sought directly or to forward fund activity it may be prudent to have additional, supplementary agreements in place for each to take into account the values, risks, etc. of the individual projects.

6.4. People Implications

Committing to supporting the FLAG will require Councillor and officer time which is over and above that currently in place resulting in an opportunity cost to time spent working with the FLAG than on other activity. Conversely, where the FLAG's interventions and activity directly correlate with Council activity this could add capacity to the Council through some delivery by the FLAG.

6.5. Property Implications

Leigh Bell Wharf and the foreshore, as two of the identified geographies for the FLAG, are owned and managed by the Council.

6.6. Consultation

The FLAG is a partnership of local community groups and individuals. Wide ranging conversation has been undertaken by TEP, Leigh Coastal Community Team (CCT) and the Cultural Engine to engage people in the development of the FLAG and secure sufficient support to be successful in obtaining FLAG status and funding.

The FLAG runs the length of South Essex from Southend to Thurrock, however activity is to be primarily focussed in Southend. Other South Essex Councils and Leigh Town Council should be made aware of the FLAG's activity with an opportunity to participate and/or support as appropriate.

6.7. Equalities and Diversity Implications

None

6.8. Risk Assessment

The risks associated with FLAG delivery are owned by the partnership and TEP as the accountable body.

The financial risks for the Council which can be mitigated by considering resource commitment on a case by case basis.

6.9. Value for Money

Considering requests for loan and/or investment funding on a case by case basis will allow the Council to ascertain value for money as, at this stage, the exact activities and interventions are unknown.

6.10. Community Safety Implications

None

6.11. Environmental Impact

The FLAG has environmental aims and objectives so would seek to better understand the marine environment of the estuary and to bring about improvements where they are of benefit to the maritime economy, the local community and the natural environment.

7. **Background Papers**

None

8. **Appendices**

Appendix 1 – Draft Partnership Agreement

Appendix 1 – Draft Partnership Agreement

North Thames Fisheries Local Action Group

DRAFT

Partnership Agreement between Thames Estuary Partnership and Southend-on-Sea Borough Council

February 2017

The Purpose of the Partnership Agreement

This document sets out the main roles and responsibilities for the two main organisations in relation to the North Thames Fisheries Local Action Group (NTFLAG) – Thames Estuary Partnership (TEP) and Southend-on-Sea Borough Council (SBC).

What is the NTFLAG?

FLAGs are partnerships between fisheries actors and other local private and public stakeholders. Together, they design and implement a bottom-up strategy that fits and addresses their area's needs supporting economic, social and environmental outcomes. FLAGs aim to improve the sustainable development of fisheries sectors in a given area by working through public-private partnerships at the local level. Each FLAG manages a budget to support a range of projects proposed and delivered by a wide variety of local stakeholders. The North Thames Fisheries Local Action Group (NTFLAG) will provide the governance structure and build the capacity necessary to act as a catalyst for resolving some long-standing issues and challenges relevant to the fishing industry in Leigh-on-Sea and its standing as an active port. The NTFLAG will also play a key role in informing relevant local priorities and strategies that impact on the industry and the port including economic development, shoreline and sea defences, tourism, regeneration and planning.

The overarching aim of the NTFLAG is:

Achieving a sustainable fishing industry in the North Thames area (Thurrock to Shoeburyness), recognising its importance to the area's economy and culture, and better integrating the sector with wider community, economic, environmental and tourism outcomes. This will lead to a more seaward facing community that embraces the ethos of a healthy and productive marine environment underpinning their local economy, and engages with the industry economically and culturally.

Each FLAG has a ring fenced pot of money of £600K for projects and £200K for administration and animation of projects. The £600K can be bid into by any stakeholder via the FLAG's project application process which the FLAG oversees and the Animator coordinates. The FLAG then submits approved projects for sign off by the MMO and issues offer letters on behalf of the MMO. The overall FLAG programme for North Thames has an intervention rate of 44:56 FLAG:Match funding.

Funding from EMFF, above and beyond the ring-fenced £800,000 for the FLAG, can also be accessed to support projects in the North Thames FLAG area. These funding applications can be supported by the FLAG and can therefore lever in extra funding to support investment in a range of projects (as long as they meet EMFF priorities). SBC can be an applicant to the EMFF, and as a public body can secure 100% funding from 'public funds' – 75% from EMFF and 25% other National funding which can include staff time (in-kind) or funding from other Government, Regional or Local Authority investment. This is a higher funding intervention rate than for other non-public organisations

(including Charities). The MMO are keen to see additional bids come forward from NTFLAG partners to complement the core allocation of £800,000.

MMO EMFF and background to funding stream.

Axis 4 of the European Fisheries Fund (EFF) 2007 - 2013 provided support for the sustainable development of fisheries areas. It supported measures to promote economic diversification and an improved quality of life in areas affected by decline in fishing activities. An important innovation element in the implementation of Axis 4 was the emphasis on encouraging and mobilising local actors from all sectors to work together as partners through a FLAG. In the European Maritime and Fisheries Fund (EMFF) 2014 – 2020, the EU is looking for FLAGs to build on the Community-Led Local Development (CLLD) approach that is central to this funding stream. This CLLD approach was previously developed through the LEADER programme. FLAGs are the CLLD 'brand' for fisheries. The Marine Management Organisation (MMO) is the Accountable Body for all FLAGs and the fund holder for the EMFF. Funding is through reimbursement directly to the lead applicant on specific projects and evidence of spend must meet MMO criteria.

What is the timescale of the FLAG?

The Local Development Strategy covers the period of Jan 2017- Jan 2020. All claims have to be made and reports signed off by the end of March 2020.

TEP's Responsibilities as Lead Partner for the NTFLAG

The Lead Partner is the sole body that undertakes a legal agreement with the MMO. TEP has signed a Framework Agreement with the MMO upon receiving the official offer letter. The Lead Partner shall be responsible for ensuring that the FLAG complies with the terms of the Framework Agreement and it shall indemnify the MMO in respect of any loss or damage occasioned by a breach of the Framework Agreement by the FLAG. This includes ensuring the NTFLAG is delivering against the Local Development Strategy, undertaking its role fairly, transparently and inclusively.

The Lead Partner also provides all the administrative management, reporting and financial management of the administration and animation costs for the NTFLAG. Administration will be based at TEP offices in London. TEP will recruit one part time (0.4FTE) Administrative Officer who will provide logistical support for the NTFLAG Steering Committee and Management Groups including compiling meeting papers, agendas and meeting minutes; compiling project and financial reports and completing the administration around administration financial claims; set up the processes necessary for monitoring and evaluation against FLAG milestones and monitor progress for reporting and driving the delivery of the NTFLAG strategy. This position will be line managed by TEP Director Pat Fitzsimons and supported by Programme Manager Amy Pryor.

TEP will contract the full time NTFLAG Animator role to The Cultural Engine, a social enterprise based in Southend. This will ensure continuity as The Cultural Engine has been involved in and integral to the development of the NTFLAG to date. It will also ensure the NTFLAG aligns with local initiatives and maximises the local and regional match funding potential for projects as they develop. Having the Animator working in the local area will instil confidence and reassurance for the local NTFLAG members and wider community. The Animator role will be the first point of contact with all stakeholders, assist fishermen in accessing FLAG and EMFF funding, assist all project applicants in project development and applications, ensure compliance with MMO and FLAG processes and ensure that all funded project leads make timely claims and reports to the MMO. This role will be line managed by CE Director Giles Tofield. The Animator and Administrator will work closely together particularly on reporting and funding bids for match funding projects.

In summary TEP's main responsibilities as Lead Partner are as follows:

- Administer the NTFLAG Board and sub groups, attendance at all Board Meetings and relevant sub-groups
- Take responsibility for all NTFLAG reporting / returns to the MMO and financial management of the NTFLAG process directly for administration and indirectly through the Animator for individual projects
- Monitoring project delivery with the Project Animator (with input from SBC, Cultural Engine and other partners as appropriate)
- Liaising with the MMO on all issues related to project delivery and Governance of the NTFLAG
- Regular liaison with Cultural Engine, SBC and the Project Animator
- Supporting SBC to secure funding for projects that support wider NTFLAG outcomes and priorities, including assisting with liaison with the MMO, bid writing and identification of match-funding.
- Liaising with the Project Animator and Cultural Engine to arrange Board Meetings and ensuring that the Terms of Reference and Partnerships agreements for the NTFLAG are up to date and the review of the LDS and budget are completed in a timely manner for annual MMO review
- Support the whole process, working with the Project Animator and Cultural Engine In terms of promotion and publicity help to ensure that as the NTFLAG is a partnership that a single, shared and positive voice should be used to talk about the work being undertaken, with no one party generating negative press about any other partner.

Southend-on-Sea Borough Council's Role in Supporting the NTFLAG

Southend-on-Sea Borough Council (SBC) is a critical partner for the NTFLAG and it is important that a productive relationship is formed with TEP to enable all partners to work effectively on tackling the issues set out in the NTFLAG Local Development Strategy. SBC is the primary landowner of the main areas of Leigh-on-Sea likely to feature prominently in NTFLAG related projects, and is the responsible body for shoreline management and sea-defences. SBC can also play an important role as an applicant to the MMO for EMFF Core and FLAG funding (supported by the NTFLAG process).

It is important that SBC play an active role in taking forward priority projects that emerge through the NTFLAG process, including bringing forward projects and initiatives that support the future viability of Leigh-on-Sea as an active port and vibrant local economy. It is also important that SBC raise any concerns or issues through the NTFLAG Governance when projects and priorities conflict with existing or future SBC or strategic policy, or where alternative projects and initiatives have been proposed. In summary SBC will need to:

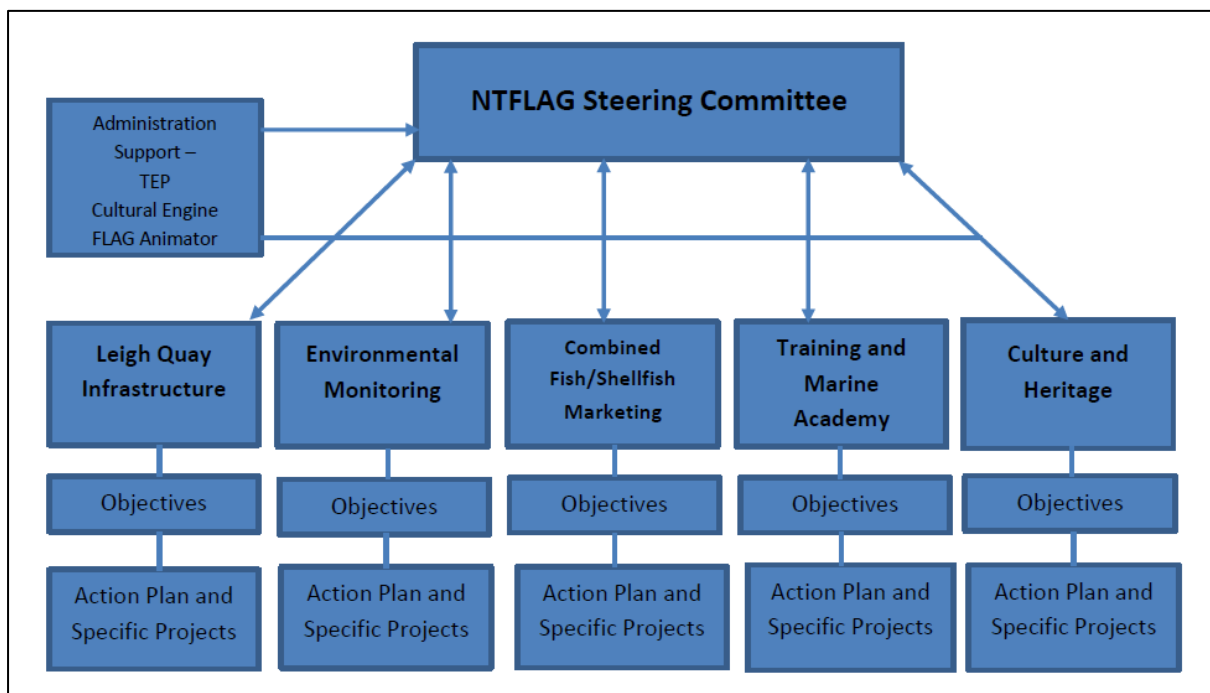
- Commit to attending NTFLAG Board Meetings
- Representation on sub-groups where relevant (particularly Leigh Quay Infrastructure)
- Seeking to support NTFLAG priorities through aligning strategy where possible / appropriate
- Align, where possible, the work of the Shoreline Strategy with that of the NTFLAG
- Support the NTFLAG to source match-funding for priority projects (including using or bending its own resources and capital investments where possible). This can be on a case-by-case basis to avoid any conflict of interest (for example where the Council wishes to bid directly to EMFF). The Council will also assist with in-kind match by providing information/financial value on staff time allocated to supporting/managing projects
- Assessed on a case-by-case basis, provide up-front funding for capital projects (in order to enable work to begin on priority projects) – recognise that TEP is not able to front-load major investments due to funding being provided in arrears. This will be up to £100,000

(excluding VAT) for each of the three years. This is likely to be where the Council is the applicant for project funding through the FLAG to the MMO, and will therefore secure a commitment directly from the MMO for funding.

- Provide oversight and where appropriate project manage initiatives that affect land or assets owned by SBC, or where there is a direct financial impact on SBC (for example is SBC is the applicant for funding, or where match-funding commitments are required by SBC).
- Working to represent the interests and priorities of the NTFLAG at a local, sub-regional and regional level (for example through the South East LEP)
- Engage regularly with the Project Animator for the NTFLAG who will be based with and managed by the Cultural Engine CIC in Southend. The FLAG Animator will assist all partners, including the Council, in accessing EMFF Core and FLAG funding.
- In terms of promotion and publicity help to ensure that as the NTFLAG is a partnership that a single, shared and positive voice should be used to talk about the work being undertaken, with no one party generating negative press about any other partner.

Appendix 1 – FLAG Governance Overview

The below shows the outline Governance structure as agreed in the Local Development Scheme for the NTFLAG with the Marine Management Organisation. The five sub-groups are set out below the main NTFLAG Board.



Southend-on-Sea Borough Council

Agenda
Item No.

Report of Deputy Chief Executive (Place)

to

Cabinet

on

14 March 2017

Report prepared by Adam Penn,
Regulatory Services Manager.

Gambling Act 2005 - Approval of Statement of Gambling Licensing Policy

Place Committee –

Executive Councillor: Councillor Flewitt

A Part I Public Agenda Item

1. Purpose of Report

- 1.1 To update Members on the outcome of the formal consultation process in respect of the Gambling Licensing policy.
- 1.2 To set out a proposed final statement for the purposes of the Gambling Act 2005. (in order to meet the timetable for publication by 24th April 2017)

2. Recommendations

- 2.1 **That Cabinet recommends to Council that the Statement of Gambling Licensing Policy, set out in Appendix 2, be adopted.**
- 2.2 **That Cabinet recommends to Council that amendments to the local area profile are delegated to the Director of Public Protection**

3. Background

- 3.1 The Council's Statement of Policy under the Act was approved in December 2015, and came into force on 31st January 2016. It is valid for a maximum period of 3 years.
- 3.2 The Act requires that the policy is kept under constant review and amended before the statutory period ends where significant change is identified. As such changes have occurred, due to changes made by the Gambling Commission in their Guidance to Local Authorities, it was imperative that the Council undertook a review process and publishes its next Statement of Policy as soon as possible.
- 3.3 On 30th November 2016 the Council published a draft statement of Licensing Policy. In line with best practice, a formal consultation was carried out, with the request that responses be received by 29th January 2017. The consultation exercise involved the following elements.
 - a) The despatch of a letter to the holders of existing licenses and permits for Adult and Family Entertainment amusement centres the proprietors of all betting shops, bingo halls and casinos. The same notification procedure was operated for a range of trade association and voluntary groups, legal firms and others with known interests. This gave a brief explanation of the effect of

the legislation, and the consultation process, and gave details of the availability of the draft policy document.

- b) Utilising details held within the departmental records, the same approach was taken for a sample of lottery permit holders and alcohol licensed premises holding gaming machine permits.
 - c) A letter was also sent to a range of residents associations, tenants groups and focus groups.
 - d) Letters were sent to the head offices of holders of gambling licences, and key charities, interest and support groups.
 - e) Letters and a copy of the policy were sent to all of the Responsible Authorities under the Gambling Act, other relevant sections of the Council
 - f) All Members of the licensing committee were emailed a copy of the draft policy together with details of how to comment. A presentation outlining the changes was given to the committee on 24th January 2017
 - g) Press coverage was obtained during December and towards the end of the consultation period alerting the public to the consultation process, notably articles in the Evening Echo Group publications.
 - h) Inclusion of the draft policy document on the Council's website
 - i) Continuing response to enquiries, by Officers of the Licensing Team, in person or by telephone.
 - j) In total around 250 letters and emails were sent out at the start of the consultation period.
- 3.4 The full list of consultees is appended to the Policy document
- 3.5 As a result of the consultation process 4 written responses were received. One of which was received a body representing the trade and another from a local resident. In addition, no requests were received for copies of the draft policy document and there were 60 'hits' on the webpage. Copies and an analysis of the letters can be found in **appendix 2**. An overview of comments made by the Licensing Committee is also included in this
- 3.6 Fewer responses to the consultation process have been received than with the Licensing Act policy consultation, which perhaps reflects the more specialist nature of the legislation and that the previous policies have worked effectively.
- 3.7 The changes to the statement of draft policy document, which have in turn carried forward to the final one, (in comparison to the existing one) include the following matters:-
- a) Acknowledgement that the Licensing Authority will respect Primary Authority agreements (13.6), meaning that where there is a Primary Authority Scheme in place, the Licensing Authority will seek guidance from the Primary Authority before taking any enforcement action on matters covered by the scheme.
 - b) Requirements (set out in the Licensing conditions and code of practice (LCCP)) for Local Area Risk Assessments to be undertaken by operators (14.9)
 - c) Details of a Local Area Profile (LAP) which will be published to assist operators in completing local area risk assessments. (14.16-14.18)

- d) A suggested template for operators to utilise when carrying out their Local Area Risk Assessments. (annex E)
 - e) Clearer guidance to operators on how applications are judged in respect to the Protection of children (14.20)
 - f) An updated definitions list (Annex C)
 - g) The changes at b) and c) above have necessitated a full revision of the manner in which the Licensing Authority looks at the location of a premises when considering an application. This review can be found in sections 14.7 to 14.18 of the policy.
- 3.8 The Local Area Profile will naturally be an evolving document and cannot be included as part of the policy because it would create requirement to review the whole policy every time local circumstances or statistics change. Therefore, the LAP will be published as a standalone document which is referred to within the policy. The current version of the LAP can be found at **appendix 3**.
- 3.9 In order to ensure the LAP is kept current it is recommended that the amendment of it is delegated to the Group Manager, Regulatory Services.

4. Other Options

- 4.1 Should the Council fail to approve a final Statement of Policy, it will be in breach of its statutory duty under Section 349 of The Gambling Act 2005 which requires the policy to be reviewed
- 4.2 It is not considered that another option exists.

5. Reason for Recommendation

- 5.1 To enable the Council to comply with its statutory duty under Section 349 of The Gambling Act 2005.

6. Corporate Implications

6.1 Contribution to Council's Vision & Corporate Priorities

A statement of licensing policy will be instrumental in the effective assessment of applications, and in helping to ensure proper conduct of approved premises. It is thus supportive of the Council's Vision. Further, the licensing objective of "preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime" is central to the Council's Critical Priority of creating a Safer and Prosperous Southend

6.2 Financial Implications

The annual licence fees form part of the overall budget for the Council; however fee levels do not form part of this policy. The Act requires that fees are set at a level which covers the cost of administering the system without making a profit with a statutory maximum fee for each type of licence.

6.3 Legal Implications

Section 349 of the Gambling Act requires all licensing authorities to prepare and publish a statement of the principles that they propose to apply in exercising their functions under the Act during the three-year period to which the policy applies.

The Act also requires that the policy is kept under constant review and amended before the statutory period ends where significant change is identified. As such changes have occurred, due to changes made by the Gambling Commission in their Guidance to Local Authorities it is imperative that the Council undertook a review process and publishes its next Statement of Policy as soon as possible

6.4 People Implications

No people implications

6.5 Property Implications

No property implications

6.6 Consultation

Section 349 of the Gambling Act requires that all Licensing Authorities consult on a draft policy prior to approving a final policy. The list of persons to be consulted when preparing this Licensing Authority's Statement of Policy is outlined at annex A in the policy. Details of the consultation can be found in section 3.3 of this report.

