

Public Document Pack
SOUTHEND-ON-SEA BOROUGH COUNCIL

Policy and Resources Scrutiny Committee

Date: Wednesday, 31st January, 2018 @ 18.30
Place: Committee Room 1 - Civic Suite
Contact: Fiona Abbott - Principal Democratic Services Officer

Email: committeesection@southend.gov.uk

AGENDA

**** **Part 1**

- 1 **Apologies for Absence**
- 2 **Declarations of Interest**
- 3 **Questions from Members of the Public**
- 4 **Minutes of the Meeting held on Thursday, 30th November 2017**

**** **ITEMS REFERRED DIRECT FROM CABINET - Thursday 18th January, 2018**

- 5 **Council Tax Base and Non Domestic Rating Base 2018/19**
The report has been circulated with the Cabinet Agenda for its meeting on 18th January 2018. The relevant Minute and report has been referred direct to the Scrutiny Committee for consideration.
- 6 **Housing Revenue Account Budget 2018/19 and Rent Setting**
The report has been circulated with the Cabinet Agenda for its meeting on 18th January 2018. The relevant Minute and report has been referred direct to the Scrutiny Committee for consideration.
- 7 **Draft Capital Programme 2018/19 to 2021/22**
The report has been circulated with the Cabinet Agenda for its meeting on 18th January 2018. The relevant Minute and report has been referred direct to all Scrutiny Committees for consideration.
- 8 **Fees & Charges 2018/19**
The report has been circulated with the Cabinet Agenda for its meeting on 18th January 2018. The relevant Minute and report has been referred direct to all Scrutiny Committees for consideration.
- 9 **Draft General Fund Revenue Budget 2018/19**
The report has been circulated with the Cabinet Agenda for its meeting on 18th January 2018. The relevant Minute and report has been referred direct to all Scrutiny Committees for consideration.

**** **ITEMS CALLED IN / REFERRED DIRECT FROM CABINET - Tuesday, 9th January, 2018**

10 Monthly Performance Report
Members are reminded to bring with them the most recent MPR for period ending November 2017 which was circulated recently. Comments / questions should be made at the appropriate Scrutiny Committee relevant to the subject matter.

11 Housing Strategy
Minute 616 (Cabinet Book 1 – Agenda Item 10 refers)
Called in by Councillors Norman MBE, Gilbert, Terry & Woodley

12 Passenger Transport - Operating Model and Procurement Process
Minute 620 (Cabinet Book 2 – Agenda Item 14 refers)
Called in by Councillors Norman MBE and Gilbert

13 Council Procedure Rule 46
Minute 622 (Cabinet Book 2 – Agenda Item 16 refers)
Item 2.1 (Request for Landlord’s Consent and Variation of Existing Lease to Enable Sale and Consumption of Alcohol and Amended Opening Hours)
Called in by Councillors Nevin & Jones
Item 2.2 (Disposal of 7a Ceylon Road, Westcliff-on-Sea)
Called in by Councillors Nevin & Gilbert

**** **ITEM REFERRED DIRECT FROM SPECIAL CABINET - Monday 29th January, 2018**

14 Minutes of the Grants Strategy Working Party held on 25th January 2018
The Minutes will be circulated with the Cabinet Agenda for its meeting on 29th January 2018. The relevant Minute will be referred direct to the Scrutiny Committee for consideration.

**** **PRE-CABINET SCRUTINY ITEM**

15 Compulsory Licensing Scheme
Report of Deputy Chief Executive (People) – to follow

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

**** **OTHER SCRUTINY MATTERS**

16 Summary Reports to Scrutiny Committee
(i) Southend University Hospital
(ii) Essex Police, Fire & Crime Panel
(iii) Kent & Essex Inshore Fisheries & Conservation Authority

The Chairman & Members:

Cllr B Ayling (Chair), Cllr D Kenyon (Vice-Chair), Cllr B Arscott, Cllr D Burzotta, Cllr M Davidson, Cllr N Folkard, Cllr D Garston, Cllr I Gilbert, Cllr R Hadley, Cllr D McGlone, Cllr J McMahon, Cllr D Norman MBE, Cllr G Phillips, Cllr M Stafford, Cllr C Walker, Cllr P Wexham and Cllr C Willis

Public Document Pack

SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of Policy and Resources Scrutiny Committee

Date: Thursday, 30th November, 2017

Place: Committee Room 1 - Civic Suite

4

Present: Councillor B Ayling (Chair)
Councillors C Mulroney*, D Burzotta, M Davidson, N Folkard,
D Garston, I Gilbert, R Hadley, D Jarvis*, D McGlone, J McMahon,
D Norman MBE, G Phillips, M Terry*, C Walker, C Willis and
R Woodley*

*Substitute in accordance with Council Procedure Rule 31.

In Attendance: Councillors J Lamb, M Flewitt and A Moring (Executive Councillors)
Councillor S Aylen
J K Williams, F Abbott, J Chesterton and S Houlden

Start/End Time: 6.30 - 9.20 pm

520 Apologies for Absence

Apologies for absence were received from Councillor B Arscott (substitute Cllr D Jarvis), Councillor D Kenyon (substitute Cllr M Terry), Councillor M Stafford (substitute Cllr R Woodley) and Councillor P Wexham (substitute Cllr C Mulroney).

In the absence of the Vice Chairman, Councillor Mulroney acted as Vice Chair at the meeting.

521 Declarations of Interest

The following interests were made at the meeting:-

- (a) Councillors Lamb, Flewitt and Moring (Executive Councillors) - interest in the called in items / referred items; attended pursuant to the dispensation agreed at Council on 19th July 2012, under S.33 of the Localism Act 2011;
- (b) Councillor Ayling – disclosable pecuniary interest in agenda item relating to Compulsory Licensing Scheme and Rents Control – attended pursuant to dispensation agreed by the Standards Committee on 21st November 2017, under S.33 of the Localism Act 2011 to participate in the debate and vote;
- (c) Councillor Hadley – disclosable pecuniary interest in agenda item relating to Compulsory Licensing Scheme and Rents Control – attended pursuant to dispensation agreed by the Standards Committee on 21st November 2017, under S.33 of the Localism Act 2011 to participate in the debate and vote. However, Councillor Hadley confirmed that he would not be exercising his dispensation in terms of voting and would limit his contribution to speaking only;
- (d) Councillor Flewitt - interest in agenda item relating to Compulsory Licensing Scheme and Rents Control – non-pecuniary – family & friends are tenants of South Essex Homes;

- (e) Councillor D Garston - interest in agenda item relating to Compulsory Licensing Scheme and Rents Control – non-pecuniary – Trustee of Trust which owns a rented property in town but has no beneficial interest;
- (f) Councillor McMahon - interest in agenda item relating to Compulsory Licensing Scheme and Rents Control – non-pecuniary – co founder HARP, mentioned in debate; mental health advocate – professional role;
- (g) Councillor McMahon – interest in agenda item relating to Capital Monitoring Report – non-pecuniary – founder member, Fellow of the Saxon King Fellowship, mentioned during debate;
- (h) Councillor Ayling - interest in agenda item relating to Capital Monitoring Report – non-pecuniary – member of Fellowship of Saxon King, mentioned during debate;
- (i) Councillor Mulronee - interest in agenda item relating to Capital Monitoring Report – non-pecuniary – member of Fellowship of Saxon King, mentioned during debate;
- (j) Councillor Phillips – interest in agenda item relating to Council Procedure Rule 46 (item 2.1 refers) – non-pecuniary – son is an assistant leader at 3rd Chalkwell Bay Clubs (sailing etc).

522 Questions from Members of the Public

Two written questions had been received from Mr Webb for the meeting. Mr Webb was not at the meeting so the responses will be circulated to him.

523 Minutes of the Meeting held on Thursday, 12th October, 2017

Resolved:-

That the Minutes of the meeting held on Thursday, 12th October, 2017 be confirmed as a correct record and signed.

524 Reference from Council, Thursday 19th October 2017 - Compulsory Licensing Scheme and Rent Control

The Committee considered Minute 438 of Cabinet held on 7th November 2017 which had been referred direct by Cabinet and also called in to Scrutiny, together with a report of the Deputy Chief Executive (People), requesting consideration of the resolutions of Council (19th October 2017) regarding the introduction of a compulsory licensing scheme and rent controls on private sector landlords.

With regard to Resolution 1 of the Cabinet Minute, the Executive Councillor advised that the report to be considered by way of pre-Cabinet scrutiny is in the process of being drafted and will be brought to the next meeting of the Scrutiny Committee.