6.7 Equalities and Diversity Implications

None. An equalities assessment was carried out for this policy

6.8 Risk Assessment

The main risk identified is that failure to adopt a policy which has regard to the Gambling Commission 'Guidance to Licensing Authorities', would put the Council in breach of its statutory duty under the Act.

6.9 Value for Money

The annual licence fees form part of the overall budget for the Council; however fee levels do not form part of this policy. The Act requires that fees are set at a level which covers the cost of administering the system without making a profit.

6.10 Community Safety Implications

None

6.11 Environmental Impact

None

7. Background Papers

7.1 Gambling Act 2005.

7.2 Gambling Commission Guidance to Local Authorities, September 2015, 5th Edition. Updated September 2016

8. Appendices

8.1 **Appendix 1:** Statement of Gambling Licensing Policy.

8.2 **Appendix 2:** Copies and an analysis of the letters received in response to the consultation process

8.3 **Appendix 3:** Latest version of the Local Area Profile

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GAMBLING LICENSING POLICY STATEMENT 2017-2020

Gambling Policy Document – Adopted 24th April 2017

Version History

| Version No: | Period to which policy applies: | Review date: |
|-------------|---------------------------------|--------------|
| 1 | 2007-09 | 2009 |
| 2 | 2010-12 | 2012 |
| 3 | 2013-15 | 2015 |
| 4 | 2016-18 | 2017 |
| 5 | 2017-2020 | 2019 |

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|---|
| <p>SOUTHEND-ON-SEA BOROUGH COUNCIL</p> <p>GAMBLING LICENSING POLICY STATEMENT</p> |
|---|

| <u>Section</u> | <u>Contents</u> | <u>Page No</u> |
|----------------------|--------------------------------|----------------|
| <u>PART A</u> | | |
| 1.0 | Introduction | 4 |
| 2.0 | The Licensing Objectives | 4 |
| 3.0 | Description of the District | 4 |
| 4.0 | Responsibilities under the Act | 4 |
| 5.0 | Statement of Licensing Policy | 5 |
| 6.0 | Consultation | 6 |
| 7.0 | Approval of Policy | 6 |
| 8.0 | Declaration | 6 |
| 9.0 | Responsible Authorities | 6 |
| 10.0 | Interested Parties | 7 |
| 11.0 | Exchange of Information | 8 |
| 12.0 | Public Register | 8 |
| 13.0 | Compliance and Enforcement | 8 |

PART B - PREMISES LICENCES

| | | |
|------|---|----|
| 14.0 | General Principles | 9 |
| 15.0 | Provisional Statements | 14 |
| 16.0 | Reviews | 14 |
| 17.0 | Adult Gaming Centres | 14 |
| 18.0 | (Licensed) Family Entertainment Centres | 15 |
| 19.0 | Casinos | 15 |
| 20.0 | Bingo Premises | 15 |
| 21.0 | Betting Premises | 15 |
| 22.0 | Tracks | 16 |
| 23.0 | Travelling Fairs | 16 |

PART C - PERMITS/TEMPORARY OR OCCASIONAL USE NOTICES/REGISTRATIONS

| | | |
|------|--|----|
| 24.0 | General | 16 |
| 25.0 | Unlicensed Family Entertainment Centre Gaming Permits | 16 |
| 26.0 | (Alcohol)Licensed Premises Gaming Machine Permits | 16 |
| 27.0 | Prize Gaming Permits | 17 |
| 28.0 | Club Gaming and Club Machine Permits | 18 |
| 29.0 | Temporary Use Notices | 18 |
| 30.0 | Occasional Use Notices | 19 |
| 31.0 | Small Society Lotteries | 19 |

ANNEXES

| <u>Contents</u> | <u>Page No</u> |
|---|----------------|
| Annex 'A' - List of Consultees | 20 |
| Annex 'B' - List of Responsible Authorities | 22 |
| Annex 'C' - Definitions | 24 |
| Annex 'D' - Map of the Area | 31 |
| Annex 'E' – Local Area Risk Assessment template | 32 |

PART A

1.0 INTRODUCTION

1.1 This Statement of Licensing Policy sets out the principles by which Southend-on-Sea Borough Council, as the Licensing Authority under the Gambling Act 2005 (referred to in this document as 'the Act'), intends to apply in discharging its functions to license premises for gambling under the Act as well as:-

- designating the body responsible for advising the Authority on the protection of children from harm;
- determining whether or not a person is an "Interested Party";
- exchanging information with the Gambling Commission and others; and
- inspecting premises and instituting court proceedings for offences committed under the Act.

2.0 THE LICENSING OBJECTIVES

2.1 In exercising most of its functions under the Act, Licensing Authorities must have regard to the Licensing Objectives as set out in Section 1 of the Act. The Licensing Objectives are:-

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
- Ensuring that gambling is conducted in a fair and open way; and
- Protecting children and other vulnerable persons from being harmed or exploited by gambling.

3.0 DESCRIPTION OF THE DISTRICT

3.1 The County of Essex comprises 12 District and 2 Unitary Authorities. Southend-on-Sea Borough Council is one of those Unitary Authorities. The number of premises licensed under the Act saw steady growth when the legislation came into force but started to stagnate in 2012 and decreased in 2013 and 2014. There has been little change since then although in 2016 there was some small growth in the Adult Gaming Centre sector. A map of the area is attached to this Policy document at Annex 'D'

4.0 RESPONSIBILITIES UNDER THE ACT

4.1 The Act introduced a licensing regime for gambling, to be conducted by the Gambling Commission and by Licensing Authorities, depending on the matter to be licensed.

4.2 Southend-on-Sea Borough Council is the Licensing Authority for the area shown on the attached map, whose responsibilities must be discharged by the Licensing Committee created under Section 6 of the Licensing Act 2003.

4.3 The Gambling Commission is responsible for issuing Operating and Personal Licences to persons and organisations who:-

- operate a casino;
- provide facilities for playing bingo or for pool betting;
- provide betting or act as intermediaries for betting.
- make gaming machines available for use in Adult Gaming Centres and Family Entertainment Centres;
- manufacture, supply, install, adapt, maintain or repair gaming machines;
- manufacture, supply, install or adapt gambling machine software; or
- promote a lottery.

4.4 The Licensing Authority is responsible for licensing premises in which gambling takes place. All types of gambling are included, other than spread betting and the National Lottery. It is also responsible for issuing permits for premises with gaming machines and for receiving notices from operators wishing to use unlicensed premises for gambling on a temporary basis. The Licensing Authority has additional responsibility for the registration of certain types of exempt Small Society Lotteries.

4.5 The Licensing Authority cannot become involved in the moral issues of gambling and must aim to permit the use of premises for gambling in so far as it thinks it :-

- a) in accordance with any relevant Code of Practice under Section 24 of the Act;
- b) in accordance with any relevant Guidance issued by the Gambling Commission under Section 25;
- c) reasonably consistent with the Licensing Objectives (Subject to paragraphs a) and b))and
- d) in accordance with the Licensing Authority's Statement of Licensing Policy (subject to paragraphs a) and c)).

Before the Licensing Authority can determine an application for a Premises Licence, an Operating and Personal Licence, or both, must have been obtained from the Gambling Commission.

5.0 STATEMENT OF LICENSING POLICY

5.1 The Licensing Authority is required by the Act to publish a Statement of Licensing Policy which contains the principles it proposes to apply when exercising its functions under the Act.

5.2 This Policy must be reviewed and published every three years. The Policy must also be reviewed from 'time to time' and any proposed amendments and/or additions must be subject to fresh consultation. The 'new' Policy must then be published.

5.3. This Policy takes effect on 24th April 2017, and replaces the policy previously in force.

6.0 CONSULTATION

6.1 In producing this Policy, the Licensing Authority consulted widely before finalising and publishing it. In addition to the statutory consultees (listed below), the Council chose to consult with additional local groups and individuals. A full list of all groups and persons consulted is provided at Annex 'A'.

6.2 The Act requires that the following parties are consulted by the Licensing Authority:-

- The Chief Officer of Police for the Authority's area;
- One or more persons who appear to the Authority to represent the interests of persons carrying on gambling businesses in the Authority's area; and
- One or more persons who appear to the Authority to represent the interests of persons who are likely to be affected by the exercise of the Authority's functions under the Act.

6.3 The other groups and people consulted were:-

- Organisations, working with people who are problem gamblers, Other elements of local government;
- Businesses who are, holders of Premises Licences;
- Responsible Authorities under the Act.

6.4 Consultation took place between 30th November 2016 and 29th January 2017.

7.0 APPROVAL OF POLICY

7.1 This Policy was approved at a meeting of the full Council on 20th April 2017 and was published via its website on 24th April 2017. Copies are available on request.

7.2 It should be noted that this Policy does not override the right of any person to make an application, to make representations about an application, or to apply for a review of a licence, as each case will be considered on its own merit and according to the requirements of the Act.

8.0 DECLARATION

8.1 The Licensing Authority declares that it has had regard to the Licensing Objectives, formal Guidance issued to Licensing Authorities and any responses from those consulted during the consultation process, and will adopt the Principles of Better Regulation.

8.2 The Council recognises its responsibilities under equality legislation and will monitor the impact of these statutory duties through its various corporate schemes such as the Councils "Comprehensive Equality Policy".

9.0 RESPONSIBLE AUTHORITIES

9.1 A full list of the Responsible Authorities designated under the Act and their contact details are given in Annex 'B'. It should be noted that under the Act, the Licensing Authority itself is designated as a Responsible Authority.

9.2 The Licensing Authority is required to designate, in writing, a body that is competent to advise it about the protection of children from harm. In making this designation the following principles have been applied:-

- the competency of the body to advise the Licensing Authority;

- the need for the body to be responsible for an area covering the whole of the Licensing Authority's area; and
- the need for the body to be answerable to democratically elected persons rather than any particular interest group etc.

9.3 In accordance with the Gambling Commission's Guidance to Local Authorities, the Licensing Authority designates Southend-on-Sea Borough Council's Department of Children and Learning.

10.0 INTERESTED PARTIES

10.1 Interested Parties can make representations about licensing applications or apply for a review of an existing licence. An Interested Party is defined in the Act as follows:-

'... a person is an interested party in relation to a premises licence or in relation to an application for or in respect of a premises if, in the opinion of the Licensing Authority which issues the licence or to which the application is made, the person:-

- a) lives sufficiently close to the premises to be likely to be affected by the authorised activities,*
- b) has business interests that might be affected by the authorised activities, or*
- c) represents persons who satisfy paragraphs (a) or (b).'*

10.2 Interested parties can be people who are democratically elected such as councillors and Members of Parliament. Where appropriate this will include county, parish and town councillors.

Interested parties can also be trade associations, trade unions, residents' associations and tenants' associations. Providing that these people represent those living or having business interests in the area which might be affected, no specific evidence of authorisation is required.

Otherwise, the licensing authority will generally require a third party to produce some form of authorisation to speak on behalf of an interested party.

10.3 Whether a person is an interested party will be determined on a case by case basis. The types of organisations which may be considered to have business interests will be given a wide interpretation.

10.4 In determining if a person lives or has business interests sufficiently close to the premises that they are likely to be affected by the authorised activities, the Licensing Authority will consider the following factors:-

- The size of the premises;
- The nature of the premises;
- The distance of the premises from the location of the person making the representation;
- The potential impact of the premises (e.g. number of customers, routes likely to be taken by those visiting the establishment);
- The circumstances of the complaint. This does not mean the personal characteristics of the complainant but the interest of the complainant, which may be relevant to the distance from the premises;
- The catchment area of the premises (i.e. how far people travel to visit); and
- Whether the person making the representation has business interests in that catchment area that might be affected.

10.5 The Licensing Authority will decide if a representation made in respect of an application is valid based on the following factors:

- It is not frivolous or vexatious.
- It raises issues that relate to Guidance issued by the Gambling Commission.
- It raises issues that relate to this policy.
- It relates to the Licensing Objectives.

11.0 EXCHANGE OF INFORMATION

11.1 In its exchange of information with parties listed in Schedule 6 of the Act, the Licensing Authority will have regard to:-

- the provisions of the Act, which include the provision that the Data Protection Act 1998 will not be contravened;
- the Guidance issued by the Gambling Commission;
- relevant Legislation and Regulations

11.2 In accordance with Section 350 of the Gambling Act 2005, the Licensing Authority may exchange information with the following statutory bodies or individuals:

- A constable or police force
- An enforcement officer
- A licensing authority
- Her Majesty's Revenue and Customs
- The Gambling Appeal Tribunal
- The Secretary of State
- Scottish Ministers
- Any other person or body designated by the Secretary of State in accordance with the Act.

11.3 The Licensing Authority may also exchange information provided by applicants with law enforcement agencies for purposes connected with the prevention and detection of crime, but we will only share any personal details for this purpose unless required to do so by law.

12.0 PUBLIC REGISTER

12.1 The Licensing Authority is required to keep a public register and share information in it with the Gambling Commission and others. Regulations prescribe what information should be kept in the register. Copies of the register may be obtained on payment of a fee.

13.0 COMPLIANCE AND ENFORCEMENT

13.1 In exercising its functions with regard to the inspection of premises and to instituting criminal proceedings in respect of offences specified, the Licensing Authority will follow best practice. This requires that actions should be

- Proportionate – Intervention will only be when necessary. Remedies should be appropriate to the risk posed and costs identified and minimised.
- Accountable – The Authority must be able to justify decisions and be subject to public scrutiny.
- Consistent – Rules and standards must be joined up and implemented fairly.

- Transparent – Enforcement should be open and regulations kept simple and user friendly.
- Targeted – Enforcement should be focused on the problems and minimise side effects.

13.2 The Licensing Authority will endeavour to avoid duplication with other regulatory regimes, so far as is possible, and adopt a risk based inspection programme. All enforcement action is taken having regard to the Regulatory Services Enforcement policy.

13.3 The main enforcement and compliance role of the Licensing Authority in terms of the Act, is to ensure compliance with the Premises Licence and other permissions which it authorises. The Gambling Commission is the enforcement body for Operating and Personal Licences. Concerns about the manufacture, supply or repair of gaming machines are not dealt with by the Licensing Authority but will be notified to the Gambling Commission.

13.4 The Licensing Authority will keep itself informed of developments as regards the work of the Better Regulation Executive in its consideration of the regulatory functions of Local Authorities, and will have regard to best practice.

13.5 Where appropriate, complaints will be investigated in accordance with the stepped approach outlined in the Regulatory Services Enforcement Policy. A copy of this document is available on the Council website. In the first instance we encourage complaints to be raised directly with the licensee or business concerned.

13.6 Where there is a Primary Authority Scheme in place, the Licensing Authority will seek guidance from the Primary Authority before taking any enforcement action on matters covered by that scheme. At the time of the publication of this policy there were four Primary Authority arrangements with host local authorities:

- Coral - London Borough of Newham
- Ladbrokes - Milton Keynes
- Paddy Power - Reading
- William Hill - City of Westminster

PART B PREMISES LICENCES

14.0 GENERAL PRINCIPLES

14.1 Premises Licences are subject to the permissions/restrictions set out in the Act as well as the specific mandatory and default conditions detailed in Regulations issued by the Secretary of State. The Licensing Authority is able to exclude default conditions and also attach others, where it is thought appropriate.

14.2 In accordance with section 150 of the Act, premises licences can authorise the provision of facilities on:

- casino premises
- bingo premises
- betting premises, including tracks and premises used by betting intermediaries
- adult gaming centre premises (for category B3, B4, C and D machines)

- family entertainment centre premises (for category C and D machines) (note that, separate to this category, the licensing authority may issue a family entertainment centre gaming machine permit, which authorises the use of category D machines only).

14.3 Each case will be decided on its merits, and will depend upon the type of gambling that is proposed, as well as taking into account how the applicant proposes that the Licensing Objective concerns can be overcome.

14.4 The Licensing Authority is required by the Act, in making decisions about Premises Licences, to permit the use of premises for gambling so far as it thinks it:-

- a) in accordance with any relevant Code of Practice under Section 24 of the Act;
- b) in accordance with any relevant Guidance issued by the Gambling Commission under Section 25;
- c) reasonably consistent with the Licensing Objectives (Subject to paragraphs a) and b))and
- d) in accordance with the Licensing Authority's Statement of Licensing Policy (subject to paragraphs a) and c)).

14.5 Definition of Premises

In the Act 'premises' is defined as including 'any place'. It is for the Licensing Authority (having due regard for the Gambling Commission Guidance) to determine on the merits of each application whether different parts of a building can be regarded properly as separate premises.

The Licensing Authority will pay particular attention to applications where access to the licensed premises is through other premises (which themselves may be licensed or unlicensed).

14.6 Demand

Demand is a commercial consideration and is not an issue for the Licensing Authority.

14.7 Location

Location will only be a material consideration in the context of the Licensing Objectives.

14.8 The Act is clear that demand issues (e.g. the likely demand or need for gambling facilities in an area) cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives can. The Licensing Authority will pay particular attention to the objectives of protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder.

14.9 In order for location to be considered, the Licensing Authority will need to be satisfied that there is sufficient evidence that the particular location of the premises would be harmful to the licensing objectives. From 6th April 2016, it is a requirement of the Gambling Commission's Licence Conditions and Codes of Practice (LCCP), under section 10, that licensees assess the local risks to the licensing objectives posed by the provision of gambling facilities at their premises and have policies, procedures and control measures to mitigate those risks. In making risk assessments, licensees must take into account relevant matters identified in this policy.

14.10 The LCCP also states that licensees must review (and update as necessary) their local risk assessments:

- a) to take account of significant changes in local circumstance, including those identified in this policy;

- b) when there are significant changes at a licensee's premises that may affect their mitigation of local risks;
- c) when applying for a variation of a premises licence; and
- d) in any case, undertake a local risk assessment when applying for a new premises licence.

14.11 The Licensing Authority expects the local risk assessment to consider as a minimum:

- whether the premises is in an area of deprivation
- whether the premises is in an area subject to high levels of crime and/or disorder
- the ethnic profile of residents in the area, and how game rules, self-exclusion leaflets etc. are communicated to those groups
- the demographics of the area in relation to vulnerable groups
- the location of services for children such as schools, playgrounds, toy shops, leisure centres and other areas where children will gather

14.12 In every case the local risk assessment should show how vulnerable people, including people with gambling dependencies, are protected.

14.13 Other matters that the assessment may include:

- The training of staff in brief intervention when customers show signs of excessive gambling, the ability of staff to offer brief intervention and how the manning of premises affects this.
- Details as to the location and coverage of working CCTV cameras, and how the system will be monitored.
- The layout of the premises so that staff have an unobstructed view of persons using the premises.
- The number of staff that will be available on the premises at any one time. If at any time that number is one, confirm the supervisory and monitoring arrangements when that person is absent from the licensed area or distracted from supervising the premises and observing those persons using the premises.
- Arrangements for monitoring and dealing with under age persons and vulnerable persons, which may include dedicated and trained personnel, leaflets, posters, self-exclusion schemes, window displays and advertisements not to entice passers-by etc.
- The provision of signage and documents relating to games rules, gambling care providers and other relevant information be provided in both English and the other prominent first language for that locality.
- Where the application is for a betting premises licence, other than in respect of a track, the location and extent of any part of the premises which will be used to provide betting machines.

14.14 Such information may be used to inform the decision the council makes about whether to grant the licence, to grant the licence with special conditions or to refuse the application.

14.15 This policy does not preclude any application being made and each application will be decided on its merits, with the onus being upon the applicant to show how the concerns can be overcome.

14.16 Local Area Profile

Each locality has its own character and challenges. In order to assist applicants, where there is an issue in a local area which impacts on how the applicant should complete their risk assessment, the Licensing Authority has published a local area profile (LAP). The LAP is published as a separate document to this policy and does not form part of it. the LAP may be reviewed by the Licensing Authority at any time. Such a review would not constitute a review of this policy.

14.17 The LAP should be given careful consideration when making an application. Applicants may be asked to attend a meeting with licensing officers to discuss the LAP and assessment, appropriate measures to mitigate risk in the area and how they might be

relevant to their application. The local area profile will be presented to any subsequent licensing sub-committee when they determine an application that has received representations. The LAP should not be taken as the definitive overview of a particular area and applicants are encouraged to use their own local knowledge in addition to the content of the LAP to inform their local risk assessments.

14.18 The Licensing Authority recognises that it cannot insist on applicants using the local area profiles when completing their risk assessments. However, an applicant who decides to disregard the LAP should be alert to the risk that they may face additional representations and the expense of a hearing as a result. A template of a suggested local risk assessment form for is included at **Annex D**. applicants may use this template or create their own.

14.19 Duplication with other Regulatory Regimes

Duplication with other statutory/regulatory regimes will be avoided where possible. The Licensing Authority will not consider whether a licence application is likely to be granted Planning Permission or Building Control consent.