With regard to Resolution 2 of the Cabinet Minute the Committee received a copy of the draft letter which it is proposed to send to the Secretary of State for Communities & Local Government in connection with rent controls on private sector landlords. The Executive Councillor agreed to amend the draft letter to clarify some of the figures and ensure the table was to scale.

Resolved:-

That the following decisions of Cabinet be noted:-

“1. That the proposal to introduce a compulsory licensing scheme be referred to the Policy & Resources Scrutiny Committee for consideration by way of pre-Cabinet scrutiny.

2. That the Deputy Chief Executive (People) be requested to write to the Secretary of State for Communities and Local Government to ascertain the Government’s view on the introduction of rent controls on private sector landlords letting properties to tenants.”

Note: This is an Executive Function
Executive Councillor: Flewitt

525 Monthly Performance Report

The Committee considered Minute 439 of Cabinet held on 7th November, 2017 which had been referred direct by Cabinet, together with the Monthly Performance Report covering the period to September 2017, which had been circulated recently.

Resolved:-

That the report be noted.

Note:- This is an Executive Function.
Executive Councillor:- As appropriate to the item.

526 Comments, Compliments and Complaints

The Committee considered Minute 440 of the meeting of Cabinet held on 7th November 2017, which had been referred direct by Cabinet to all 3 scrutiny committees and called in to Scrutiny, together with a report of the Chief Executive which presented the annual report on compliments and complaints received throughout the Council for 2016/17. This incorporated separate sections on Adult Social Care Services, Children’s Social Care and a report from the Monitoring Officer on decisions by the Local Government & Social Care Ombudsman.

Resolved:-

That the following decision of Cabinet be noted:-

“That the Council’s performance in respect of compliments, comments and complaints for 2016-17 be noted, including the summary of decisions by the Local Government & Social Care Ombudsman.”

Note:- This is an Executive Function
Executive Councillors: Courtenay, Cox, Lamb and Salter

527 Alternative Delivery Models - Governance Arrangements

The Committee considered Minute 442 of the meeting of Cabinet held on 7th November 2017, which had been called in to Scrutiny together with a report of the Chief Executive presenting a range of alternative delivery vehicles that the Council controls, the current governance arrangements and proposals on potential ways forward.

Resolved:-

That the following decisions of Cabinet be noted:-

“1. That the current group structure of the Council Companies, Joint Ventures and Charitable Trusts and associated governance arrangements, be noted.

2. That a new advisory forum reporting to Cabinet be established to be called “The Shareholder Board” to provide an effective means of Council governance of the Council Companies and this shall replace the existing Member Advisory Forum (re: Trading Companies).

3. That the terms of reference of the Shareholder Board shall be added as a new section 4.6 in Schedule 2 of Part 3 to the Constitution, as set out in Appendix 3 to the submitted report, with a membership that is politically proportional (5 Conservatives, 2 Independent, 2 Labour) and that includes the following members of Cabinet:

- The Leader
- The Deputy Leader
- Executive Councillor for Corporate & Community Support Services
- One other Executive Councillor

4. That Cabinet receive an annual report on the operation of the Council’s Joint Ventures and Charitable Trusts.”

Note: This is a Council Function
Executive Councillor: Moring

528 Capital Monitoring for 2017/18 and Revised Capital

The Committee considered Minute 443 of the meeting of Cabinet held on 7th November 2017, which had been called in to Scrutiny together with a report of the Chief Executive setting out the capital expenditure as at 30th September 2017 and recommending in-year amendments to the approved Capital Programme for 2017/18 to 2020/21.

Resolved:-

That the following recommendations of Cabinet be noted:-

“1. That the actual capital expenditure position as at 30th September 2017 of £27.790 million as shown in Section 4 and Appendix 1 of the submitted report, be noted.

2. That the financial position of the Capital Programme as at 30th September 2017, as set out in Section 5 of the report, be noted.

3. That the proposed changes to the Capital Programme as set out in Appendix 6 to the report, be approved.

4. That the revised Capital Programme for 2017/18 to 2020/21 resulting from these changes, as set out in Appendix 7 to the report, be approved.”

Note:-This is a Council Function
Executive Councillor:- Lamb

529 Corporate Debt Management Policy

The Committee considered Minute 445 of the meeting of Cabinet held on 7th November 2017, which had been called in to Scrutiny together with a report of the Chief Executive proposing the adoption of the revised “Debt Collection and Recovery Policy.”