14.20 The Licensing Objectives

Premises Licences granted must be reasonably consistent with the three Licensing Objectives. With regard to these Objectives, the following will be considered:-

- **Preventing gambling from being a source of crime or disorder, being associated with crime or disorder, or being used to support crime –**
The Licensing Authority is aware that there is a distinction between disorder and nuisance and that the prevention of nuisance is not a Licensing Objective under the Act.

Whilst the Licensing Authority is aware that the Gambling Commission takes a leading role in preventing gambling from being a source of crime, it will pay attention to the proposed location of gambling premises in terms of this Licensing Objective.

Where an area has known high levels of organised crime, the Licensing Authority will consider carefully whether gambling premises are suitable to be located there and the need for conditions, such as the provision of Door Supervisors.

- **Ensuring that gambling is conducted in a fair and open way –**
The Gambling Commission does not generally expect Licensing Authorities to be concerned with ensuring that gambling is conducted in a fair and open way. However, the Licensing Authority will familiarise itself with operator licence conditions and will communicate any concerns to the Gambling Commission about misleading advertising or any absence of required game rules or other matters as set out in the Gambling Commission's Licence Conditions and Code of Practice.
- **Protecting children and other vulnerable persons from being harmed or exploited by gambling –**
In practice, the Objective of protecting children from being harmed or exploited by gambling often means preventing them from taking part in, or being in close proximity to, gambling.

There is no definition of the term 'vulnerable person' in the Act, but this could include people who are gambling beyond their means and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, or substance misuse of alcohol or drugs.

The Licensing Authority will consider very carefully whether applications for Premises Licences in respect of gambling premises located close to schools, centres for gambling addicts, or residential areas where there may be a high

concentration of families with children, should be granted, and will fully scrutinise the control measures outlined in an operator's local area risk assessment in this regard.

The Licensing Authority will consider whether specific measures are required at particular premises, with regard to this licensing objective. Appropriate measures may include supervision of entrances / machines, segregation of areas etc.

14.21 Conditions

The Licensing Authority is aware that the mandatory and default conditions imposed by the Gambling Commission will normally be sufficient to regulate gambling premises. In exceptional cases where there are specific risks or problems associated with a particular locality, specific premises or class of premises the Authority may consider attaching individual conditions related to the Licensing Objectives.

Any conditions attached to Licences will be proportionate and will be:-

- relevant to the need to make the proposed premises suitable as a gambling facility;
- directly related to the premises and the type of licence applied for;
- fairly and reasonably related to the scale and type of premises; and
- reasonable in all other respects.

In addition, the Licensing Authority will examine how applicants propose to address the Licensing Objectives. In considering applications the Licensing Authority will particularly take into account the following, if deemed appropriate:-

- Proof of age schemes;
- Closed Circuit Television;
- Door Supervisors;
- Supervision of entrances/machine areas;
- Physical separation of areas;
- Location of entrances;
- Notices and signage;
- Specific opening hours; and
- With particular regard to vulnerable persons, measures such as the use of self-barring schemes, provision of information, leaflets, helpline numbers for organisations such as Gamcare;

14.22 It is recognised that there are conditions which the Licensing Authority cannot attach to Premises Licences. These are:-

- any conditions on the Premises Licence which make it impossible to comply with an Operating Licence condition;
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Act specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated);
- conditions in relation to stakes, fees, and the winning of prizes.

14.23 Credit

Credit facilities are prohibited from being provided in casinos and bingo licensed premises. Cash machines (ATM's) may be installed in such premises but the Licensing Authority may apply conditions as to where they are sited.

14.24 Betting Machines [See Annex C for definition]

In relation to Casinos, Betting Premises and Tracks, the Licensing Authority can restrict the number of betting machines, their nature and the circumstances in which they are made available by attaching a licence condition to a Betting Premises Licence or to a Casino Premises Licence (*where betting is permitted in the Casino*).

14.25 When considering whether to impose a condition to restrict the number of betting machines in particular premises, the Licensing Authority, among other things, shall take into account:-

- the size of the premises;
- the number of counter positions available for person to person transactions; and
- the ability of staff to monitor the use of the machines by children and young persons or by vulnerable persons.

14.26 In deciding whether to impose conditions to limit the number of betting machines, each application will be considered on its own merit and account will be taken of Codes of Practice or Guidance issued under the Act.

15.0 PROVISIONAL STATEMENTS

15.1 An application for a provisional statement may be made in respect of premises which the applicant

- expects to be constructed
- expects to be altered
- expects to acquire a right to occupy.

The applicant should refer to the Act and the detailed information provided in the Guidance

16.0 REVIEWS

16.1 Applications for a Review of a Premises Licence may be made by Responsible Authorities and Interested Parties.

16.2 It is for the Licensing Authority to decide whether the review is to be carried out. This decision will generally be on the basis of whether the request for the review is relevant to the matters listed below:-

- Whether the grounds for the request raises issues relevant to the principles to be applied by the Licensing Authority and set out within the Licensing Authority Statement of Policy;
- Whether the grounds for the request are frivolous or vexatious.
- Whether the grounds for the request would certainly not cause the Licensing Authority to alter/revoke/suspend the Premises Licence;
- Whether the grounds for the request are substantially the same as previous representations or requests for a review.
- In accordance with any relevant codes of practice issued by the Gambling Commission.
- In accordance with any relevant guidance issued by the Gambling Commission.
- Reasonably consistent with the Licensing Objectives.

16.3 In accordance with the Guidance. The Licensing Authority can also initiate a review of a Licence on the basis of any reason which it thinks is appropriate

17.0 ADULT GAMING CENTRES

17.1 An Adult Gaming Centre is defined in Annex 'C'. Entry to these premises is age restricted.

17.2 The Licensing Authority will take account of any conditions applied to an Operating Licence in respect of such premises.

18.0 LICENSED FAMILY ENTERTAINMENT CENTRES

18.1 A Licensed Family Entertainment Centre is defined in Annex 'C'. Entry to these premises is not generally age restricted although entry to certain areas may be restricted, dependent on the category of machines available for use.

18.2 The Licensing Authority will take account of any conditions applied to an Operating Licence in respect of such premises.

19.0 CASINOS

19.1 A casino is defined in Annex 'C'. Entry to these premises is age restricted

19.2 The Licensing Authority is empowered to pass a resolution not to issue new licences for casinos in its area. No such resolution has been made.

19.3 The Licensing Authority will take account of any conditions applied to an Operating Licence in respect of such premises.

19.4 Betting Machines

Conditions may be imposed, in accordance with paragraphs 14.24, 14.25 and 14.26 ~~14.13~~, above.

19.5 In deciding whether to impose conditions to limit the number of betting machines, each application will be on its own merits and account will be taken of Codes of Practice or Guidance issued under the Act.

19.6 Credit

Credit facilities are prohibited in casinos, however, this does not prevent the installation of cash dispensers (ATMs) on the premises, although the Licensing Authority may attach conditions as to the siting of such machines.

20.0 BINGO PREMISES

20.1 Bingo is defined in Annex 'C'. Entry to these premises is not generally age restricted although entry to certain areas may be restricted, dependent on the category of machines available for use.

20.2 The Licensing Authority will take account of any conditions applied to an Operating Licence in respect of such premises.

20.3 Credit

Credit facilities are prohibited in premises licensed for Bingo, however, this does not prevent the installation of cash dispensers (ATMs) on the premises, although the Licensing Authority may attach conditions as to the siting of such machines.

21.0 BETTING PREMISES

21.1 Betting is defined in Annex 'C'. Entry to these premises is age restricted.

21.2 The Licensing Authority will take account of any conditions applied to an Operating Licence in respect of such premises.

21.3 Betting Machines

Conditions may be imposed, in accordance with paragraphs 14.24, 14.25 and 14.26 ~~14.13~~, above.

21.4 In deciding whether to impose conditions to limit the number of betting machines, each application will be on its own merits and account will be taken of Codes of Practice or Guidance issued under the Act.

22.0 TRACKS

22.1 A Track is defined in Annex 'C'. Entry to these premises may be age restricted. Please refer to the Gambling Commission Guidance.

22.2 The Licensing Authority will take account of any conditions applied to an Operating Licence in respect of such premises.

22.3 Betting Machines

Conditions may be imposed, in accordance with paragraphs 14.24, 14.25 and 14.26 above.

22.4 In deciding whether to impose conditions to limit the number of betting machines, each application will be on its own merits and account will be taken of Codes of Practice or Guidance issued under the Act

23.0 TRAVELLING FAIRS

23.1 The facilities for gambling (being category D machines and/or equal chance prize gaming without a permit) must amount to no more than an ancillary amusement at the fair. The Licensing Authority will determine whether this requirement is being met.

PART C PERMITS

24.0 The Act introduced a range of permits for gambling which are granted by Licensing Authorities. Permits are required when premises provide a gambling facility but either the stakes and prizes are very low or gambling is not the main function of the premises. The permits regulate gambling and the use of gaming machines in a specific premises. With the exception of limiting machine numbers on Licensed Premises Gaming Machine permits, the Licensing Authority may only grant or reject an application for a permit. No conditions may be added.

25.0 UNLICENSED FAMILY ENTERTAINMENT CENTRE GAMING MACHINE PERMITS

25.1 Where a premises does not hold a Premises Licence but wishes to provide Gaming machines, it may apply to the Licensing Authority for a Permit. It should be noted that the applicant must show that the premises will be wholly or mainly used for making gaming machines available for use.

25.2 The Licensing Authority will expect the applicant to show that there are written policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The suitability of such policies and procedures will be considered on their merits, however, they may include:-

- A basic Disclosure & Barring Service check or equivalent criminal record check for the applicant and the person having the day to day control of the premises;
- Proof of age schemes;

- How the applicant proposes to ensure that children will be protected from harm whilst on the premises;
- Training covering how staff would deal with:-
 - ❑ unsupervised, very young children being on the premises,
 - ❑ children causing perceived problems on/around the premises, or
 - ❑ suspected truant children

In addition applicants should be able to demonstrate a full understanding of maximum stakes and prizes (and that staff are suitably trained in this respect)

26.0 (ALCOHOL) LICENSED PREMISES GAMING MACHINE PERMITS

26.1 There is provision in the Act for premises licensed to sell alcohol for consumption on the premises to automatically have two gaming machines, of Categories C and/or D via a notification to the Licensing Authority.

26.2 Gaming machines can only be located on licensed premises that have a bar for serving customers.

26.3 Premises restricted to selling alcohol only with food, will not be able to have gaming machines or apply for a Permit.

26.4 Where an application for more than two gaming machines is received, the Licensing Authority will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and will expect the applicant to satisfy the Authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only machines. Measures will cover such issues as:-

- Adult machines being in sight of the bar;
- Adult machines being in sight of staff who will monitor that the machines are not being used by those under 18;
- Appropriate notices and signage; and
- As regards the protection of vulnerable persons, the Licensing Authority will consider measures such as the use of self-barring schemes, provision of information, leaflets/help line numbers for organisations such as Gamcare.
- Relevant codes of practice issued by the Gambling Commission

The Licensing Authority can decide to grant an application with a smaller number of machines and/or a different category of machines than that applied for but conditions other than these cannot be attached.

27.0 PRIZE GAMING PERMITS[See Annex C for definition]

27.1 The Licensing Authority will expect the applicant to show that there are written policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations. The suitability of such policies and procedures will be considered on their merits, however, they may include:-

- A basic Disclosure & Barring Service check or equivalent criminal record check for the applicant and the person having the day to day control of the premises.
- Proof of age schemes
- How the applicant proposes to ensure that children will be protected from harm whilst on the premises.

- Training covering how staff would deal with:-
 - unsupervised, very young children being on the premises,
 - children causing perceived problems on/around the premises, and
 - suspected truant children

In addition applicants should be able to demonstrate a full understanding of maximum stakes and prizes (and that staff are suitably trained in this respect)

In making its decision on an application for a Permit, the Licensing Authority does not need to have regard to the Licensing Objectives but must have regard to any Gambling Commission guidance.

28.0 CLUB GAMING AND CLUB MACHINE PERMITS

28.1 Members' Clubs and Miners' Welfare Institutes may apply for a Club Gaming Permit and/or a Club Gaming Machine Permit, but are restricted by category and number of machines and to equal chance gaming and games of chance.

28.2 Commercial clubs may apply for a club machine permit, subject to restrictions

28.3 The gambling provided under the authority of a club gaming permit must also meet the following conditions:

(a) in respect of gaming machines:

no child or young person may use a category B or C machine on the premises

that the holder must comply with any relevant provision of a code of practice about the location and operation of gaming machines.

(b) the public, children and young persons must be excluded from any area of the premises where the gaming is taking place.

28.4 Section 273 of the Act sets out the conditions that will apply to the club machine permit, including that in respect of gaming machines no child or young person uses a category B or C machine on the premises and that the holder complies with any relevant provision of a code of practice about the location and operation of gaming machines.

PART D OCCASIONAL AND TEMPORARY PERMISSIONS

29.0 TEMPORARY USE NOTICES (TUN)

29.1 A 'TUN' is defined in Annex 'C'.

29.2 A TUN may only be granted to a person or company holding an Operating Licence relevant to the temporary use of the premises. Regulations issued by the Secretary of State prescribe the activities to be covered. At present a Temporary Use Notice can only be issued for equal chance gaming.

29.3 For the purposes of a TUN, a set of premises is the subject of a TUN if any part of the premises is the subject of the Notice. This prevents one large premises from having a TUN in effect for more than 21 days per year by giving a Notice in respect of different parts.

29.4 The definition of a "set of premises" will be a question of fact in the particular circumstances of each Notice that is given. In considering whether a place falls within the definition of "a set of premises", the Licensing Authority will consider, amongst other things, the ownership/occupation and control of the premises.

29.5 The Licensing Authority will object to Notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises.

30.0 OCCASIONAL USE NOTICES

30.1 Occasional Use Notices (OUN) are defined in Annex 'C'.

30.2 The Licensing Authority has very little discretion as regards these Notices, aside from ensuring that a statutory limit of 8 days in a calendar year is not exceeded.

30.3 The Licensing Authority will, however, consider the definition of a track and whether the applicant is permitted to avail him/herself of the Notice.

31.0 SMALL SOCIETY LOTTERIES

31.1 The definition of a Small Society Lottery is contained in Annex 'C' and these require registration with the Licensing Authority.

32.0 APPENDICES

32.1 Appendices have been attached to this Statement providing further information and guidance and they are intended only to assist readers and should not be interpreted as legal advice or as constituent of the Licensing Authority's policy. Readers of this document are strongly advised to seek their own legal advice if they are unsure of the requirements of the Act, or the guidance or regulations issued under the Act.

33.0 DELEGATION OF POWERS

33.1 The Licensing Authority has agreed a scheme of delegation for discharging its functions under the Act.

34.0 DEFINITIONS – Annex 'C'

35.0 FEES – Annex 'F'

36.0 USEFUL CONTACTS

The Gambling Commission maintains a list of useful contacts on organisations involved in gambling and their contact details can be found on the Commission's website www.gamblingcommission.gov.uk Some of these organisations provide codes of practice on their particular interest area.

ANNEX 'A'

List of Consultees

The draft policy was placed on the Council Website and in accordance with the Act the following organisations and individuals were consulted as part of the formal consultation exercise on the Statement of Gambling Licensing Policy.

- All responsible Authorities for the Gambling Act (as specified in Annexe 2).
- The Licensing Committee
- Holders of Premises Licences and Permits under the Gambling Act 2005
- Private Members' Clubs holding registrations;
- Licensees of alcohol licensed premises who have given notification of the use of gaming machines
- A sample of organisations who had previously sought registration for the purposes of local lotteries;
- Religious groups including: Anglican Church (Prittlewell Vicarage), Bahai's in Essex, the Bishop of Bradwell, Churches Together in Southend, Greek Orthodox Community, Hindu Association, Mayor's Chaplain, Reform Synagogue, Roman Catholic Deanery (Leigh-on-Sea), Salvation Army (Southend), Society of Friends, Southend and Westcliff Hebrew Congregation, Southend Islamic Trust, Southend Sikh Society.
- Educational establishments including local secondary schools, colleges of further education and Essex University.
- Trade Associations including Business in Sport and Leisure, BACTA, the Casino Operators Association, the Bingo Association, the Association of British Bookmakers Ltd., the British Casino Association, Southend Seafront Illumination and Business Association Ltd (SSIBA).
- Voluntary and support groups including Gamblers Anonymous, GamCare, Responsibility in Gambling Trust, Age Concern, Southend Mencap, Housing and Money Advice Service (Southend-on-Sea Borough Council), Youth and Connexions (Southend-on-Sea Borough Council), Womens Aid Federation of England, The Samaritans, Citizens Advice Bureau, Southend District Mental Health Association, Southend Association of Voluntary Services, South Essex Victims Support, NSPCC.
- Other relevant authorities and organisations including Southend Transport Police, Regulatory Services (Southend-on-Sea Borough Council), Trading Standards (Southend-on-Sea Borough Council), Southend Primary Care Trust, Youth Offending Service.
- Leigh-on-Sea Town Council;
- Leigh Society;

- The Milton Conservation Society.
- Licensing Consultants and Legal Advisers in private practice, including 21st Century Licensing, Hook and Partners and Drysdales,
- Club Watch (Southend), / Pubwatch (Leigh and Shoebury)
- Southend Community Safety Partnership
- Southend Ethnic Minority Forum,
- Chinese Association Centre,
- Essex Bangladeshi Welfare Association,
- Residents and Tenants Associations.

In addition to those specifically consulted, no requests were received for copies of the draft Policy Document, although the web page where it was located received ??? 'hits'

ANNEX 'B'

Contact Details for the Licensing Authority and Responsible Authorities

The Licensing Authority is:

The Licensing Authority
Public Protection Division (Floor 13)
Southend-on-Sea Borough Council
Civic Centre
Victoria Avenue
Southend-on-Sea, SS2 6ZG

Telephone: 01702 215005

Email: licact2003@southend.gov.uk

The Responsible Authorities are:

- a) The Chief Officer of Police
Essex Police Licensing Unit
PO Box 12306
Police Station
Newland Street,
Witham, CM8 2AS

Telephone: 101 ext 452035

E:mail licensing.applications@essex.pnn.police.uk

Guidance from Essex Police on their expectations for licence applications can be found on their website at: www.essex.police.uk/licensing

- b) The Fire and Rescue Authority
Essex County Fire and Rescue Service
Southend Service Delivery Point
Sutton Road (Rear of Fire Station)
Southend-on-Sea, SS2 5PX

Telephone 01376 576740

- c) The Local Planning Authority
The Development Control Section
Southend-on-Sea Borough Council
Civic Centre
Victoria Avenue
Southend-on-Sea. SS2 6ZG

Telephone: 01702 215327

- d) The Local Authority with functions related to prevention of risk of pollution of the environment:-

The Environmental Protection Team
Public Protection Division (Floor 13)
Southend-on-Sea Borough Council
Civic Centre, Victoria Avenue
Southend-on-Sea SS2 6ZG

Telephone: 01702 215005

Email: environmentalprotection@southend.gov.uk

- e) The body designated by the Licensing Authority as being competent to advise on the Authority about protection of children from harm.

The Department of Children & Learning
(Child Protection Advisor)
PO Box 59
Southend-on-Sea Borough Council
Queensway House
Essex Street
Southend-on-Sea, SS2 5TB

Telephone: 01702 534417

- f) The Gambling Commission
Victoria Square House
Victoria Square
Birmingham
B2 4BP

Telephone: 0121 230 6500

- g) Her Majesty's Revenue and Customs
National Registration Unit
Betting & Gaming
Cotton House
& Cochrane Street
Glasgow
G1 1HY

Telephone: 03000 516023

Email: NRUBetting&Gaming@HMRC.gsi.gov.uk

In relation to vessels only, the Navigation Authority having functions in relation to any place where the vessel is or is likely to be while activities are carried on in reliance on a premises licence. For this purpose, correspondence should be sent to:

Surveyor-in-Charge
Maritime & Coast Guard Agency
Marine Office
Central Court
1B Knoll Rise
Orpington, BR6 0JA

Telephone: 01689 890400

Any further enquiries or assistance can be obtained from the Licensing Authority on the email address or telephone number given above. These addresses were correct at the time of going to press but are subject to change without notice. Any change made will not form part of a review of the Council's Statement of Licensing Policy

ANNEX 'C'

DEFINITIONS

Please note, definitions listed below are for guidance only and do not form part of the Council's Statement of Licensing Policy or will necessarily appear within it.

| Term | Description |
|------------------------------------|---|
| ATM | Auto teller machine or cash machine. |
| Adult Gaming Centre | Premises in respect of which an Adult Gaming Centre Premises Licence has effect. |
| Authorised Local Authority Officer | A Licensing Authority Officer who is an authorised person for a purpose relating to premises in that Authority's area. |
| Betting | In this Act "betting" means making or accepting a bet on— (a) the outcome of a race, competition or other event or process, (b) the likelihood of anything occurring or not occurring, or (c) whether anything is or is not true. |
| Betting Machines | A machine designed or adapted for use to bet on future real events [not a gaming machine]. |
| Bingo | Bingo is not given a statutory definition in the Act other than that it means any version of the game irrespective of by what name it is described. It is to have its ordinary and natural meaning. Two types of bingo are commonly understood: <ul style="list-style-type: none">• cash bingo, where the stakes paid make up the cash prizes that are won• prize bingo, where various forms of prizes are won, not directly related to the stakes paid. |
| Casino | An arrangement whereby people are given an opportunity to participate in one or more casino games. |
| Casino Resolution | Resolution not to issue Casino Premises Licences. |
| Child | Individual who is less than 16 years old. |
| Club Gaming Machine Permit | Permit to enable the premises to provide gaming machines [3 machines of Categories B,C or D.] |
| Conditions | Conditions to be attached to licences by way of:- |

| | |
|-----------------------------------|---|
| | <ul style="list-style-type: none"> ❑ Automatic provision ❑ Regulations provided by Secretary of State ❑ Conditions provided by Gambling Commission ❑ Conditions provided by Licensing Authority <p>Conditions may be general in nature [either attached to all licences or all licences of a particular nature] or may be specific to a particular licence.</p> |
| Crane grab machine | A non-money prize machine in respect of which every prize which can be won consists of an individual physical object (such as a stuffed toy) won by a person's success in manipulating a device forming part of the machine so as to separate, and keep separate, one or more physical objects from a group of such objects. |
| Default Conditions | Conditions, prescribed in regulations, that will apply unless the Licensing Authority decides to exclude them. This may apply to all Premises Licences, to a class of Premises Licence or Licences for specified circumstances. |
| Delegated Powers | Decisions delegated either to a Licensing Committee, Sub-Committee or Licensing Officers. |
| Disorder | No set interpretation. However, likely to be connected to the way gambling is being conducted. In the case of Gambling Premises' Licences, disorder is intended to mean activity that is more serious and disruptive than mere nuisance. |
| Equal Chance Gaming | Games that do not involve playing or staking against a bank and where the chances are equally favourable to all participants. |
| Exempt Lotteries | <p>Lotteries specified in the Gambling Act as permitted to be run without a licence from the Gambling Commission. There are four types:</p> <ul style="list-style-type: none"> • Small Society Lottery [required to register with Licensing Authorities. • Incidental Non Commercial Lotteries. • Private Lotteries. • Customer Lotteries. |
| Family Entertainment Centre (FEC) | <p>There are two types of FEC:-</p> <p>A licensed FEC (ie one with a Premises Licence) has no limit on the number of category C or D machines permitted</p> <p>An unlicensed FEC (ie one with a Permit) has no limit on the number of category D machines permitted</p> |

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| Fixed Odds Betting Terminals (FOBTs) | FOBTs are a type of gaming machine which generally appear in licensed bookmakers. (Betting Shops) FOBTs have 'touch-screen' displays and look similar to quiz machines familiar in pubs and clubs. They normally offer a number of games, roulette being the most popular. |
| Gaming & game of chance | In the Act "gaming" means playing a game of chance for a prize. and "game of chance"— (a) includes— (i) a game that involves both an element of chance and an element of skill, (ii) a game that involves an element of chance that can be eliminated by superlative skill, and (iii) a game that is presented as involving an element of chance, but (b) does not include a sport |
| Gaming Machine | Machine covering all types of gambling activity, including betting on virtual events, but not including home computers even though users can access online gambling websites. |
| Guidance to Licensing Authorities | Guidance issued periodically by the Gambling Commission |
| Incidental Non Commercial Lottery | A lottery promoted wholly for purposes other than private game, and which are incidental to non commercial events [commonly charity fundraising events, lottery held at a school fete or at a social event such as a dinner dance] |
| Lottery | An arrangement which satisfies the statutory description of either a simple lottery or a complex lottery in Section 14 of the Act. |
| Members' Club | A club, as defined by the Licensing Act 2003, that must:- <ul style="list-style-type: none"> ❑ Have at least 25 members; ❑ Be established and conducted 'wholly or mainly' for purposes other than gaming; ❑ Be permanent in nature; ❑ Not be established to make commercial profit; ❑ Be controlled by its members equally. |
| Money prize machine | A machine in respect of which every prize which can be won as a result of using the machine is a money prize. |
| Non-money prize machine | A machine in respect of which every prize which can be |

| | |
|-----------------------------|---|
| | <p>won as a result of using the machine is a non-money prize. The winner of the prize is determined by:</p> <p>(i) the position in which the coin or token comes to rest after it has been inserted into the machine, together with the position of other coins or tokens which have previously been inserted into the machine to pay a charge for use, or</p> <p>(ii) if the insertion of a single coin to pay the charge for use enables the person using the machine to release one or more tokens within the machine, the position in which such tokens come to rest after being released, together with the position of other tokens which have previously been so released.</p> |
| Occasional Use Notice (OUN) | Betting may be permitted on a 'track' by an OUN without the need for a full Premises Licence. |
| Odds | The ratio to which a bet will be paid if the bet wins. e.g. 3-1 means for every £1 bet, a person would receive £3 of winnings. |
| Off Course Betting | Betting that takes place other than at a track, i.e. at a licensed betting shop. |
| Off Course Betting - Tracks | Betting that takes place in a self-contained betting premises with the track premises providing facilities for off course betting, i.e. on other events, not just those taking place on the track. Normally operates only on race days. |
| On Course Betting - Tracks | Betting that takes place on a track while races are taking place. |
| Operating Licence | Licence to permit individuals and companies to provide facilities for certain types of gambling. It may authorise remote or non remote gambling. |
| Permits | Authorisation to provide a gambling facility where the stakes and prizes are very low or gambling is not the main function of the premises. |
| Personal Licence | Formal authorisation to individuals who control facilities for gambling or are able to influence the outcome of gambling. Cannot be held by companies. |
| Pool Betting - Tracks | For the purposes of the Gambling Act, pool betting is made on terms that all or part of the winnings: 1) Shall be determined by reference to the aggregate of the stakes paid or agreed to be paid by the persons betting 2) Shall be divided among the winners or 3) Shall or may be something other than money. For the purposes of the Gambling Act, pool betting is horse-race pool betting if it relates to horse-racing in Britain. |
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| Private Lotteries | <p>There are three types of Private Lotteries:</p> <ul style="list-style-type: none"> ❑ Private Society Lotteries - tickets may only be sold to members of the Society or persons who are on the premises of the Society; ❑ Work Lotteries - the promoters and purchasers of tickets must all work on a single set of work premises; ❑ Residents' Lotteries - promoted by, and tickets may only be sold to, people who live at the same set of premises. |
| Prize Gaming | <p>Where the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming. The prizes will be determined by the operator before play commences.</p> |
| Prize Gaming Permit | <p>A permit to authorise the provision of facilities for gaming with prizes on specific premises.</p> |
| Regulations or Statutory instruments | <p>Regulations are a form of law, often referred to as delegated or secondary legislation. They have the same binding legal effect as Acts and usually state rules that apply generally, rather than to specific persons or things. However, regulations are not made by Parliament. Rather, they are made by persons or bodies to whom Parliament has delegated the authority to make them, such as a minister or an administrative agency.</p> |
| Representations | <p>In the context of the Gambling Act representations are either positive statements of support or negative objections which are made in relation to a licensing application. Representations must be made in time, e.g. during a designated notice period.</p> |
| Responsible Authorities | <p>Public Bodies that must be notified of all applications and who are entitled to make representations in relation to Premises Licences, as follows:-</p> <ul style="list-style-type: none"> ❑ The Licensing Authority in whose area the premises is partly or wholly situated ❑ The Gambling Commission ❑ The Chief Officer of Police ❑ Fire and Rescue Service ❑ The Planning Authority for the local authority area ❑ Environmental Health Service for the local authority area ❑ The Body competent to advise on the protection of children from harm ❑ HM Revenue and Customs ❑ Authority in relation to vulnerable adults ❑ Vessels only - the Navigation Authority whose |

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| | <p>statutory functions are in relation to waters where the vessel is usually moored or berthed, i.e. the Environment Agency, British Waterways Board, the Maritime and Coastguard Agency</p> <p>Full details of Responsible Authorities for the Borough are contained in Appendix 'B' to this Policy.</p> |
| Skill machine / Skill with prizes machine | The Act does not cover machines that give prizes as a result of the application of pure skill by players. A skill with prizes machine is one on which the winning of a prize is determined only by the player's skill – any element of chance imparted by the action of the machine would cause it to be a gaming machine. An example of a skill game would be trivia game machines, popular in pubs and clubs, which require the player to answer general knowledge questions to win cash prizes. |
| Small Society Lottery | A lottery promoted on behalf of a non commercial society, i.e. lotteries intended to raise funds for good causes. |
| Society | The society, or any separate branch of such a society, on whose behalf a lottery is to be promoted. |
| Stake | The amount pledged when taking part in gambling activity as either a bet, or deposit to the bank or house (where the house could be a gaming machine). |
| Table gaming | Card games played in casinos. |
| Temporary Use Notice (TUN) | To allow the use of a premises for gambling where there is no Premises Licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. |
| Tote [or Totalisator] | "Tote" is short for Totaliser, a system introduced to Britain in 1929 to offer pool betting on racecourses. |
| Track | Sites where races or other sporting events take place, e.g. horse racing, dog racing or any other premises on any part of which a race or other sporting event takes place or is intended to take place. |
| Vehicles | Defined as trains, aircraft, sea planes and amphibious vehicles other than hovercraft. No form of commercial betting and gaming is permitted. |
| Vulnerable Persons | <p>No set definition, but likely to mean group to include people who:-</p> <ul style="list-style-type: none"> □ gamble more than they want to □ gamble beyond their means <p>who may not be able to make informed or balanced decisions about gambling due to a mental impairment,</p> |

| | |
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| | alcohol or drugs |
| Young Person | An individual who is not a child but who is less than 18 years old. |

ANNEX 'D'



ANNEX 'E'

Local Area Risk Assessment Example Template

| 1: Local Area | | | |
|---------------|--------------|---|------------------|
| No | Local Risks: | Licensing objective(s) at risk: (CD, FO or CV) | Control Measures |
| 1.1 | | | Systems |
| | | | |
| | | | Design |
| | | | |
| 1.2 | | | Systems |
| | | | |
| | | | Design |
| | | | |
| 1.3 | | | Systems |
| | | | |
| | | | Design |
| | | | |
| 1.3 | | | Physical |
| | | | |
| | | | |
| | | | |

| 2: Gambling Operation | | | |
|-----------------------|--------------|---|------------------|
| No | Local Risks: | Licensing objective(s) at risk: (CD, FO or CV) | Control Measures |
| 2.1 | | | Systems |
| | | | |
| | | | Design |
| | | | |
| | | | Physical |
| | | | |
| 2.2 | | | Systems |
| | | | |
| | | | Design |
| | | | |
| | | | Physical |
| | | | |
| 3.3 | | | Systems |
| | | | |
| | | | Design |
| | | | |
| | | | Physical |
| | | | |

| 3: Internal and External Premises Design | | | |
|--|--------------|---|------------------|
| No | Local Risks: | Licensing objective(s) at risk: (CD, FO or CV) | Control Measures |
| 3.1 | | | Systems |
| | | | Design |
| | | | Physical |
| 3.2 | | | Systems |
| | | | Design |
| | | | Physical |
| 3.3 | | | Systems |
| | | | Design |
| | | | Physical |

| Actions following assessment: | | | |
|--|--------------------|-------------|----------------|
| 1: Local Area | | | |
| Action | Person/Dept tasked | Date tasked | Date completed |
| | | | |
| | | | |
| | | | |
| | | | |
| 2: Gambling Operation | | | |
| Action | Person/Dept tasked | Date tasked | Date completed |
| | | | |
| | | | |
| | | | |
| | | | |
| 3: Internal and External Premises Design | | | |
| Action | Person/Dept tasked | Date tasked | Date completed |
| | | | |
| | | | |
| | | | |
| | | | |

| | | | |
|---------|--|-------|--|
| Signed: | | Date: | |
|---------|--|-------|--|

| | |
|-------------|--|
| Print Name: | |
|-------------|--|

Notes: This risk assessment must be completed for all new premises or when the premises licence is varied. The assessment must also be reviewed when there are any significant changes to either the local circumstances and/or the premises. see section 14 of this policy)

Risks: Area of consideration that may impact on one or more of the licensing objectives
 Local Risks: These are the identified factors that may pose a risk to the licensing objectives by virtue of the provision of gambling facilities at the premises

Licensing Objectives: these are the three licensing objectives under the Gambling Act 2005 to which the risk factors have been identified as potentially impacting. For ease of reference within this assessment the objectives have been given codes that should be used to replace the full objective. These codes are CD for the Crime and Disorder objective, FO for the Fair and Open objective and CV for the protection of children and the vulnerable.

Control Measures: These are measures that the operator can put in place to mitigate the risk to the licensing objectives from the risk factors. These control measures are split into three categories, systems, design and physical.

The fact that there are three subsections in each section of the template should not be taken to suggest that you should limit your assessment to three risks for each section. The above template is an example only. You are at liberty to use your own design.

ANNEX 'F'

Non statutory fees are reviewed by the Licensing Authority on an annual basis in accordance with the Gambling (Premises Licence Fees) (England and Wales) Regulations 2007. Details of current fees can be obtained by contacting

The Licensing Authority
Public Protection Division (Floor 13)
Department for Place
Southend-on-Sea Borough Council
Civic Centre
Victoria Avenue
Southend-on-Sea
Essex SS2 6ZG Telephone: 01702 215005

Email: licact2003@southend.gov.uk

or alternatively by viewing the Council's Website www.southend.gov.uk

Summary of Key Points from Consultation Responses to the Draft Gambling Policy.

| Respondent | Response | Licensing Authority comments (LA) | Change policy? |
|--|---|--|----------------|
| 1. Essex Police | No comment | None | No |
| 2. Association of British Bookmakers (ABB) – focussing on betting shops. | Recognises the importance of the policy focussing on the local environment | None | No |
| | Believes that any consideration of gambling licensing at the local level should also be considered within the wider context that: betting shop numbers have reduced in recent years, all new betting shops require a specific planning permission, and health surveys show that problem gambling rates are stable and possibly falling. | It is correct that betting shop numbers are in decline. The Act is specific in saying that ‘need’ cannot be considered. Thus the number of betting shops, be that falling or rising, is irrelevant in terms of the policy. Indeed, as the respondent states, all new betting shops require a specific planning permission and this is how the number of shops in a specific area are controlled. The LA naturally welcomes surveys showing problem gambling may be falling but we would be failing in our duty not to include further measures to improve these statistics if at all possible. | No |
| | Supports Primary Authority Partnerships and feel that they help provide a consistent approach to regulation by local authorities, | The LA have always recognised Primary Authority Partnerships and the revised policy formalises this at 13.6. | No |
| | Fully supports the need for local area risk assessments which will take into account risks presented in the local area, such as exposure to vulnerable groups and crime. the ABB welcomes the recognition of the need for an evidential basis for any consideration with regard to the location of a new premises (14.9) and the | The LA is fully supportive of the concept of Local Area Risk Assessments which were introduced by the Gambling Commission in version 5 of their guidance to local authorities. We believe it is right that levels of deprivation should be considered but requiring operators to include this in their assessments doesn’t automatically mean that it will be found that such areas have a | No |

| | | | |
|----------------------------------|---|---|----------------------|
| | <p>recognition that the mandatory and default conditions that attach to all Gambling Act 2005 premises licences are normally sufficient to regulate gambling premises. However it questions that the licensing authority expects whether the premises are in an area of deprivation should be considered within a risk assessment. Stating “It is difficult to see how the relative affluence of a location could be a material consideration as far as the licensing objectives are concerned” and requesting removal of this requirement</p> <p>Want the local area profile to a) be included as part of the policy and b) be available for consultation whenever the policy is consulted on.</p> | <p>different number of vulnerable people in it. However to simply dismiss it because the ABB cannot see a link would not be appropriate.</p> <p>The Local Area Profile (LAP) will naturally be an evolving document and cannot be included as part of the policy because it would create requirement to review the whole policy every time local circumstances required an amendment of the LAP. (For example new premises included in part of the LAP open or others close). Therefore, it was proposed (and accepted by Council in the draft policy) to publish it as a standalone document which is referred to within the policy. This approach is also supported in 6.51 of the Gambling Commissions guidance and by the LGA</p> <p>The LAP will be available on the Council Website at all times not just during policy consultation periods.</p> | <p>No</p> |
| <p>3.The Licensing Committee</p> | <p>Change the words “Criminal Record Bureau (CRB)” to Disclosure and Barring Service (DBS)</p> <p>Supports that the licensing authority expects whether the premises are in an area of deprivation should be considered within a risk assessment. Stating that it is essential that it is included.</p> | <p>Agree</p> <p>None</p> | <p>Yes</p> <p>No</p> |

| | | | |
|------------------------------|---|---|-------------------------------|
| | Resolved to recommend the revised policy to Cabinet with the exception that CRB is amended to DBS | None | N/A |
| 4. Leigh-on-Sea Town Council | Support the revisions to the Policy | No | No |
| 5. Local Resident | <p>Seeks certain matters to be addressed on a planning decision as follows:</p> <p>for betting shops including limits on size and refusal if another betting shop is already in existence and</p> <p>for casinos consideration to be given to natural light access.</p> <p>Comments on design of gambling premises, in particular toilet provision , facilities for the disabled and escape provisions</p> <p>Would like to see numbers of fixed odds betting terminals reduced and access limited to 10.00 to 17.00.</p> | <p>These matters are planning considerations and there are no provisions within the Gambling Act to deal with them.</p> <p>These matters are dealt with under other legislation and are not part of the Gambling Policy</p> <p>S172(8) of the Act provides that the holder of a betting premises licence may make available up to four gaming machines. This permission includes fixed odds betting terminals. In deciding whether to impose conditions to limit the number of betting machines, each application will be on its own merits and account will be taken of Codes of Practice or Guidance issued under the Act.(see 19.5 of the policy)</p> <p>The Act prohibits gambling facilities in betting shops between 22.00 and 07.00. the Authority has no power to limit machine availability times outside those hours.</p> | <p>No</p> <p>No</p> <p>No</p> |

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From: Licensing Applications Essex [mailto: [REDACTED]]
Sent: 30 November 2016 11:42
To: Adam Penn
Subject: RE: Gambling Policy 2017 Consultation

Good morning Adam

Essex Police have no comments to make regarding the Southend Borough Council 2017 Gambling Policy Draft V2.

Regards

Steve

Essex Police County Licensing Officer Stephen Sparrow DMS ABII
Witham Police Station
PO BOX 12306
Police Station
Newland Street
Witham
CM8 2AS
Email: [REDACTED]



Southend Borough Council
Gambling Consultation
The Licensing Authority
Civic Centre
Victoria Avenue
Southend on Sea SS2 6ZG

Please ask for: Richard Taylor
Direct Tel: 01482 590216
Email: rjt@gosschalks.co.uk
Our ref: RJT / LHF / 097505.00004
#GS1155128
Your ref:
Date: 06 January 2017

Dear Sir/Madam,

Re: Gambling Act 2005 Policy Statement Consultation

We act for the Association of British Bookmakers (ABB) and have received instructions to respond on behalf of our client to the current consultation on the Council's review of its gambling policy statement.

The Association of British Bookmakers (ABB) represents over 80% of the high street betting market. Its members include large national operators such as William Hill, Ladbrokes-Coral and Paddy Power Betfair, as well as almost 100 smaller independent bookmakers.

Please see below for the ABB's response to the Council's current consultation on the draft gambling policy statement.

This response starts by setting out the ABB's approach in areas relevant to the local authority's regulation of betting shop premises, and its commitment to working with local authorities in partnership. The response finishes by highlighting matters within the policy statement which the ABB feels may need to be addressed.

Betting shops have been part of the British high street for over 50 years and ensuring a dialogue with the communities they serve is vital.

The ABB recognises the importance of the gambling policy statement in focusing on the local environment and welcomes the informed approach this will enable operators to take for example, with regard, to the new requirements for local area risk assessments and ensuring the right structures are in place in shops that are appropriate for that area.