Resolved:

That the following decision of Cabinet be noted:-

“That the revised “Debt Collection and Recovery Policy” set out at appendix A to the submitted report, be approved.”

Note: This is an Executive Function.
Executive Councillor: Moring

530 Discretionary Relief Policy

The Committee considered Minute 446 of the meeting of Cabinet held on 7th November 2017, which had been called in to Scrutiny together with a report of the Chief Executive setting out the required changes to the current Business Rates Discretionary Relief Policy to reflect the new rate reductions announced by the Chancellor in the 2016 Autumn Statement and 2017 Spring Budget.

Resolved:-

That the following decisions of Cabinet be noted:-

“1. That the award of Public House Relief of up to £1,000 to qualifying businesses in occupation of Public Houses which have a rateable value of £100,000 or less in accordance with Discretionary Rate Relief powers for the financial year 1st April 2017 to 31st March 2018 only, subject to State Aid limits, be approved.

2. That it be noted that the businesses to qualify for the relief must be a ‘Public House’ as detailed in paragraph 4.4 of the submitted report.

3. That it be noted that where a ratepayer demonstrates their entitlement to the Public House Relief, the Revenues Manager has the authority to award the relief.

4. That the award of Local Newspaper Relief of up to £1,500 for office space occupied by local newspapers up to a maximum of one discount per local newspaper title and per hereditament, for the financial years 1st April 2017 to 31st March 2018 and 1st April 2018 to 31st March 2019, subject to State Aid limits, be approved.

5. That it be noted that where a ratepayer demonstrates their entitlement to the Local Newspaper Relief, the Revenues Manager has the authority to award the relief.

6. That the award of Supporting Small Business Relief (SSBR) to businesses who as a result of the change in their rateable value at the 2017 revaluation lost some or all of their small business relief, in accordance with guidance given by the Department for Communities and Local Government for the financial years 1st April 2017 to 31st March 2018 to 1st April 2021 to 31st March 2022, subject to State Aid limits, be approved.

7. That the scheme and amount of Discretionary Business Rate Relief, in accordance with Section 7 and Appendix G of the revised policy, subject to State Aid limits, be approved.

8. That it be noted that the Council, through the National Non-Domestic Rate return process, will seek full reimbursement of the cost of this relief from Central Government.

9. That the amended Business Rates Discretionary Relief Policy set out at Appendix A to the submitted report, be approved.”

Note: This is an Executive Function.
Executive Councillor: Moring

531 Transport Review (Policy)

The Committee considered Minute 447 of the meeting of Cabinet held on 7th November 2017, which had been called in to Scrutiny together with a report of the Deputy Chief Executive (People) setting out proposed changes to policies which were recommended as part of the transport review.

The Committee had a number of issues concerning impact on vulnerable people; changes to Dial-a-Ride service and operating times and was concerned that the matter had not been considered by the People Scrutiny Committee. The Executive Councillor for Corporate & Community Support Services said that he was happy for the matter to be referred back and that this would be on the basis that the decision of Cabinet would then be open to scrutiny by the People Scrutiny and the Policy & Resources Scrutiny Committees.

Resolved:-

With the concurrence of the Executive Councillor, the matter be referred back to Cabinet for reconsideration and, following such reconsideration, the matter will be eligible for call in to People and Policy & Resources Scrutiny Committees.

Note: This is an Executive Function

Executive Councillors: Salter, Moring and Courtenay.

532 Transport Review (Delivery Models)

The Committee considered Minute 448 of the meeting of Cabinet held on 7th November 2017, which had been called in to Scrutiny together with a report of the Deputy Chief Executive (People) setting out the potential operating models for the delivery of passenger transport services and sought approval to progress the preferred option to procurement stage to identify a preferred partner.

Resolved:-

That the following decisions of Cabinet be noted:-

“1. That the following key elements to enable procurement activities to commence around this passenger transport review, in parallel with completing the policy consultation with users, be approved:

(a) Procure a partner to develop a ‘For Profit’ JV partnership as the recommended operating model for providing all its passenger transport services;

(b) Use a full procurement procedure (either competitive dialogue or open procedure) to procure a partner to develop a ‘For Profit’ JV partnership as opposed to contracting directly with a local authority owned company under Regulation 12 (the old teckal arrangements);

(c) Implement the new service from 1st August 2019 based on the time table set out in paragraph 6.2 of the submitted report;

(d) Grant a tender exemption to extend existing contracts, based on the understanding that market conditions and potential legislative changes have hindered the Council’s ability to procure a partner to develop other types of JV partnership.