Whilst it is important that the gambling policy statement fully reflects the local area, the ABB is also keen to ensure that the statutory requirements placed on operators and local authorities under the Gambling Act 2005 remain clear; this includes mandatory conditions (for instance, relating to Think 21 policies) and the aim to permit structure. Any duplication or obscuring of these within new processes would be detrimental to the gambling licensing regime. The ABB also

believes it is important that the key protections already offered for communities, and clear process (including putting the public on notice) for objections to premises licence applications, continue to be recognised under the new regime.

Any consideration of gambling licensing at the local level should also be considered within the wider context.

- the overall number of betting shops is in decline. The latest Gambling Commission industry statistics show that numbers as at 31 Mar 2016 were 8,809 - a decline of over 300 since March 2014, when there were 9,137 recorded.
- recent planning law changes introduced in April 2015 have increased the ability of licensing authorities to review applications for new premises, as all new betting shops must now apply for planning permission.
- successive prevalence surveys and health surveys tells us that problem gambling rates in the UK are stable (0.6%) and possibly falling.

Working in partnership with local authorities

The ABB is fully committed to ensuring constructive working relationships exist between betting operators and licensing authorities, and that where problems may arise that they can be dealt with in partnership. The exchange of clear information between councils and betting operators is a key part of this and the opportunity to respond to this consultation is welcomed.

LGA – ABB Betting Partnership Framework

In January 2015 the ABB signed a partnership agreement with the Local Government Association (LGA), developed over a period of months by a specially formed Betting Commission consisting of councillors and betting shop firms, which established a framework designed to encourage more joint working between councils and the industry.

Launching the document Cllr Tony Page, LGA Licensing spokesman, said it demonstrated the *"desire on both sides to increase joint-working in order to try and use existing powers to tackle local concerns, whatever they might be."*

The framework builds on earlier examples of joint working between councils and the industry, for example the Medway Responsible Gambling Partnership which was launched by Medway Council and the ABB in December 2014. The first of its kind in Britain, the voluntary agreement led the way in trialing multi-operator self-exclusion. Lessons learned from this trial paved the way for the national multi-operator self-exclusion scheme now in place across the country. By phoning a free phone number (0800 294 2060) a customer who is concerned they are developing a problem with their gambling can exclude themselves from betting shops close to where they live, work and

socialise. The ABB is working with local authorities to help raise awareness of the scheme, which is widely promoted within betting shops.

The national scheme was first trialed in Glasgow in partnership with Glasgow City Council. Cllr Paul Rooney, Glasgow's City Treasurer and Chairman of a cross-party Sounding Board on gambling, described the project as "*breaking new ground in terms of the industry sharing information, both between operators and, crucially, with their regulator.*"

Primary Authority Partnerships in place between the ABB and local authorities

All major operators, and the ABB on behalf of independent members, have also established Primary Authority Partnerships with local authorities. These partnerships help provide a consistent approach to regulation by local authorities, within the areas covered by the partnership; such as age-verification or health and safety. We believe this level of consistency is beneficial both for local authorities and for operators.

For instance, Primary Authority Partnerships between Milton Keynes Council and Reading Council and their respective partners, Ladbrokes and Paddy Power Betfair, led to the first Primary Authority inspection plans for gambling coming into effect in January 2015. By creating largely uniform plans, and requiring enforcing officers to inform the relevant Primary Authority before conducting a proactive test-purchase, and provide feedback afterwards, the plans have been able to bring consistency to proactive test-purchasing whilst allowing the Primary Authorities to help the businesses prevent underage gambling on their premises.

Local area risk assessments

Since April 2016, under new Gambling Commission LCCP provisions, operators have been required to complete local area risk assessments identifying any risks posed to the licensing objectives and how these would be mitigated. Licensees must take into account relevant matters identified in the licensing authority's statement of licensing policy, and any local area profile, in their risk assessment. These must be reviewed where there are significant local changes or changes to the premises, or when applying for a variation to or for a new premises licence.

The ABB fully supports the implementation of risk assessments which will take into account risks presented in the local area, such as exposure to vulnerable groups and crime. The new requirements build on measures the industry has already introduced through the ABB Responsible Gambling Code to better identify problem gamblers and to encourage all customers to gamble responsibly.

This includes training for shop staff on how to intervene and direct problem gamblers to support services, as well as new rules on advertising including banning gaming machine advertising in shop windows, and the introduction of Player Awareness Systems which use technology to track account

based gaming machine customers' player history data to allow earlier intervention with any customers whose data displays known 'markers of harm'.

Best practice

The ABB is committed to working pro-actively with local authorities to help drive the development of best practice with regard to local area risk assessments, both through responses to consultations such as this and directly with local authorities. Both the ABB and its members are open and willing to engage with any local authority with questions or concerns relating to the risk assessment process, and would encourage them to make contact.

Westminster Council is one local authority which entered into early dialogue with the industry, leading to the development of and consultation on draft guidance on the risk assessment process, which the ABB and our members contributed to. Most recently one operator, Coral, has been working closely with the Council ahead of it issuing its final version of the guidance, which we welcome.

The final guidance includes a recommended template for the local area risk assessment which we would point to as a good example of what should be expected to be covered in an operator's risk assessment. It is not feasible for national operators to submit bespoke risk assessments to each of the c.350 local authorities they each deal with, and all operators have been working to ensure that their templates can meet the requirements set out by all individual local authorities.

The ABB would be concerned should any local authority seek to prescribe the form of an operator's risk assessment. This would not be in line with better regulation principles. Operators must remain free to shape their risk assessment in whichever way best meets their operational processes.

The ABB has also shared recommendations of best practice with its smaller independent members, who although they deal with fewer different local authorities, have less resource to devote to developing their approach to the new assessments. In this way we hope to encourage a consistent application of the new rules by operators which will benefit both them and local authorities.

Concerns around increases in the regulatory burden on operators

The ABB is concerned to ensure that any changes in the licensing regime at a local level are implemented in a proportionate manner. This would include if any local authority were to set out overly onerous requirements on operators to review their local risk assessments with unnecessary frequency, as this could be damaging. As set out in the LCCP a review should only be required in response to significant local or premises change. In the ABB's view this should be where evidence can be provided to demonstrate that the change could impact the premises' ability to operate consistently with the three licensing objectives.

Any increase in the regulatory burden would severely impact ABB members at a time when overall shop numbers are in decline, and operators are continuing to absorb the impacts of significant recent regulatory change. This includes the increase to 25% of Machine Games Duty, limits to staking over £50 on gaming machines, and planning use class changes which require all new betting shops in England to apply for planning permission.

Employing additional licence conditions

It should continue to be the case that additional conditions are only imposed in exceptional circumstances where there are clear reasons for doing so. There are already mandatory and default conditions attached to any premises licence which will ensure operation that is consistent with the licensing objectives. In the vast majority of cases, these will not need to be supplemented by additional conditions.

The LCCP require that premises operate an age verification policy. The industry operates a policy called "Think 21". This policy is successful in preventing under-age gambling. Independent test purchasing carried out by operators and the ABB, and submitted to the Gambling Commission, shows that ID challenge rates are consistently around 85%. The ABB has seen statements of principles requiring the operation of Challenge 25. Unless there is clear evidence of a need to deviate from the industry standard then conditions requiring an alternative age verification policy should not be imposed.

The ABB is concerned that the imposition of additional licensing conditions could become commonplace if there are no clear requirements in the revised licensing policy statement as to the need for evidence. If additional licence conditions are more commonly applied this would increase variation across licensing authorities and create uncertainty amongst operators as to licensing requirements, over complicating the licensing process both for operators and local authorities

Other concerns

Where a local area profile is produced by the licensing authority, this be made clearly available within the body of the licensing policy statement, where it will be easily accessible by the operator and also available for consultation whenever the policy statement is reviewed.

Considerations specific to the Gambling Licensing Policy Statement 2017-2019

Overall, the ABB welcomes the licensing authority's light touch approach to the draft licensing policy statement. In particular, the ABB welcomes the recognition of the need for an evidential basis for any consideration with regard to the location of a new premises (14.9) and the recognition that the mandatory and default conditions that attach to all Gambling Act 2005 premises licences are normally sufficient to regulate gambling premises.

The only specific issue that may need to be addressed within the draft policy relates to paragraph 14.11. This paragraph requires that one of the issues to be considered upon the completion of a local risk assessment is whether the premises is in an area of deprivation. We respectfully submit that this bullet point should be removed. It is difficult to see how the relative affluence of a location could be a material consideration as far as the licensing objectives are concerned. The Gambling Act 2005 requires that applications and the operation of premises are reasonably consistent with the licensing objectives. The only way in which the relative affluence of an area could be relevant to a risk to the licensing objectives is if the licensing authority has pre-determined that persons in that area are either automatically vulnerable or more likely to commit crime related to gambling. In the circumstances, we suggest that this bullet point be reconsidered.

Conclusion

The ABB and its members are committed to working closely with both the Gambling Commission and local authorities to continually drive up standards in regulatory compliance in support of the three licensing objectives: to keep crime out of gambling, ensure that gambling is conducted in a fair and open way, and to protect the vulnerable.

Indeed, as set out, the ABB and its members already do this successfully in partnership with local authorities now. This includes through the ABB Responsible Gambling Code, which is mandatory for all members, and the Safe Bet Alliance (SBA), which sets voluntary standards across the industry to make shops safer for customers and staff.

We would encourage local authorities to engage with us as we continue to develop both these codes of practice, which are in direct support of the licensing objectives, as well as our processes around local area risk assessments.

Yours faithfully,

GOSSCHALKS

SOUTHEND-ON-SEA BOROUGH COUNCIL



Meeting of Licensing Committee

Date: Tuesday, 24th January, 2017

Place: Committee Room 1 - Civic Suite

Present: Councillor D McGlone (Chair)
Councillors R Hadley (Vice-Chair), B Ayling, S Buckley, M Butler,
T Callaghan, D Jarvis, D Kenyon, H McDonald, C Mulroney,
G Phillips and J Ware-Lane

In Attendance: P Tremayne, T Row, A Penn, M Newton and L Colby

Start/End Time: 2.30 - 3.35 pm

681 Apologies for Absence

Apologies for absence were received from Councillors Borton, Folkard and Habermel (no substitutes).

682 Declarations of Interest

The following interests were declared at the meeting:

(a) Councillor Callaghan – Agenda Item No. 4 (Application to be Recognised as an Association for Taxi Drivers) – Non-pecuniary interest: Taxi Driver;

(b) Councillors Jarvis – Agenda Item No. 5 (Consultation of the Proposed Gambling Policy for 2017) – Non-pecuniary interest: Member of Genting Club, the Rendezvous Casino and the Shoebury Conservative Club;

(c) Councillor Phillips – Agenda Item No. 5 (Consultation of the Proposed Gambling Policy for 2017) – Non-pecuniary interest: Member of Genting Club and the Rendezvous Casino.

683 Minutes of the Meeting held on Thursday 3rd September 2015

Resolved:-

That the Minutes of the Meeting held on Thursday, 3rd September 2015 be received, confirmed as a correct record and signed.

684 Application to be recognised as an association for taxi drivers

The Committee was informed that this item had been withdrawn from the Agenda on the basis that the formal application and supporting documentation had not been received.

Resolved:-

That consideration of this matter be deferred pending the receipt of a formal application and the relevant supporting information.

685 Consultation of the proposed Gambling Policy for 2017

The Committee received an oral report and presentation from the Council's Regulatory Services Manager on the proposed changes to the Gambling Licensing Policy Statement 2017-19. A copy of the policy statement was presented to the Committee to enable its views to be forwarded to the Cabinet as part of the consultation process. The Committee also received, for information purposes, a summary of the consultation responses that had been received to date.

The Committee considered and discussed the policy statement in some detail, and noted the requirement for applicants to carry out (and review as necessary) their local risk assessments. Furthermore, in order to assist applicants, where there is an issue in a local area which impacts on how the applicant should complete their risk assessment, the Committee noted that it was proposed that the Licensing Authority would be publishing a local area profile (LAP). The LAP would be published as a separate document to the policy statement and would not form part of it. An initial draft copy of the LAP was circulated at the meeting. The Committee also noted that approval would be sought to delegate any necessary amendments to the LAP to the Deputy Chief Executive (Place) to ensure the information included within it was up to date and accurate.

Resolved:-

1. That, subject to the amendment of the term "Criminal Records Bureau" to "DBS" or "Disclosure" check in paragraphs 25.2 and 27.1, the proposed changes to the Gambling Licensing Policy Statement 2017-19 be supported.
2. That the Cabinet be recommended to approve the publication of the LAP as a separate document to the policy statement and that the LAP should include, amongst other things, areas of deprivation to assist in the completion of risk assessments.

686 Update on Other Licensing Matters

The Committee received an oral report and presentation from the Council's Regulatory Services Manager which provided Members with a brief update on the following matters:

- Sex establishments and Sex entertainment venues
- Animal Licensing
- Massage and special treatment licensing
- Scrap metal licensing
- Licensing Act 2003



Leigh-on-Sea Town Council

4

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk

LOCAL COUNCIL
AWARD SCHEME
FOUNDATION

Chairman: Cllr Carole Mulroney
Vice Chairman: Cllr Helen Robertson
Town Clerk: Paul Beckerson (Helen Symmons Acting Town Clerk)

Gambling Consultation
The Licensing Authority
Southend-on-Sea Borough Council
Civic Centre, Floor 13
Victoria Avenue
Southend-on-Sea
Essex SS2 6ZG

25th January 2017

Dear Mr Penn

GAMBLING ACT 2005
SOUTHEND-ON-SEA BOROUGH COUNCIL – GAMBLING POLICY 2017 CONSULTATION

Thank you for consulting us on this revised draft gambling policy.

Leigh-on-Sea Town Council discussed the changes at their Planning, Highways & Licensing meeting on the 24th January 2017. The Committee resolved to support the intended revisions to the policy.


Yours sincerely

Helen Symmons
Acting Town Clerk

5



23rd January 2017


Southend Borough Council
Civic Centre
Victoria Avenue
Southend-on-Sea
Essex

RE: Gambling Act 2005
Southend-on-Sea Borough Council-Gambling Policy 2017 Consultation

Dear 

I would like to respond to the above consultation with a few ideas as mentioned below, I do understand that some of my suggestions, you may be unable to implement.

When a planning application comes before the council, for a retail/commercial property to be turned into a betting shop. The frontage of the property (proposed betting shop) should be limited to the width of a small/ individual retail unit.

The reason being we have seen a few retail units with a wide frontage or two shops next to each turned into one betting shop, this does interfere with the street seen.

Three properties spring to mind

A double fronted property between the Plough, Westcliff and Hamlet Court Road

The large property (a former Bank), corner of the London Road A 13 and Hamlet Court Road.

The large property, a former Barclays Bank, the property is located in a prominent position at the top of the High Street opposite W H Smith.

With five minutes walk of the above property there are a further three double fronted properties, now betting shops, together with a property occupying a prominent corner position Southchurch and Chichester Road

I would like to see a restriction on further planning applications for betting shops and

this could be achieved by limiting the amount of further planning approvals in connection with planning applications for Betting shops in a location, where a betting shop already exists.

All advertising and promotions should be confined to the inside of the property, not on the windows facing the public highway, or advertising on the frontage of the property.

Any new application for a Betting Shop should also include separate toilets for Ladies, Gentlemen and the Disabled.

The emergency exit should be able to be at street level and wide enough to accommodate a wheelchair.

The counter where the transaction is made needs to be of a height which is accessible to a person confined to a wheelchair, together with clocks in the customer areas.

The amount of so called Fixed odds Betting Terminals, needs to be reduced and set at the lowest possible number, one, in each property, which is less than at present allowed, and the machines should only be assessable for part of the time the betting shop is open for business, possible between 10 am- 5 pm.

When there is a Planning Application for a Casino, the design of the Casino should allow the customer to have access to as much natural light as possible in all parts of the building with large clocks in prominent positions throughout the Casino and the amount of Fixed Odds Betting Terminals should be limited to one per property.

Can you please confirm receipt of the above, confirming when any decision will be published and if possible send me a copy of the decision together with any recommendations which will be implemented and reasons why other suggestions cannot be implemented?

Yours sincerely

A large black rectangular redaction box covering the signature area.

Southend-on-Sea Licensing Authority

Local Area Profile

Introduction: The Gambling Commission has introduced provisions in its social responsibility code within the Licence Conditions and Codes of Practice, which require gambling operators applying for new licences or for a variation to their permissions, to assess the local risks to the licensing objectives posed by the provision of gambling facilities at each of their premises, and to have policies, procedures and control measures in place to mitigate the risks.

The attached Local Area Profile provides details of the locations and types of premises and / or business that the Licensing Authority consider are, or may be, sensitive premises and this should be considered by licensees along with relevant matters identified in the Licensing Authority's Statement of Gambling Policy when assessing and making their risk assessments.

It should be remembered that this profile is not a definitive overview. When carrying out a risk assessment you should do your own research on your local area to identify when your proposal may impact on the intended locale of your premises.

The Licensing Authority recognises that it cannot insist on applicants using the local area profiles when completing their risk assessments. However, an applicant who decides to disregard the profile should be alert to the risk that they may face additional representations and the expense of a hearing as a result of that decision.

The Licensing Authority expect that, while this profile was originally produced to assist applicants for Gambling Act applications, other licensing regimes may also benefit from similar assessments carried out against some criteria therein. EG An applicant for a Sex Establishment application should risk assess against such matters as locations where a high density of children may occur.

The Local Area Profile is naturally an evolving document and as such does not constitute a formal part of the Gambling Policy although it is referenced in it. The Licensing Authority will strive to ensure the profile is as up to date as possible. Therefore please note that this profile is subject to change without notice. Thus you should check for the latest version on the website www.southend.gov.uk before completing any risk assessment.