2. That a further report be presented to Cabinet in January 2018 that will provide details of the confirmed procurement procedure to procure a partner to develop the JV partnership.”

Note: This is an Executive Function
Executive Councillor: Moring

533 Council Procedure Rule 46

The Committee considered Minute 457 of the meeting of Cabinet held on 7th November 2017, which had been called in the Scrutiny, together with a report which summarised the actions taken in accordance with Council Procedure Rule 46.

Resolved:-

That the submitted report be noted.

Note: This is an Executive Function

Executive Councillor: as appropriate for the item.

534 Summary Report to Scrutiny Committee

Resolved:-

That the Summary Report update from Councillor Lamb on the Kent & Essex Inshore Fisheries and Conservation Authority, deferred to the next meeting.

535 In depth scrutiny project - 'Additional enforcement resources for Southend' - update

The Committee received an oral update on the progress made in respect of the agreed in depth scrutiny project for 2017/18 – 'additional enforcement resources for Southend'. A further meeting of the Member project team will be held on Monday 11th December 2017.

Resolved:-

That the update be noted.

Note: This is a Scrutiny Function

536 Minutes of Chairmen's Scrutiny Forum held Monday 20th November 2017

Resolved:-

That the Minutes of the meeting of Chairmen's Scrutiny Forum held on Monday, 20th November 2017 be received and noted and the recommendations therein endorsed.

Note: This is a Scrutiny Function.

537 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.

538 Council Procedure Rule 46 - Confidential Sheet

The Committee considered Minute 462 of the meeting of Cabinet held on 7th November 2017, which had been called in to Scrutiny, together with a report which summarised the actions taken in accordance with Council Procedure Rule 46.

Resolved:-

That the submitted report be noted.

Note: This is an Executive Function
Executive Councillor: As appropriate to the item

Chairman: _____

This page is intentionally left blank

Southend-on-Sea Borough Council

Agenda
Item No.

5

Report of Chief Executive
To
Cabinet

On
18th January 2018

Report prepared by: Joe Chesterton
Director of Finance & Resources

Council Tax Base and National Non Domestic Rating Base 2018/19

Policy & Resources Scrutiny Committee
Executive Councillor: Councillor John Lamb
Part 1 Public Agenda Item

1. Purpose of Report

- 1.1 To enable a valid Council Tax to be determined, the calculation of the Tax Base at the commencement of the forthcoming financial year needs to be approved. This report shows the calculation of the Council Tax Base for 2018/19.
- 1.2 To approve the National Non Domestic Rates (NNDR1) form that must be submitted to the Department of Communities and Local Government (DCLG) by 31st January 2018.

2. Recommendations

In respect of the Council Tax Base

- 2.1 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):

The Local Council Tax Support Scheme for 2018/19 approved by Council on 14 December 2017, be incorporated into the Council Tax base setting as outlined in Appendices A and B;

That the following changes to Council Tax discounts and exemptions approved by Cabinet on 5 January 2016 will remain unchanged from 1 April 2018 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.**

That the further discounts and exemptions that were approved by Council on 13 December 2012 will remain unchanged from 1 April 2018 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.**

2.2 The amount calculated by Southend-on-Sea Council as its Council Tax Base for the year 2018/19 shall be 57,611.55;

2.3 The amount calculated by Southend-on-Sea Council as the Council Tax Base in respect of Leigh-on-Sea Town Council for the year 2018/19 shall be 8,779.95;

In respect of the Non-Domestic Rates Base (NNDR1 Form)

2.4 That Cabinet approve the NNDR1 form attached at Appendix C for submission to DCLG.

3. Background

3.1 The Council Tax Base is the number of band D equivalent properties/dwellings, or looked at another way it is the amount of money the billing authority estimates it can raise for each £1 of council tax set at the band D level.

3.2 The Council is required under 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) to determine the Council Tax Base and notify major precepting authorities in the period 1 December to 31 January.

- 3.3 The Council is also required to calculate a tax base for the part of its area falling within the Leigh-on-Sea Town Council's area. The Town Council has been notified of their indicative Council Tax base to allow them to prepare their potential precept and Council Tax, and following Cabinets approval will be formally notified of the Council's decision in respect of their final Tax base.
- 3.4 As part of the Governments extensive finance reform changes from April 2013, the Council has to formally agree the submission of its Non Domestic Rates baseline for the forthcoming financial year. Given the importance of how the submitted baseline now impacts on the funding that will flow to the Authority from Government, the baseline now has to be approved in the same way as setting the Council Tax base.
- 3.5 Setting the Council Tax base is a Council function which usually requires full Council approval during the specified period. However, Section 67 to the Local Government Finance Act 1992 (as amended by section 84 to the Local Government Act 2003) excluded setting the tax base from having to be determined by Full Council. Thus it can be delegated under section 101 to the Local Government Act 1972 to a committee, the cabinet, or even an officer.
- 3.6 It was agreed on 13 December 2012 that Council delegate both the setting of the Council Tax base and the approval of the NNDR1 to Cabinet. This was to allow both to be considered by Cabinet in a timely fashion to meet the statutory 31 January deadline. In addition, the Council has delegated the authority to approve the NNDR1 form and the Council Tax Base to the Director of Finance and Resources, in conjunction with the Leader, subject to the delegation only being used where Cabinet is not able to approve the NNDR1 form or the Council Tax Base by the 31st January. Where this additional delegation is used, 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 delegation.
- 3.7 Details of the tax base and the retained business rates will be reported to Cabinet and Council as part of the budget setting process.

4. **Council Tax Base**

- 4.1 The Regulations require the tax base to be based upon the District Valuer's List as at 30 November each year. This figure is then amended for the estimated activity on the Council Tax base from 1 December to 31 March. An early determination assists the Council and precepting authorities in their financial planning.
- 4.2 Since 1 April 2013, in addition to the forecasting of banding of properties and voids, the Council Tax base must also reflect the discretionary technical reforms of Council Tax (discounts and exemptions) together with the impact of the Local Council Tax Support Scheme because awards of Council Tax Support are classified as discounts and as such will have the effect of reducing the overall Council Tax base.

- 4.3 Exemption classes A & C were abolished with effect from 1 April 2013. Class A exemptions covered “vacant dwellings where major repair works or structural alterations are required, under way or recently completed (up to twelve months) whilst Class C exempt dwellings were “a vacant dwelling (i.e. empty and substantially unfurnished) (up to six months)”.
- 4.4 In addition, since 1 April 2013, Local authorities in England have had the choice to apply council tax discounts of between 0% and 50% for second homes, and to apply council tax discounts for empty dwellings at any level between 0% and 100%. Also, from 1 April 2013, an Empty Homes Premium of up to 50% can be charged on dwellings that had been empty for more than 2 years.
- 4.5 On 5 January 2016, Cabinet approved to implement further changes that are set out in 2.1. Specifically, to uninhabitable and empty and unfurnished properties, and this came into effect on 1 April 2016, regardless of when any previous discount has been awarded. This will remain unchanged for 2018/19.
- 4.6 It was agreed by Council on 14 December 2017 that there should be the following changes to the existing Local Council Tax Support Scheme for Southend-on- Sea;

The approved changes to the scheme are:

- The introduction of a minimum income floor for self-employed people, this applies to the equivalent of the minimum wage. Whilst we do not have large numbers of self-employed claimants, roughly 350, there is currently no mechanism to assume a minimum income. Often claimants declare extremely low profits year on year and claim the maximum LCTSS. Applying this rule would enable the Council to reduce the award after the first year of trading. Other authorities in Essex adopted this rule in earlier years and have not experienced any legal challenge. The adoption of this approach will reduce the time needed to calculate an income from cash books and receipts where often the outcome is a negative income.
- The introduction of a simplified deduction for non-dependants. Currently we have 5 income bands which determine what level of deduction is made dependant on their income. This means that we must gather detailed evidence of all the income for each non-dependant and input this on the system individually. By introducing a flat rate deduction for all non-dependants regardless of income this process would be negated. The system would automatically apply the flat rate deduction for each non-dependant.