Contents List

Section 1: Gambling Licensed Premises

Section 2: Places Where There May be a High Density of Children

Section 3: Places of Worship, faith communities and community groups

Section 4: 'Ready Sources' of cash

Section 5: Places where vulnerable persons may be present

Section 6: Transport Hubs

Section 7: Crime

Section 8: Deprivation

Section 1: Gambling Licensed Premises

| | |
|--------------------------------------|---|
| Gambling Licensed Premises (by type) | |
| Adult Gaming Centres | |
| 1st Bowl Kursaal | Eastern Esplanade |
| Astro City | 2C Southchurch Road |
| Electric Avenue | 16-20 Marine Parade, |
| Las Vegas Amusements | 43 - 44 Marine Parade |
| Mecca Bingo | Greyhound Shopping Park, Greyhound Way, SS2 5PY |
| Monte Carlo | Marine Parade 29 - 33 |
| New York New York | Marine Parade 23-28 |
| Stardust | Marine Parade 36, SS1.2EJ |
| Sunspot | Marine Parade 2-8, SS1.2EJ |
| | |
| Betting Premises | |
| Betfred | London Road 18-22, |
| Betfred | 129 High Street Southend on Sea |
| Betfred | High Street 11, Southend on Sea |
| Betfred | Hamlet Court Road, 166. SS0.7LJ |
| Coral | Unit 3b, Asda Centre, North Shoebury |
| Coral | Hamlet Court Road, 177, |
| Coral | High Street, 66-68, Southend on Sea |
| Coral | London Road, 561, |
| Coral | London Road, 1751, |
| Coral | Marine Parade, 37, Southend on Sea |
| Coral | Rectory Grove, 14, |
| Coral | Southchurch Road, 2b, Southend on Sea |
| Coral | Southchurch Road, 736-738, Southend on Sea |
| Coral | Woodgrange Drive, 239-239 A, Southend on Sea |
| Coral | Sutton Road, 134-136, Southend on Sea |
| Coral | 209-211 Hamlet Court Road |
| Joe Jennings | the Broadway 75. L on S. SS9.1QR |
| Ladbrokes | Eastwoodbury Crescent 51. SS2.6XG |
| Ladbrokes. | Southchurch Road 55-57 Southend on Sea SS1 2NL |
| Ladbrokes. | London Road 1086. SS9.3NA. |
| Ladbrokes. | Ness Road 97. SS3.9DA |
| Ladbrokes. | Rayleigh Road, 373. SS9.5PS. |
| Ladbrokes. | The Broadway 148. Southend on Sea SS1.3ES |
| Monte Carlo | Marine Parade 31-33. Southend on Sea. SS1.2EJ |
| Paddy Power | 4a Southchurch Road Southend on Sea |
| Stardust | Marine Parade 36, Southend on Sea SS1.2EJ |
| Sunspot | Marine Parade 2-8, Southend on Sea SS1.2EJ |
| Sunspot | Marine Parade 2-8, Southend on Sea SS1.2EJ |

Appendix 3

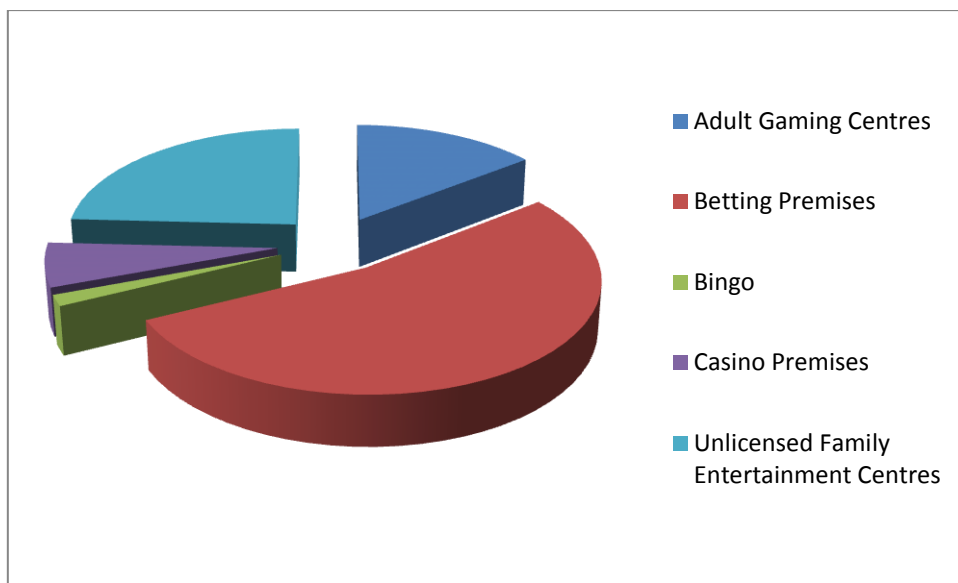
| | |
|---|---|
| William Hill. | 174 High Street, Southend on Sea SS1 1JS |
| William Hill. | 288 Eastwood Rd North |
| William Hill. | London Road, 389-395, SS0.7HX |
| William Hill. | London Road, 940-942, SS9.3NF |
| William Hill. | West Street, 2 - 4, Southend on Sea SS2 6HJ |
| | |
| Bingo | |
| Mecca Bingo | Greyhound Shopping Park, Greyhound Way, SS2.5PY |
| | |
| Casino Premises | |
| Genting Casino | Western Esplanade, Southend on Sea |
| Genting Electric Casino | Western Esplanade, Southend on Sea |
| Grosvenor Casino. | Church Road Southend-On-Sea, SS1 2AL |
| Rendezvous Casino | Southchurch Avenue, Southend on Sea SS1 2WW |
| | |
| Holders of Club Gaming Machine Permits | |
| Rileys (Route 66) | 12 London Road Southend on Sea |
| Pockets Snooker Club | Lucy Road Southend on Sea |
| Asda Staff Social Club | Asda, North Shoebury Road |
| Conservative Club | 18 Clarence Road Southend on Sea |
| Eagle Club | 22 Seaview Road |
| Shoeburyness Conservative Club | kent Lodge, 86 Ness Road |
| Southend Football Supporters Club | 1 Windermere Road, Southend on Sea |
| The Grange Sports | Unit 29, Grainger Road, |
| Trinity Sports and Social Club. | Garons Park Southend on Sea SS2.4BU |
| | |
| Club Gaming Permits (Members Clubs) | |
| Ambleside Social Club | Ambleside Drive Southend on Sea |
| Ekco Sports & Social Club | Thornford Gardens Southend on Sea SS2 6PU |
| Southend Postal Sports & Social Club | Post Office Short Street Southend on Sea |
| Iveagh Conservative Club | 69 Leigh Road, SS9 1JW |
| Leigh Constitutional Club | 118-122 Elm Road |
| Royal Naval Ass. | East Street, 73-79 Southend on Sea |
| Thames Estuary Automobile Club Ltd | 111 Eastern Esplanade, Southend on Sea SS1 2YP |
| Westcliff Royal British Legion | 7/9 Northview Drive |
| | |
| Licensed Premises Gaming Machine Permits | |
| 1st Bowl Kursaal | Eastern Esplanade/ Southchurch Avenue, SS1 2WW |
| Borough Hotel | 10-12, Marine Parade, Southend-on-Sea SS1 2EJ |
| Cliff Hotel | 48 Hamlet Road, Southend-on-Sea, SS1 1HH |
| Dick D'vignes | 2-4 Warrior Square, Southend-on-Sea SS1 2JE |
| East Coast Social | 7 The Broadway, Southend-on-Sea SS1 1TJ |
| Foresters Arms | 65 Marine Parade, Southend on Sea SS1 2EN |
| GUILDFORD | 95 Sutton Road Southend on Sea SS2 5PB |

Appendix 3

| | |
|---|--|
| Halfway House | 213 Eastern Esplanade Southend on Sea SS1 3AD |
| Lamb & Lion | 279 Station Road, Westcliff-on-Sea SS0 7SD |
| Loyal Toast | Western Approaches, Leigh-on-Sea, SS2 6XY |
| Mariners Court | 125-127 Broadway , Leigh-on-Sea SS9 1PG |
| Melrose | 168 Hamlet Court Road, Westcliff-on-Sea, SS0 7LJ |
| Oakwood | 564 Rayleigh Road Leigh-on-Sea SS9 5HX |
| O'Neill's | 119 High Street, Southend on Sea, SS1 1LH |
| Park Tavern | 124 London Road, Southend on Sea SS1 1PQ |
| Papillon | 14, Marine Parade, Southend-on-Sea SS1 2EJ |
| Parsons Barn | Frobisher Way, Shoeburyness, SS3 8UT |
| Peter Boat Inn | 27, High Street, Leigh-on-Sea SS9 2EN |
| Porters | 367 Westborough Road, Westcliff-on-Sea, SS0 9TS |
| Railway Public House | Clifftown Road, Southend-on-Sea, SS1 1AJ |
| Railway Tavern | 108 East Street, Southend-on-Sea, SS2 6LH |
| Rose Inn | Wakering Avenue, Southend-on-Sea, SS3 6PY |
| Saks | 22-23 Clifftown Road, Southend-on-Sea SS1 1AB |
| Sealife Adventure | Eastern Esplanade Southend on Sea SS1 2ER |
| Ship Hotel | New Road, Leigh-on-Sea SS9 2EA |
| Shorehouse | Ness Road , Shoeburyness SS3 9HQ |
| Silver Jubilee | 629 Rayleigh Road, Leigh-on-Sea SS9 5HR |
| Slug and Lettuce | 6-8 Southchurch Road Southend on Sea SS1 2NE |
| Sutton Arms | 79 Southchurch Road, Southend-on-Sea SS1 2NL |
| Strawberry Field | Thanet Grange, Prince Avenue Westcliff-on-Sea SS2 6GB |
| The Alex | 53 Alexandra Street Southend on Sea SS1 1BW |
| The Elms | 1060 London Road Leigh-on-Sea SS9 3ND |
| THE LAST POST | Weston Road Southend on Sea SS1 1AS |
| The Old Walnut Tree | Southchurch Boulevard Southend on Sea SS2 4XA |
| The Plough | 426-428 London Road, Westcliff-on-Sea SS0 9LA |
| The Spread Eagle | 267 Victoria Avenue Southend on Sea SS2 6NE |
| Tigerlily | 194 Leigh Road, Leigh-on-Sea SS9 1BS |
| Toby Carvery | 197 Prince Avenue Southend on Sea SS2 6RL |
| Town House | 23 Queens Road, Southend-on-Sea SS1 1LT |
| Trading Room | 522 London Road, Westcliff-on-Sea SS0 9HS |
| Varsity | Maitland House, Chichester Road Southend on Sea SS1 2JY |
| Westcliff Hotel | 18-20 Westcliff Parade, Westcliff-on-Sea SS0 7QW |
| | |
| Unlicensed (ie permit holder) Family Entertainment Centres | |
| ADVENTURE ISLAND | Western Esplanade, Southend-On-Sea, SS1 2EQ |
| ELECTRIC AVENUE | 16-20 Marine Parade, Southend-On-Sea, SS1 2EJ |
| Kursaal | Southchurch Avenue, Southend-On-Sea, Essex |
| PIER ARCADE (COIN LEISURE) | NORTH STATION, Western Esplanade, Southend On Sea, Essex |

Appendix 3

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| WONDERLAND | 21 Eastern Esplanade, Southend-On-Sea, SS1 2ER |
| Las Vegas Amusements | 43 - 44 Marine Parade Southend on Sea |
| Astro City | 2C Southchurch Road Southend on Sea |
| 1st Bowl Kursaal | Eastern Esplanade Southend on Sea |
| Electric Avenue | 16-20 Marine Parade, Southend on Sea |
| Monte Carlo | Marine Parade 29 - 33 Southend on Sea |
| New York New York | Marine Parade 23-28 Southend on Sea |
| Stardust | Marine Parade 36, Southend on Sea SS1.2EJ |
| Sunspot | Marine Parade 2-8, Southend on Sea SS1.2EJ |
| Happydrome | Marine Parade 52, Southend on Sea SS1.2EN |
| Fantasia | Eastern Esplandade, 7-10. SS1 2ER |



Gambling Premises - Breakdown by Licensed type

Section 2: Places Where There May be a High Density of Children

Parks, open spaces and playgrounds

| | |
|-----------------------------|--|
| Alexandra Bowling Green | Capel Terrace, Southend on Sea, SS1 1EX |
| Belfairs Golf Course | Eastwood Road North, Leigh on Sea, SS9 4LR |
| Belfairs Nature Reserve | Belfairs Park, Eastwood Road North, SS9 3AG |
| Belfairs Park | Eastwood Road, Leigh on Sea, SS9 3AG |
| Belfairs Sports Ground | Eastwood Road North, Leigh on Sea, SS9 4LS |
| Blenheim Park | Mountdale Gardens, SS9 4AB |
| Bonchurch Recreation Ground | Bonchurch Ave, Leigh on Sea, SS9 3AS |
| Bournes Green Park | Poynings Avenue, SS2 4RX |
| Branscome Square | Southend on Sea, SS1 3QD |
| Brookfields Open Space | Eastwood, SS9 5PG |
| Caulfield Road Playground | Wicklow Walk, Shoeburyness, SS3 9LU |
| Cavendish Sports Ground | Clatterfield Gardens, Westcliff on Sea, SS0 0AU |
| Chalkwell Esplanade | Chalkwell Esplanade, Southend on Sea, SS0 8JJ |
| Chalkwell Park | Chalkwell Park, Chalkwell Ave, SS0 8NA |
| Cheldon Barton Open Space | Cheldon Barton, Shoeburyness, SS1 3TX |
| Christchurch Park | Christchurch Road, Southend on Sea, SS2 4JS |
| Churchill Gardens | Tickfield Avenue, Southend on Sea, SS2 6LT |
| Cluny Square / Playground | Cluny Square, Southend on Sea, SS2 4AF |
| Cockethurst Park | White House Road, Leigh on Sea, SS9 5ST |
| Dandies Open Space | Benvenue Avenue, Leigh on Sea, SS9 5SJ |
| Dandies Playground | Dandies Farm, Benvenue Avenue, Leigh on Sea, SS9 5SJ |
| Danescroft Playground | Danescroft Close, Leigh on Sea, SS9 4NW |
| Delaware Road Playground | Goldmer Close, Shoeburyness, SS3 9PR |
| East Beach | Blackgate Road, Shoeburyness, SS3 9SE |
| Eastwood Park | Park Ave, Leigh on Sea, SS9 5XB |
| Elm Road Sports Ground | Elm Road, Shoeburyness, SS3 9RP |
| Fairfax Drive Playground | Fairfax Drive, Westcliff on Sea, SS0 9LY |
| Fairview Gardens | Leigh on Sea, SS9 3PE |
| Four Sisters | Four Sisters Way / Close, Four Sisters Way, Leigh on Sea, SS9 5FQ |
| Friars Park | Exeter Close, Shoeburyness, SS3 9YY |
| Gainsborough Open Space | Prittlewell Chase, Westcliff on Sea, SS0 0RE |
| Garrison Cricket Square | Magazine Road, Shoeburyness, SS3 9QN |
| Goya Rise | Goya Rise, Shoeburyness, SS3 9TE |
| Green Lane Open Space | Green Lane, Eastwood, SS9 5QN |
| Hobleythick Lane Open Space | Hobleythick Lane, Westcliff on Sea, SS0 0RH |
| Jena Open Space | Jena Close, Shoeburyness, SS3 9FH |
| Jones Memorial Ground | Sutton Road, Southend on Sea, SS2 5PR |
| Kursaal Estate Playground | Estuary Housing 36 Kursaal Estate, Hawtree Close, Southend on Sea, SS1 2TY |
| Leigh Cliffs | Cliff Parade, Leigh on Sea, SS9 1BB |
| Leigh Library Gardens | Broadway West, Leigh on Sea, SS9 2BU |
| Leigh Marshes | Castle Drive, Leigh on Sea, SS9 2ET |
| Lifstans Way Playground | Dalmatia Road, Southend on Sea, SS1 2XE |
| Manners Way Playground | Manners Way, SS2 6TP |

Appendix 3

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| Maplin Way North | Maplin Way North, Shoeburyness, SS1 3NT |
| Marine Parade Gardens/ Belton Hills | Marine Parade, Leigh on Sea, SS9 2NQ |
| Millennium Open Space | Prince Ave, Westcliff on Sea, SS0 0JN |
| Milton Gardens | Milton Gardens, Saint Vincent's Road, Westcliff-on-Sea, SS0 7PT |
| New Youth Ground | Garon Park Complex, Southend on Sea, SS2 4FA |
| Nightingale Close | Nightingale Close, SS2 6SZ |
| North Shoebury Open Space | North Shoebury Road, Shoeburyness, SS3 8UL |
| Oak Walk | Oak Walk, Leigh on Sea, SS9 4UH |
| Oakwood Park | Stephenson Road, Leigh on Sea, SS9 5LY |
| Owls Hall Wood | Eastwood Road, Leigh on Sea, SS9 3AG |
| Priory Park | Victoria Avenue, Southend on Sea, SS2 6NB |
| Prittlewell Square | Prittlewell Square, Southend on Sea, SS1 1DW |
| Rembrant Close | Rembrant Close, Shoeburyness, SS3 9TB |
| Repton Green Open Space | Repton Grove, Eastwood, SS2 6SJ |
| Ridgeway Gardens | The Ridgeway, Westcliff on Sea, SS0 8PZ |
| Scott Park | Western Approaches, Southend on Sea, SS2 6GA |
| Shoebury Common | Shoebury Common Road, Shoeburyness, SS3 9HH |
| Shoebury War Memorial | Campfield Road, Shoeburyness, SS3 9BX |
| Sidmouth Avenue | Sidmouth Avenue, Southend on Sea, SS0 0LH |
| Southchurch Hall Gardens | Park lane, Southend on Sea, SS1 2SL |
| Southchurch Park | Northumberland Crescent, Southend on Sea, SS1 2XB |
| Southchurch Park East | Lifstan Way, SS1 2XQ |
| Southend Cliffs | Western Esplanade, Westcliff on Sea, SS0 7QY |
| St. Laurence Millenium | Eastwoodbury Lane, Southend on Sea, SS2 6UY |
| St. Laurence Park | St. Laurence Way, Eastwoodbury Lane, Southend on Sea, SS2 6UY |
| The Gardens | Leigh Hill, Leigh on Sea, SS9 2DH |
| The Leas | Westcliff on Sea, SS0 8JL |
| The Shubbery | Western Esplanade, Southend on Sea, SS1 1EE |
| Thorpe Bay Gardens | Thorpe Bay Gardens, Southend on Sea, SS1 3NW |
| Thorpe Bay Station Gardens | Station Road, Thorpe Bay, SS1 3EU |
| Thorpe Hall Avenue | Thorpe Hall Avenue, Southend on Sea, SS1 3AS |
| Three Shells Playground | Western Esplanade, Southend on Sea, SS1 1EE |
| Undercliff Gardens | Undercliff Gardens, Leigh on Sea, SS9 1ED |
| Vermeer Crescent | Vermeer Crescent, Shoeburyness, SS3 9TJ |
| Victory Sports Ground | Sutton Road, Southend on Sea, SS2 5PN |
| Waitrose Natural Habitat | Fossetts Way, Southend on Sea, SS2 4HF |
| Warners Park | Sumpters Way, Southend on Sea, SS2 5RE |
| Warrior Square Gardens | Warrior Square, Southend on Sea, SS1 2JN |
| West Barrow Hall Park | Aviation Way, Southend on Sea, SS2 6GG |
| Wildlife Garden o/s Central Museum | Victoria Avenue, Southend on Sea, SS2 6EX |

Children's Centres

Blenheim Children's Centre , Blenheim Chase, Leigh-on-Sea, SS9 4HX

Cambridge Road Children's Centre, 40-42 Cambridge Road, Southend-on-Sea , SS1 1ES

Hamstel Infant School and Nursery, Hamstel Road, Southend-on-Sea, SS2 4PQ

Centre Place Family Centre, Prospect Close, Southend-on-Sea, SS1 2JD

Eastwood Primary School, Rayleigh Road, Leigh-on-Sea, SS9 5UT

Friars Primary School, Constable Way, Shoeburyness, SS3 9XX

Prince Avenue Primary Foundation School and Nursery, Hornby Avenue, Westcliff-on-Sea, SS0 0LG

Temple Sutton Primary School, Eastern Avenue, Southend-on-Sea, SS2 4BA

Southend YMCA Eco Hub, 2A St. John's Road, Westcliff SS07JZ (office base for youth services)

Schools (by postcode)

| Name | Postal Code | Full Address |
|---|--------------------|---|
| Westcliff High School for Boys | SS0 0BP | Kenilworth Gardens, Westcliff-on-Sea, , United Kingdom, , SS0 0BP |
| Westcliff High School for Girls | SS0 0BS | Kenilworth Gardens, Westcliff-on-Sea, , United Kingdom, , SS0 0BS |
| St. Thomas More High School | SS0 0BW | Kenilworth Gardens, Westcliff-on-Sea, , United Kingdom, , SS0 0BW |
| Prince Avenue Academy and Nursery | SS0 0LG | Hornby Avenue, Westcliff-on-Sea, Essex, United Kingdom, SS0 0LG |
| Earls Hall Primary School | SS0 0QN | Carlton Avenue, United Kingdom, Westcliff-on-Sea, SS0 0QN |
| Southend High School for Boys | SS0 0RG | Prittlewell Chase, Southend-on-Sea, United Kingdom, SS0 0RG |
| Chase High School | SS0 0RT | Prittlewell Chase, Westcliff-on-Sea, United Kingdom, Essex, SS0 0RT |
| Lancaster School | SS0 0RT | Prittlewell Chase, Westcliff-on-Sea, , United Kingdom, , SS0 0RT |
| Milton Hall Primary School | SS0 7AU | Salisbury Avenue, Westcliff-on-Sea, Essex, United Kingdom, ,SS0 7AU |
| St. Helen's Catholic Primary School | SS0 7AY | North Road, Westcliff-on-Sea, Essex, United Kingdom, SS0 7AY |
| St. Bernard's High School | SS0 7JS | Milton Road, Westcliff-on-Sea, United Kingdom, SS0 7JS |
| Barons Court Primary School and Nursery | SS0 7PJ | Avenue Road, Westcliff-on-Sea, Essex, United Kingdom, SS0 7PJ |

Appendix 3

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| Ocean Lodge Independent School | SS0 7PU | 8 Trinity Avenue, Westcliff on Sea , Essex , United Kingdom, SS0 7PU |
| Crowstone Preparatory School | SS0 8LH | 121/123 Crowstone Road, Westcliff on-Sea, Essex, United Kingdom, SS0 8LH |
| The Westborough School | SS0 9BS | MacDonald Avenue, Westcliff-on-Sea, Essex, United Kingdom, SS0 9BS |
| Porters Grange Primary School and Nursery | SS1 2NS | Lancaster Gardens, Southend-on-Sea, Essex, United Kingdom, SS1 2NS |
| Sacred Heart Catholic Primary School and Nursery | SS1 2RF | Windermere Road, Southend-on-Sea, Essex, United Kingdom, SS1 2RF |
| Southend Adult Community College | SS1 2UP | Ambleside Drive, Essex, United Kingdom, Southend on Sea, SS1 2UP |
| The Federation of Greenways Schools | SS1 3BS | Greenways, Thorpe Bay, Essex, United Kingdom, Southend-on-Sea, SS1 3BS |
| Bournes Green Infant School | SS1 3PS | Burlescoombe Road, Thorpe Bay, , United Kingdom, Southend-on-Sea, SS1 3PS |
| Bournes Green Junior School | SS1 3PX | Ladram Road, Thorpe Bay, Essex, United Kingdom, Southend-on-Sea, SS1 3PX |
| Thorpe Hall School | SS1 3RD | Wakering Road , Essex , United Kingdom, Southend on Sea , SS1 3RD |
| Temple Sutton Primary School | SS2 4BA | Eastern Avenue, Southend-on-Sea, Essex, United Kingdom, SS2 4BA |
| Cecil Jones Academy | SS2 4BU | Eastern Avenue, Southend-on-Sea, United Kingdom, SS2 4BU |
| Hamstel Infant School and Nursery | SS2 4PQ | Hamstel Road, Southend-on-Sea, United Kingdom, SS2 4PQ |
| Hamstel Junior School | SS2 4PQ | Hamstel Road, Southend-on-Sea, Essex, United Kingdom, SS2 4PQ |
| St. Nicholas School | SS2 4RL | Philpott Avenue, Southend-on-Sea, United Kingdom, SS2 4RL |
| Futures Community College | SS2 4UY | Southchurch Boulevard, Southend-on-Sea, United Kingdom, Essex, SS2 4UY |
| Southend High School for Girls | SS2 4UZ | Southchurch Boulevard, Southend-on-Sea, Essex, United Kingdom, SS2 4UZ |
| Bournemouth Park Primary School | SS2 5JN | Bournemouth Park Road, Southend-on-Sea, Essex, United Kingdom, , SS2 5JN |
| St. Mary's Church of England Primary School Prittlewell | SS2 6JH | Boston Avenue, Southend-on-Sea, Essex, United Kingdom, SS2 6JH |

Appendix 3

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| Southend YMCA Community School | SS2 6LH | Ticket House, 110 East Street, Essex, United Kingdom, Prittlewell, Southend on Sea, SS2 6LH |
| Priory School | SS2 6PE | Burr Hill Chase, Southend-on-Sea, , United Kingdom, , SS2 6PE |
| Kingsdown School | SS2 6XT | Snakes Lane, Southend-on-Sea, United Kingdom, Essex, SS2 6XT |
| Alleyn Court Preparatory & Montessori School | SS3 0PW | Wakering Road , Southend on Sea , Essex, United Kingdom, SS3 0PW |
| Hinguar Community Primary School | SS3 9FE | New Garrison Road, Shoeburyness, Essex, United Kingdom, , SS3 9FE |
| Richmond Avenue Primary and Nursery School | SS3 9LG | Richmond Avenue, Shoeburyness, Essex, United Kingdom, SS3 9LG |
| Shoeburyness High School | SS3 9LL | Caulfield Road, Shoeburyness, , United Kingdom, , SS3 9LL |
| Thorpedene Primary School | SS3 9NP | Delaware Road, Shoeburyness, United Kingdom, SS3 9NP |
| St. George's Catholic Primary School | SS3 9RN | Eagle Way, Shoeburyness, Essex, United Kingdom, SS3 9RN |
| Friars Primary School and Nursery | SS3 9XX | Constable Way, Shoeburyness, Essex, United Kingdom, SS3 9XX |
| Saint Pierre School | SS9 1LE | 16 Leigh Road, Leigh on Sea , Essex , United Kingdom, SS9 1LE |
| Leigh North Street Primary School | SS9 1QE | North Street, Leigh-on-Sea, Essex, United Kingdom, SS9 1QE |
| West Leigh Infant School | SS9 2JB | Ronald Hill Grove, Leigh-on-Sea, United Kingdom, SS9 2JB |
| West Leigh Junior School | SS9 2JB | Ronald Hill Grove, Leigh-on-Sea, Essex, United Kingdom, SS9 2JB |
| St. Michael's Church of England Preparatory School | SS9 2LP | 198 Hadleigh Road, Leigh on Sea , Essex , United Kingdom, SS9 2LP |
| Our Lady of Lourdes Catholic Primary School | SS9 3HS | Manchester Drive, Leigh-on-Sea, Essex, United Kingdom, , SS9 3HS |
| Darlinghurst School | SS9 3JS | Pavilion Drive, Leigh-on-Sea, Essex, United Kingdom, SS9 3JS |
| Estuary High School | SS9 3NH | 820 London Road , Leigh-on-Sea , Essex , United Kingdom, Southend , SS9 3NH |
| Chalkwell Hall Infant School | SS9 3NL | London Road, Leigh-on-Sea, , United Kingdom, , SS9 3NL |
| Chalkwell Hall Junior School | SS9 3NL | London Road, Leigh-on-Sea, Essex, United Kingdom, SS9 3NL |

Appendix 3

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| Belfairs Academy | SS9 3TG | Highlands Boulevard, Leigh-on-Sea, United Kingdom, SS9 3TG |
| The St.Christopher School | SS9 4AW | Mountdale Gardens, Leigh-on-Sea, , United Kingdom, , SS9 4AW |
| Blenheim Primary School & Children's Centre | SS9 4HX | School Way, Blenheim Chase, Essex, United Kingdom, Leigh-on-Sea, SS9 4HX |
| Fairways Primary School | SS9 4QW | The Fairway, Leigh-on-Sea, Essex, United Kingdom, , SS9 4QW |
| Edwards Hall Primary School | SS9 5AQ | Macmurdo Road, Leigh-on-Sea, Essex, United Kingdom, SS9 5AQ |
| Heycroft Primary School | SS9 5SJ | Benvenue Avenue, Eastwood, Essex, United Kingdom, Leigh-on-Sea, SS9 5SJ |
| Eastwood Primary School | SS9 5UT | Rayleigh Road, Essex, United Kingdom, Leigh-on-Sea, SS9 5UT |
| The Eastwood Academy | SS9 5UU | Rayleigh Road, Eastwood, , United Kingdom, Leigh-on-Sea, SS9 5UU |

Section 3: Places of Worship, faith communities and community groups.

Leigh-on-Sea & Eastwood

Belfairs Methodist Church, Eastwood Road North, Leigh on Sea
Chalkwell Park Methodist Church Corner of Eastwood Lane Sth and Kingsway
Church Of Jesus Christ Of Latter-Day Saints, Grovewood Avenue, Leigh on Sea, SS9 5EG
Christ Church, 37 Pall Mall Leigh on sea
Eastwood Baptist Church, Nobles Green Road, Leigh on Sea, SS9 5PY
Elim Pentecostal Church, 143-145 Glendale Gardens
Highlands Methodist Church, Sutherland Bouelvard, Leigh on Sea
Hindu Association 10 Stonehill Close
Jehova's Witnesses, 149 Leigh Road, Leigh on Sea, SS9 1JF
King's Church, Blenheim Primary School, Blenheim Chase Leigh on Sea
Leigh Elim Church, Glendale Gardens, Leigh on Sea
Leigh Road Baptist Church, Marguerite Drive Leigh on Sea, Essex SS9 1NN
Leigh Wesley Methodist Church Elm Road Leigh on Sea
New Road Methodist Church (The Fishermans Chapel), New Road, Leigh on Sea
Our Lady of Lourdes & St Joseph 161 Leigh Rd Leigh SS9 1JF
Quakers Meeting House 18 Dundonald Drive Leigh SS9 1NB
Salvation Army Blenheim Chase Leigh-on-Sea
Sikh Society, 21 Steeplefield, Leigh on Sea
St Aidan's Church, The Fairway, Leigh on Sea
St Ann's 1259 London Road, Leigh on Sea
St Clements Church The Rectory, 80 Leigh Hill, Leigh on Sea
St James Church, 103 Blenheim Chase, Leigh on Sea SS9 3BY
St Laurence and All Saints Church Eastwoodbury Lane SS2 6UN
St Michaels All Angels Church, 62 Leigh Road, Leigh on Sea
St. Peters Roman Catholic Church, 59 Eastwood Rd North, Leigh on Sea
St. Margaret's Church, Lime Avenue, Leigh on Sea
Wellsprings Church, 1178 London Road, Leigh on Sea
West Leigh Baptist Church, 1150 London Road, Leigh on Sea

Westcliff-on-Sea & Prittlewell

Anglican Church Prittlewell Vicarage 489 Victoria Avenue Southend on Sea
Avenue Baptist Church Milton Rd Westcliff SS0 7JX

Appendix 3

Bridgewater Drive Church Westcliff SS0 ODS
Crowstone Christian Centre Crowstone Rd Westcliff SS0 8LH
Earls Hall Baptist Church, 120 Hobleythick Lane, Westcliff-on-Sea SS0 ORJ
Providence Baptist Church East St Prittlewell SS2 6LH
Reform Synagogue 851 London Road Westcliff on Sea SS0 9SZ
Roman Catholic Deanery 1 Cliffsea Grove Leigh on Sea SS9 1BG
St Alban The Martyr Church St Johns Road, Westcliff on sea, SS0 7JY
St John Fisher, Manners Way, Prittlewell, SOUTHEND-ON-SEA,
St Marys Parish Church East St Prittlewell SS2 6LQ
St. Peter's Church Eastbourne Grove Westcliff SS0 0QF
St Saviours Church Kings Rd Westcliff SS0 8LL
Southend & District Reform Synagogue, 851 London Road, Westcliff on sea, SS0 9SZ
Southend & Westcliff Hebrew Congregation, Finchley Road, Westcliff on sea, SS0 8AD
Southend Islamic Trust The Mosque, 191-197 West Road, Westcliff on Sea, SS0 9DH
The Greek Orthodox Church of St Barbara, Salisbury Avenue Westcliff-on-Sea, Essex SS0 7AU
Trinity Methodist Church, Argyll Rd, Westcliff-on-Sea SS0 7HL
Westcliff Baptist Church, 560 London Road, Westcliff on sea, SS0 9HS
Westcliff Elim Christian Centre 148 Electric Ave Westcliff SS0 9NJ
Westcliff Free Church, 635 London Road, Westcliff on sea, SS0 9PE
Westcliff National Spiritualist Church, 320 Westborough Road, Westcliff on Sea, SS0 9PZ

Southend-on-Sea

All Saints Church Sutton Road Southend SS2 5PA
Belle Vue Baptist Church Southend SS1 2QZ
Christ Church 56 Colbert Avenue, Southend on sea, SS1 3BP
Church On The Rock Dominion Centre Wallis Avenue Southend on Sea SS2 6HS
Clarence Road Baptist Church, 6 Clarence Road, Southend on sea, SS1 1AN
Cornerstone URC Church Bournemouth Park Rd Southend SS2 5JL
Essex Bangladeshi Welfare Association 187/189 The Broadway Thorpe Bay Southend on Sea
Essex Jamme Masjid 48 Chelmsford Ave Southend SS2 6JG
Ferndale Baptist Church Ferndale Road SOS SS2 4DS
Greek Orthodox Community, 126 Southchurch Boulevard, Southend on Sea SS2 4UY
Holy Trinity C Of E Church, Southchurch Boulevard, Southend on sea, SS2
Jehovah's Witnesses Priory Congregation 374 Southchurch Rd Southend SS1 2QB
Methodist Church, St Andrews Road, Southend on sea, SS3 9HX
Salvation Army Southend Citadel Clarence Road Southend on Sea Essex

Appendix 3

Salvation Army 767 Southchurch Road, Southend on sea,
Sacred Heart R C Church 418 Southchurch Road, Southend on sea, SS1 2QB
St Augustine's Church, St Augustine's Avenue, Thorpe Bay, SS1 3JH.
St Nicholas Church 2 New Road, Southend on sea, SS3 0AH
St Johns Church, Church Road, Southend-on-Sea, Essex SS1 2AL
St. Lukes Church, St Luke Road Southend-on-Sea
Southchurch Park United Reformed Church Northumberland Avenue SS1 2TH
Southend Christian Fellowship, 600 Southchurch Road, Southend on sea, SS1 2PT
Southend Elim Pentecostal Church, Windermere Road, Southend on sea, SS1 2RF
Southend Evangelical Church Guildford Road Southend SS2 5AS
Southend Full Gospel Church St Ann's Road Southend SS2 5AT
Southend-on-Sea New Church Sutton Road Southend SS2 5HX
St Marks Anglican Church Hamlet Road/Princes St Southend SS1 1QA
St Matthews Christian Spiritualist Church Clarence Rd Southend SS1 1AN
Thorpe Bay Methodist Church Broadway Southend SS1 3HQ
Unitarians Meeting House Grange Gardens Southend SS1 2LL
Whittingham Avenue Methodist Church, Whittingham Avenue, Southend on sea, SS2 4WA

Shoebury

Friars Baptist Church Eagle Way Shoebury SS3 9RJ
St Andrews Church of England Church Road Shoeburyness SS3 9EU
St Georges Catholic Church Ness Road Shoeburyness SS3 9DH
Shoebury Baptist Church, 90 Thorpedene Gardens, Southend on sea, SS3 9JD

Community Centres

Balmoral Community Centre, Salisbury Avenue, Westcliff-on-Sea, SS0 7AU
Centre Place Community Centre, 15 Prospect Close, Southend-on-Sea, SS1 6XY
Eastwood Community Centre, Western Approaches, Southend-on-Sea, SS2 6XY
Friars Community Centre, The Renown, Shoeburyness, SS3 9UU
Leigh Community Centre, 71-73 Elm Road , Leigh-on-Sea, SS9 1SP
St Edmunds Community Centre, Pantile Avenue, Southend-on-Sea, SS2 4BL
St Mark's Community Centre, Princes St, Southend-on-Sea, SS1 1QA.
Storehouse, Coleman Street, Southend-on-Sea, SS2 5AW
Thorpedene Community Centre, Delaware Road, Shoeburyness, SS3 9NW
Westcliff on Sea Royal British Legion, 7-9 Northview Drive, Westcliff on Sea, SS0 9NG

Section 4: 'Ready Sources' of cash

Pawn Brokers and Pay-day loan Companies (including goods exchange shops)

Albemarle Bond, 28 Southchurch Rd, Southend-on-Sea SS1 2ND
Alex John Jewellers, 3 Weston Rd, Southend-on-Sea SS1 1AS
H&T Pawnbrokers, 95 Southchurch Rd, Southend-on-Sea SS1 2NL
Cash Converters, 10 Warrior House, Southend-on-Sea SS1 2LZ
Renalls, 17 Clifftown Rd, Southend-on-Sea, SS1 1AB
The PawnBroker, 5 Alexandra St, Southend-on-Sea, SS1 1BX
Essex Cash Xchange, 48 Ness Rd, Southend-on-Sea, SS3 9DG
Joseph Christian, 44 York Rd, Southend-on-Sea SS1 2BD
The Money Shop, 138 London Road, Southend-on-Sea SS1 1PQ
The Money Shop, 71 High St, Southend-on-Sea SS1 1HZ
G. Davison & Sons, 57 Broadway West, Leigh-on-Sea, Essex SS9 2BX
Stuarts, 78 Broadway, Leigh-on-Sea SS9 1AE
The Fast Cash Company, The Victoria, 362 Chartwell Square, Southend-on-Sea, SS2 5SP
The Gold Centre, CEX Exchange. 98 High St Southend-on-Sea
Game, High St Southend-on-Sea
Les & Gary's, London Road, Westcliff-on-Sea
Cash4U, 184 Hamlet Ct Rd, Westcliff-on-Sea SS0 7LJ
Griffin Financial, 122 Hamlet Court Road, Westcliff-on-Sea SS0 7LP
The Gold Centre, 98 High Street, Southend-on-Sea, SS1 1JN
TFS Money, 1078 London Rd, Leigh-on-Sea, SS9 3NA
Cheque Station 7 Earls Hall Parade, Cuckoo Corner Southend On Sea, SS2 6NW
The Fast Cash Company, 355 Chartwell Square, Southend On Sea, SS2 5SP
Cash Generator, 3-5 High Street, Southend-on-Sea, SS1 1JE
Loan Co (The), 46 Alexandra Street, Southend On Sea, SS1 1BJ

Banks and Building Societies

Leigh-on-Sea

Barclays Bank PLC, 10 Broadway, Leigh-on-Sea SS9 1AP
HSBC Bank PLC, 26 Broadway, Leigh-on-Sea SS9 1AN
Halifax, 24 Broadway, Leigh-on-Sea, Essex SS9 1BN
Lloyds Bank PLC, 83 Broadway, Leigh-on-Sea SS9 1PE

Appendix 3

NatWest, 58 Broadway, Leigh-on-Sea SS9 1AF

Santander, 85 Broadway, Leigh-on-Sea SS9 1PN

TSB Bank, 1446 London Rd, Leigh-on-Sea SS9 2UT

Southend-on-Sea

Barclays Bank PLC, 174 High Street, Southend on Sea, Essex, SS1 1JX

Barclays Bank PLC, 659 Southchurch Road, Southend on Sea, Essex, SS1 2PW

Barclays Bank PLC, 140 The Broadway, Thorpe Bay, Southend-on-Sea, Essex SS1 3ES

Halifax, 108 High Street, Southend on Sea, Essex, SS1 1LB

HSBC Bank PLC, 143 High St, Southend on Sea, Essex, SS1 1LJ

Lloyds Bank PLC, 122 The Broadway, Southend on Sea, Essex, SS1 3ES

Lloyds Bank PLC, 77 High Street, Southend on Sea, Essex, SS1 1HT

Metro Bank, G19-G21 The 2NG, Victoria Business Centre, 208 London Rd, Southend-on-Sea SS1

Nationwide, 14 London Rd, Southend-on-Sea SS1 1QH

NatWest, PO Box 320, Southend on Sea, Essex, SS1 3EN

Santander, 9 London Rd, Southend-on-Sea SS1 1NZ

The Co-operative Bank PLC, 40 London Road, Southend on Sea, Essex, SS1 1NW

The Royal Bank of Scotland PLC, 13-15 London Road, Southend on Sea, Essex, SS1 1PR

TSB Bank, 32 London Road, Southend on Sea, Essex, SS1 1NT

Applicants should also check their local area for the location of standalone ATM's

Post Offices

Leigh-on-Sea, Eastwood & Westcliff-on-Sea

Eastwood Post Office, 356 Rayleigh Rd, Leigh-on-Sea SS9 5PU

Belfairs Post Office, 278 Eastwood Rd N, Leigh-on-Sea SS9 4LS

Leigh Road Post Office, 82 Leigh Rd, Leigh-on-Sea SS9 1BZ

Eastwood Boulevard Post Office, 27 Eastwood Boulevard, Westcliff-on-sea, SS0 0BY,

Westcliff On-Sea Post Office, 150 Hamlet Ct Rd, Westcliff-on-Sea SS0 7LN

Southend-on-Sea, Thorpe Bay & Shoeburyness

Bournes Green Post Office, 33 Shoebury Rd, Southend-on-Sea SS1 3RP

Lonsdale Road Post Office, 57 Lonsdale Road, Southend on Sea, SS2 4LX

Southend-On-Sea Post Office, 199-201 High St, Southend-on-Sea SS1 1LL

Sutton Road Post Office, 88 Sutton Rd, Southend-On-Sea, SS2 5EW

Appendix 3

The Renown Post Office, 21 The Renown, SOUTHEND-ON-SEA, SS3 9UU

Woodgrange Drive Post Office, 175 Woodgrange Dr, Southend-on-Sea SS1 2SF

Shoeburyness Post Office, 58 High St, Shoeburyness, Southend-on-Sea SS3 9AP

Thorpe Bay Post Office 131 The Broadway, Thorpe Bay, Southend-On-Sea, Essex, SS1 3EX

Section 5: Places where vulnerable persons may be present

Please note that to secure the protection of certain vulnerable groups it is not possible to publish all details of shelters and refuges. When carrying out any assessment you should be mindful of any local knowledge you have in this regard

Supported Accommodation, Hostels or Shelters

Harp Supported Accommodation (by postcode)

| | |
|---|---------|
| 133 North Road, Westcliff on Sea | SS0 7AH |
| 63 Hamlet Court Road, Westcliff on Sea | SS0 7EY |
| 2 Ceylon Road, Westcliff on Sea | SS0 7HP |
| 36 Genesta Road, Westcliff on Sea | SS0 8DA |
| 45 Heygate Road, Southend on Sea | SS1 2AN |
| 58 York Road, Southend on Sea | SS1 2BY |
| 60 York Road, Southend on Sea | SS1 2BY |
| 75 York Road, Southend on Sea | SS1 2BZ |
| Bradbury Centre 103 -107 York Road, Southend on Sea | SS1 2DL |
| 117 York Road, Southend on Sea | SS1 2DL |
| Vancouver House, Hastings Road, Southend on Sea | SS1 2DR |
| 158 York Road, Southend on Sea | SS1 2DZ |
| 160 York Road, Southend on Sea | SS1 2DZ |
| 162 York Road, Southend on Sea | SS1 2DZ |
| 55 Old Southend Road, Southend on Sea | SS1 2HA |
| 70 Whitegate Road, Southend on Sea | SS1 2LG |
| 34 Whitegate Road, Southend on Sea | SS1 2LQ |
| 180 York Road, Southend on Sea | SS1 DZ |