The approved changes to the administration processes are:

- The removal of the requirement to complete a claim form and to take the notification from the department of Work and Pensions as an intent to claim. We will contact the claimant at this point to investigate their circumstances and make an interim assessment. They can then commence their payments against the reduced liability avoiding the build-up of arrears which inhibit future collection.
- To save administration costs we will not take action to reassess LCTSS if the claimant's income variation is less than £10 a month. This will avoid recalculation of the award for small changes, which lead to a new liability and Council Tax Demand. Each time a new liability is calculated the legislation states that the recovery stage must return to "billing" meaning multiple changes prevent the debt reaching summons stage. The intention of the legislation is to allow bill payers a fresh start to the debt following liability changes, however in these circumstances it prevents efficient debt recovery.

Calculation of the Council Tax Base

- 4.7 The calculation of the Council Tax Base commences with reference to the number of properties in each band of the valuation list, as it stands, at 30 November each year (the relevant day).
- 4.8 Adjustments are then made for:-
- (a) Any known alterations not shown on the valuation list on the relevant day.
 - (b) Properties exempt from council tax on the relevant day.
 - (c) Any reductions in banding awarded in respect of disabled persons as of the relevant day.
 - (d) Any status discounts granted as they stand on the relevant day.
 - (e) Any estimated changes likely to occur to the base information during the period from the relevant day to 31 March each year.
 - (f) Impacts of the Local Council tax Support Scheme.
- 4.9 Once these adjustments are made to each band, a calculation is made to express all bands as a Band D equivalent. The sum of Band D equivalent properties is then reduced by the Authority's anticipated allowance for changes in voids, discounts and exemptions and an allowance for changes in the provision for bad and doubtful debts (which is linked to the anticipated in year collection rate and collection of arrears). The result is the Council Tax Base for tax setting purposes.
- 4.10 The same exercise is carried out in respect of the area covered by Leigh-on-Sea Town Council. The Government previously consulted on the possibility of providing a separate Council Tax Base for Town and Parish Councils due to changes in Council Tax support. The Government decided not to follow this option and therefore the same allowance must be applied to both calculations.

4.11 The Council Tax base for 2018/19 is therefore:-

	Southend-on-Sea	Leigh-on-Sea
Council Tax Base 2017/18	56,917.61	8,717.19
Council Tax Base 2018/19	57,611.55	8,779.95
Increase/(Decrease) in Tax Base 2017/18 to 2018/19	693.94	62.76
Percentage Increase/(Decrease) in Tax Base 2017/18 to 2018/19	1.22%	0.72%

The Council Tax base for Southend-On-Sea has increased as a result of a combination of new properties on the list coupled with the on-going impact of the agreed discounts and exemptions.

4.12 The calculation of the Tax Base is set out in **Appendices A and B**.

5. National Non Domestic Rating Base (NNDR1 Form)

5.1 Under the Local Government Finance Act 1988 (as amended by the Local Government Finance Act 2012) from 1 April 2013 a proportion of non-domestic rates will be retained locally rather than paid into the central pool.

5.2 The NNDR1 form sets the anticipated amount of non-domestic rates that will be collected in the coming year and will therefore determine the respective shares between Central Government and Southend-On-Sea Council. There will be a retrospective cash adjustment by Government in the following financial year based on the final position for the financial year in question.

5.3 The NNDR1 form is in a defined format set by Government and changes from year to year. At the time of writing this report the initial form was received on 22 December 2017, however, we have been advised that this possibly may not be the final version to use for 2018/19. DCLG may inform us as late as January that the initial form may be amended. Should that be the case, the Director of Finance and Resources will use his delegated authority to ensure the correct form is returned by the statutory deadline, and report back to Cabinet subsequently.

6. Corporate Implications

6.1 Contribution to Council's Vision & Corporate Priorities

The approval of the Council Tax Base and NNDR1 will enable a budget to be set for the forthcoming financial year and a Council Tax level to be set in line with statutory requirements.

6.2 Financial Implications

The financial implications of the approved Council Tax Base and NNDR1 will be included in the budget and council tax report for 2018/19 to be considered by Council on 22 February 2018.

These figures will be reflected in the budget proposals for 2018/19 and the Medium Term Financial Strategy.

6.3 Legal Implications

There is a statutory duty to approve the Council Tax Base and NNDR1 for 2018/19 and notify precepting authorities by 31 January 2018.

6.4 People Implications

None.