Shelter Projects

The Rosemead Project, 8-10, Hastings Rd, Southend-On-Sea, Essex, SS1 2DR

Southend Christian Fellowship, 600 Southchurch Rd, Southend-on-Sea SS1 2PT

Southend YMCA Newlands 85 Ambleside Drive, Southchurch SS12FY - Supported housing for young people at risk (aged 16+) and associated wider youth services for young people (aged 11+)

Southend-on Sea Domestic Abuse Projects

4 West Rd, Southend-on-Sea, Westcliff-on-Sea SS0 9DA

The local drug and alcohol services are-

Southend Treatment And Recovery Service (STARS)
25 - 27 Weston Road, Southend-on-Sea, SS1 1BB

and

Young Persons Drug and Alcohol Team (YPDAT)
Civic 2 Victoria Avenue Southend-on-Sea, SS2 6ER

Medical Centres, GP's, Hospitals etc.Hospitals

BMI Southend Private Hospital, 15-17 Fairfax Dr, Westcliff-on-Sea SS0 9AG

Chartwell Private Hospital, 1629 London Rd, Leigh-on-Sea SS9 2SQ

Spire Wellesley Hospital, Eastern Ave, Southend-on-Sea SS2 4XH

Southend University Hospital, Prittlewell Chase, Southend-on-Sea, Westcliff-on-Sea SS0 0RY

Doctors Surgeries (by Postcode)

| | | |
|---------------------------------------|------------------|---------|
| 314 Southbourne Gr | Westcliff on Sea | SS0 0AF |
| 183-195 North Road | Westcliff on Sea | SS0 7AF |
| 183-195 North Road | Westcliff on Sea | SS0 7AF |
| 183-195 North Road | Westcliff on Sea | SS0 7AF |
| 48 Argyll Road | Westcliff on Sea | SS0 7HN |
| 50 Valkyrie Road | Westcliff on Sea | SS0 8BU |
| 50-52 London Road | Southend on Sea | SS1 1NX |
| 75 Queensway | Southend on Sea | SS1 2AB |
| 61 Warrior Square | Southend on Sea | SS1 2JJ |
| Warrior House, 42-82 Southchurch Road | Southend on Sea | SS1 2LZ |
| 32 Northumberland Avenue | Southend on Sea | SS1 2TH |
| 119 Shaftesbury Ave | Southend on Sea | SS1 3AN |
| 99 Tyrone Road | Thorpe Bay | SS1 3HD |
| Pantile Avenue | Southend on Sea | SS2 4BD |
| 332 North Avenue | Southend on Sea | SS2 4EQ |
| 27 Southchurch Blvd | Southend on Sea | SS2 4UB |

Appendix 3

| | | |
|-------------------------|-----------------|---------|
| 7 Carnarvon Road | Southend on Sea | SS2 6LR |
| 3 Prince Avenue | Southend on Sea | SS2 6RL |
| 205 Western App. | Southend on Sea | SS2 6XY |
| Frobisher Way | Shoebury | SS3 8UT |
| Campfield Road | Shoebury | SS3 9BX |
| Campfield Road | Shoeburyness | SS3 9BX |
| 101 West Road | Shoebury | SS3 9DT |
| 129 Eagle Way | Shoeburyness | SS3 9YA |
| 1643 London Road | Leigh on Sea | SS9 2SQ |
| 9 Blenheim Chase | Leigh on Sea | SS9 3BZ |
| 918 London Road | Leigh on Sea | SS9 3NG |
| 8 Sutherland Blvd | Leigh on Sea | SS9 3PS |
| 194 Elmsleigh Drive | Leigh on Sea | SS9 4JQ |
| 335 Eastwood Road North | Leigh on Sea | SS9 4LT |
| 1 Rayleigh Road | Leigh on Sea | SS9 5UU |
| 1 Rayleigh Road | Leigh on Sea | SS9 5UU |

Pharmacies (by Postcode)

| Name | Address | Town | Postcode |
|--|---------------------------|------------------|----------|
| Mandip Ltd (T/A Bridgwater Pharmacy) | 84 Bridgwater Drive | Westcliff-on-Sea | SS0 0DH |
| Tesco Stores Ltd | Prince Avenue | Westcliff-on-Sea | SS0 0JP |
| Kalsons Ltd (T/A Kalsons Chemist) | 138 Hobbeythick Lane | Westcliff-on-Sea | SS0 0RJ |
| Maplewood Investments Ltd (T/A Haveela Pharmacy) | 183 - 195 North Road | Westcliff on Sea | SS0 7AF |
| Boots UK Ltd | 179-181 Hamlet Court Road | Westcliff-on-Sea | SS0 7EL |

Appendix 3

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|--|---|------------------|---------|
| Lloyds Pharmacy | Valkyrie Road Primary Care Centre, 50 Valkyrie Road | Westcliff-on-Sea | SS0 8BT |
| Longthornes Pharmacies Ltd | 5 West Road | Westcliff-on-Sea | SS0 9AU |
| Day Lewis | 315 Westborough Road | Westcliff-on-Sea | SS0 9PU |
| Longthornes Pharmacies Ltd | 779 London Road | Westcliff-on-Sea | SS0 9SU |
| Boots UK Ltd | Unit 2 The Royals | Southend-on-Sea | SS1 1DE |
| Superdrug Stores PLC | 34-41 High Street | Southend-on-Sea | SS1 1JD |
| Sainsburys Pharmacy | 45 London Road | Southend-on-Sea | SS1 1PL |
| A & S Shillam Ltd (T/A Chemist @ Southend) | 75 Queensway | Southend-on-Sea | SS1 2AB |
| Wellbrooke Products Ltd (T/A Southchurch Pharmacy) | 535 Southchurch Road | Southend-on-Sea | SS1 2AY |
| Queensway Pharmacy | 63 Southchurch Road | Southend on Sea | SS1 2NL |
| Boots UK Ltd | 801-809 Southchurch Road | Southend-on-Sea | SS1 2PP |
| Howells and Harrison (Southend Ltd) | 235 Woodgrange Drive | Southend-on-Sea | SS1 2SG |
| Bansals Pharmacy | 178 The Broadway | Thorpe Bay | SS1 3ES |
| Howells and Harrison (Southend) Ltd | 129/135 The Broadway | Thorpe Bay | SS1 3EX |
| Lloyds Pharmacy | Waitrose Fossetts Way Eastern Avenue | Southend-on-Sea | SS2 4DQ |
| AK Chemist Ltd (T/A Vinods Pharmacy) | 227 Hamstel Road | Southend-on-Sea | SS2 4LB |
| Mangopharm Ltd (T/A Rays Pharmacy) | 47 Sutton Road | Southend-on-Sea | SS2 5PB |
| Mangopharm Ltd (T/A Murray Miller Pharmacy) | 526 Sutton Road | Southend-on-Sea | SS2 5PW |
| Boots UK Ltd | Unit G48 Victoria Shopping Centre | Southend-on-Sea | SS2 5SP |
| Kalsons Ltd (T/A Earls Hall Pharmacy) | 8 Earls Hall Parade Prince Avenue | Southend-on-Sea | SS2 6NW |
| Morrisons Pharmacy | Western Approaches Eastwood | Southend-on-Sea | SS2 6SH |
| Asda Pharmacy | North Shoebury Road | Shoeburyness | SS3 8DA |
| Shoebury Pharmacy | 14 High Street | Shoeburyness | SS3 9AH |
| Deejay Pharmacy Ltd | Campfield Road | Shoeburyness | SS3 9BX |
| Howells and Chana | 72 West Road | Shoeburyness | SS3 9DS |
| L Rowland & Co (Retail) Ltd | 87 Leigh Road | Leigh-on-Sea | SS9 1JN |

Appendix 3

| | | | |
|--|-------------------------------|--------------|---------|
| Boots UK Ltd | 89 The Broadway | Leigh-on-Sea | SS9 1PE |
| Vijasmit Ltd (T/A Chemys) | 31 Elm Road | Leigh-on-Sea | SS9 1SW |
| Frenchs Chemist | 1725 London Road | Leigh-on-Sea | SS9 2SW |
| Derix Healthcare Pharmacy | 1065 London Road | Leigh-on-Sea | SS9 3JP |
| Elms Pharmacy Ltd | 912 London Road | Leigh-on-Sea | SS9 3NG |
| Chemys | 185 Elmsleigh Drive | Leigh-on-Sea | SS9 4JH |
| A&H Pharmacies Ltd (T/A Belfairs Pharmacy) | 327 Eastwood Road North | Leigh-on-Sea | SS9 4LT |
| Woods Chemist | 372 Rayleigh Road Eastwood | Leigh-on-Sea | SS9 5PT |
| Boots UK Ltd | 9-13 Rayleigh Road | Leigh-on-Sea | SS9 5UU |

Job Centres

Southend Jobcentre Plus, Dencora Court, Tylers Ave, Southend on Sea, SS1 2AP

Section 6: Transport Hubs (including parking)

Rail Stations

| | | |
|-------------------|---|---------|
| Southend Victoria | Victoria Avenue Southend-on-Sea | SS2 6AZ |
| Westcliff | Station Road, Westcliff-on-Sea | SS0 7SB |
| Chalkwell | The Ridgeway, Chalkwell | SS0 8PX |
| Southend Central | Cliff town Road, Southend-on-Sea | SS1 1AB |
| Southend East | Ambleside Drive, Southend-on-Sea | SS1 2UP |
| Thorpe Bay | Station Road, Thorpe Bay | SS1 3JY |
| Prittlewell | Station Approach, Prittlewell, Southend | SS2 6LD |
| Shoeburyness | High Street Shoeburyness | SS3 9AW |
| Leigh-on-Sea | Belton Way, Leigh-On-Sea | SS9 2ET |

Bus Station

The Travel Centre, Chichester Road, Southend-on-Sea SS1 2BW

(note: you should survey your own locale for bus stops etc)

Taxi Ranks

Bellhouse Lane Leigh-on-Sea: Stand for 6 vehicles.

Belton Way East, Leigh-on-Sea: Stand for 10 vehicles.

Brightwell Avenue, Westcliff-on-Sea: Stand for 3 vehicles.

Broadway, Thorpe Bay: Stand for 4 vehicles.

Broadway West, Leigh-on-Sea: Stand for 4 vehicles.

Campfield Road, Shoeburyness: Stand for 3 vehicles.

Chichester Road, Southend-on-Sea: o/s Varsity. Stand for 3 vehicles

Chichester Road Southend-on-Sea: o/s Chichester House.

Cliff Gardens, Chalkwell: Stand for 8 vehicles.

Cliff town Road, Southend-on-Sea: Stand for 3 vehicles

Crowstone Road, Westcliff-on-Sea: Stand for 3 vehicles.

Elm Road, Leigh-on-Sea: Stand for 2 vehicles.

Elmer Approach, Southend-on-Sea: Stand for 4 vehicles.

Hamlet Court Road, Westcliff-on-Sea: Stand for 9 vehicles.

Heygate Avenue, Southend-on-Sea: Stand for 8 vehicles.

Lifstan Way, Southend-on-Sea: Stand for 6 vehicles.

Leigh Passenger Interchange, Leigh-on-Sea: Stand for 6 vehicles.

London Road Southend-on-Sea: Stand for 20 vehicles.

Appendix 3

London Road, Leigh-on-Sea: Stand for 5 vehicles.

Lucy Road Southend-on-Sea

Prittlewell Chase, Westcliff-on-Sea: Stands for 20 vehicles

Progress Road, Leigh-on-Sea: Stand for 2 vehicles.

Seaway Car Park Southend-on-Sea: Stand for 7 vehicles.

Southchurch Avenue, Southend-on-Sea: Stand for 6 vehicles.

Station Road, Westcliff-on-Sea: Stand for 3 vehicles.

St. Marys Road, Southend-on-Sea: Stand for 4 vehicles.

Tylers Ave, Southend-on-Sea: a) o/s Mangle Tout Stand for 6 vehicles. b) south side

Weston Road Southend-on-Sea: Stand for 2 vehicles.

Airport

| | | |
|-------------------------|-----------------|---------|
| London Southend Airport | Southend-on-Sea | SS2 6YF |
|-------------------------|-----------------|---------|

Car Parks

| Car Park | Postcodes (Near To) | Location (Near To) |
|---------------------------|----------------------------|--|
| Ceylon Road | SS0 7HS | Ceylon Road (behind properties of Hamlet Court Road) |
| Hamlet Court Road | SS0 7HS | Hamlet Court Road (J) London Road Westcliff on Sea |
| Western Esplanade | SS0 7QB | Western Esplanade (Central Reservation Bays) |
| Shorefield Road | SS0 7RG | Shorefield Road (J) Station Road Westcliff on Sea |
| Clarence Road | SS1 1BJ | Clarence Road (J) Alexandra Street |
| Alexandra Street | SS1 1DA | Alexandra Street (J) Royal Mews |
| University Square | SS1 1ND | London Road (J) College Way |
| North Road | SS1 1PW | North Road (J) Brighten Road |
| Seaway | SS1 2AT | Chancellor Road (J) Herbert Grove |
| Tylers Avenue | SS1 2BH | Tylers Avenue (J) Chichester Road |
| Fairheads Green | SS1 2ER | Eastern Esplanade (OPP) Beach Road |
| York Road | SS1 2NH | York Road (J) Chichester Road |
| Ilfracombe Avenue | SS1 2QD | Ilfracombe Avenue (J) Southchurch Road |
| Dalmatia Road | SS1 2QQ | Dalmatia Road (J) Southchurch Road |
| Riviera Drive | SS1 2RB | Riviera Drive (J) Lovelace Gardens |
| Warrior Square | SS1 2WS | Warrior Square (J) Chichester Road |
| Southchurch Park East | SS1 2XD | Lifstan Way (OPP) Northumberland Crescent |
| Eastern Esplanade | SS1 3AA | Eastern Esplanade (J) Lifstan Way |
| The Broadway / Thorpe Bay | SS1 3EU | The Broadway (J) Acacia Drive (J) Station Road |
| Thorpe Esplanade | SS1 3NN | Thorpe Esplanade (J) Maplin Way (Thorpe Bay) |
| Short Street | SS2 5AL | Short Street (J) Queensway |
| Essex Street | SS2 5BQ | Essex Street (J) Chichester Road |
| Library | SS2 6EX | Victoria Avenue (J) Great Eastern Avenue |
| Library (Lower) | SS2 6EX | Victoria Avenue (J) Great Eastern Avenue |
| Baxter Ave | SS2 6HZ | Baxter Avenue (J) Queensway |
| Civic Centre North | SS2 6LR | Victoria Avenue (J) Carnarvon Road |
| Civic Centre North U/G | SS2 6LR | Victoria Avenue (J) Carnarvon Road |
| Civic East | SS2 6LR | Behind Civic Centre Victoria Avenue |

Appendix 3

| | | |
|---------------------------|---------|---|
| East Beach | SS3 9AD | George Street & Blackgate Road (Shoeburyness) |
| Shoebury Common South | SS3 9HF | Shoebury Common Road (J) Ness Road (Shoeburyness) |
| Shoebury Common North | SS3 9HQ | Shoebury Common Road (J) (Shoeburyness) |
| North Street Leigh on Sea | SS9 1QE | North Street (J) East Street and West Street |
| Elm Road Leigh on Sea | SS9 1SL | Elm Road (OPP) Pall Mall |
| Victoria Wharf | SS9 2DR | High Street (Old Leigh Town) (J) Bell Wharf (Leigh on Sea) |
| Leigh Hill | SS9 2DR | Leigh Hill (OPP) Leigh Park Road (Leigh on Sea) |
| New Road 1 | SS9 2EA | New Road (J) Hadleigh Road (Leigh on Sea) |
| New Road 2 | SS9 2EA | New Road (J) Uttons Avenue (Leigh on Sea) |
| Belton Gardens Sth | SS9 2EH | Old Leigh Town High Street (J) Belton Bridge (STH of Railway line) (Leigh on Sea) |
| Leigh Foundry | SS9 2EN | High Street (Old Leigh Town) (Leigh on Sea) |
| Belton Gardens Nth | SS9 2ER | Belton Gdns (New Road) (J) Belton Bridge (NTH of Railway line) (Leigh on Sea) |
| Sutherland Boulevard | SS9 2SW | London Road (J) Thames Drive (Leigh on Sea) |
| Eastwood Boulevard | SS9 3HS | Eastwood Boulevard (J) Manchester Drive (Leigh on Sea) |
| Pargat Drive | SS9 5HW | Pargat Drive (J) Rayleigh Road (Eastwood) |
| Rayleigh Road | SS9 5PS | Rayleigh Road (OPP) Bellhouse Road (Eastwood) |

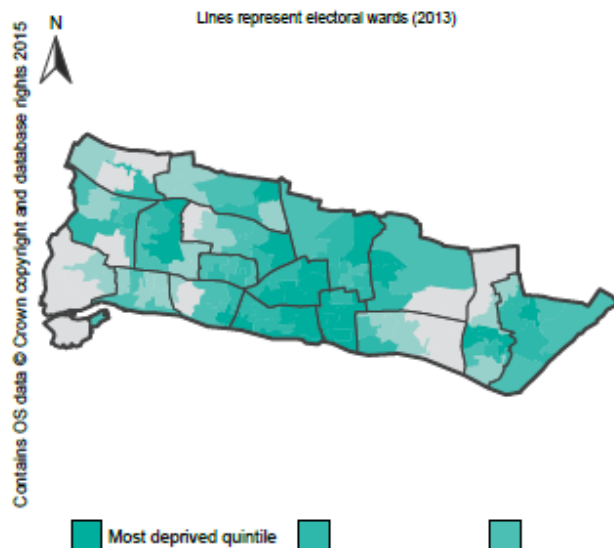
Section 7: Crime

Please check the latest crime figures via this website: <https://www.police.uk/essex/85/crime/> you will need to use the pencil icon to draw your area if you are outside central Southend.

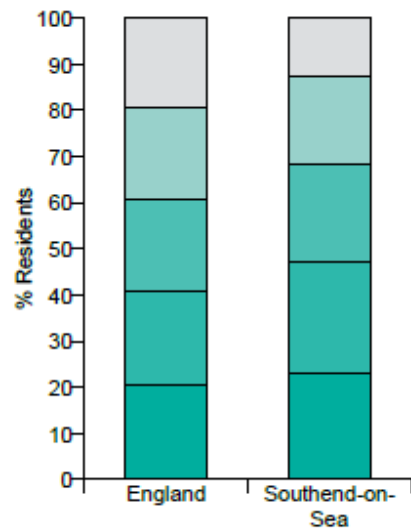
Section 8: Deprivation

Deprivation: a national view

The map shows differences in deprivation in this area based on national comparisons, using quintiles (fifths) of the Index of Multiple Deprivation 2010, shown by lower super output area. The darkest coloured areas are some of the most deprived neighbourhoods in England.



This chart shows the percentage of the population who live in areas at each level of deprivation.



Taken from: Southend-on-Sea, Health Profile 2015. (Public Health England)

For further information on any matter relating to this profile please email licact2003@southend.gov.uk

CABINET

Tuesday, 14th March 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 Deputy Chief Executive (Place) authorised:

1.1 Horizon 2020 (H2020) Framework Programme – SUNRISE (Sustainable Urban Neighbourhoods – Research and Implementation Support in Europe)

The issue of the formal letter in the final preparation of the bid to secure grant funding of €438,935 over 48 months for the above-mentioned project. The work will look at new ways of supporting development by co-creation and implementation of neighbourhood level and urban-district-level transport innovations, centred on local collaboration and the development of sustainable mobility solutions.

1.2 Sustainable Schools – 2IMPRESZS EU Funding Bid

The issue of the letter of intent to Intercommunale Ontwikkelingsmaatschappij van der Kempen (IOK) before 2nd February 2017, confirming the Council's participation in the above-mentioned project bid for €500k over the course of a three year period from September 2017. The project would support schools in the Borough reduce their energy consumption by a minimum of 15% through the implementation of a behaviour change initiative.

1.3 Innovate UK Funding Bid – Grid Balancing via the Domestic Energy Supply Chain

The continuation of the Council to work within the consortium led by Upside Energy Ltd in the development and preparation of a bid for submission to innovate UK under the FOAK (first of a kind) Implementation funding stream before 31st January 2017.

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of the Local Government Act 1972.

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