6.5 Property Implications

None.

6.6 Consultation

None.

6.7 Equalities Impact Assessment

None.

6.8 Risk Assessment

Assuming this report is approved, there is no risk that the Council will not meet its statutory duty to approve the Council Tax Base for 2018/19 and notify precepting authorities by 31 January 2018. In addition, it will also enable the statutory deadline of 31 January 2018 to be achieved for the submission of the NNDR1.

6.9 Value for Money

Under the Governments financial reforms for funding Local Government, the Council Tax Base and Non Domestic baseline are critical elements in determining the level of Council Tax and funding for the Authority.

6.10 Community Safety Implications

None.

6.11 Environmental Impact

None.

7. Background Papers

- Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended by the Local Authorities (Calculation of Council Tax Base) (Amendment) (England) Regulations 2003);
- Local Government Finance Act 2012 (Calculation of billing authority's council tax base Section 15);
- Valuation List for the Billing Authority area;
- CTB1 Return for 2017/18

8. Appendices

Appendix A – Council Tax base calculation – Southend-on-Sea Council
Appendix B – Council Tax base calculation – Leigh Town Council
Appendix C - NNDR1 Form

**NATIONAL NON-DOMESTIC RATES RETURN - NNDR1
2018-19**

Please e-mail to: nndr.statistics@communities.gsi.gov.uk by no later than **31 January 2018**.
In addition, a certified copy of the form should be returned by no later than **31 January 2018** to the same email address

All figures must be entered in whole £

Please check the validation tabs and supply answers to the validation queries that require a comment

Select your local authority's name from this list:



Authority Name
E-code
Local authority contact name
Local authority contact number
Local authority e-mail address

Southend-on-Sea UA
E1501
Richard Campbell
01702 215097
richardcampbell@southend.gov.uk

Ver 1

PART 1A: NON-DOMESTIC RATING INCOME

COLLECTIBLE RATES

1. Net amount receivable from rate payers after taking account of transitional adjustments, empty property rate, mandatory and discretionary reliefs and accounting adjustments £
43,939,274

TRANSITIONAL PROTECTION PAYMENTS

2. Sums due to the authority **0**

3. Sums due from the authority **912,104**

COST OF COLLECTION (See Note A)

4. Cost of collection formula **232,831**

5. Legal costs **0**

6. Allowance for cost of collection **232,831**

SPECIAL AUTHORITY DEDUCTIONS

7. City of London Offset : Not applicable for your authority **0**

DISREGARDED AMOUNTS

8. Amounts retained in respect of Designated Areas **0**

9. Amounts retained in respect of Renewable Energy Schemes (See Note B) **0**

of which:
10. sums retained by billing authority **0**

11. sums retained by major precepting authority **0**

NON-DOMESTIC RATING INCOME

12. Line 1 plus line 2, minus lines 3 and 6 - 9 **42,794,339**

NATIONAL NON-DOMESTIC RATES RETURN - NNDR1
2018-19

Please e-mail to: nndr.statistics@communities.gsi.gov.uk by no later than **31 January 2018**.
 In addition, a certified copy of the form should be returned by no later than **31 January 2018** to the same email address

All figures must be entered in whole £

Please check the validation tabs and supply answers to the validation queries that require a comment

Local Authority : Southend-on-Sea UA

Ver 1.00

PART 1B: PAYMENTS

This page is for information only; please do not amend any of the figures

The payments to be made, during the course of **2018-19** to:

- i) the Secretary of State in accordance with Regulation 4 of the Non-Domestic Rating (Rates Retention) Regulations 2013;
- ii) major precepting authorities in accordance with Regulations 5, 6 and 7; and to be
- iii) transferred by the billing authority from its Collection Fund to its General Fund,

are set out below

	Column 1 Central Government	Column 2 Southend-on-Sea UA	Column 3	Column 4 Essex Fire Authority	Column 5 Total
Retained NNDR shares	£	£	£	£	£
13. % of non-domestic rating income to be allocated to each authority in 2018-19	50%	49%	0%	1%	100%
Non-Domestic Rating Income for 2018-19					
14. Non-domestic rating income from rates retention scheme	21,397,170	20,969,226	0	427,943	42,794,339
15.(less) deductions from central share	0	0	0	0	0
16 TOTAL:	21,397,170	20,969,226	0	427,943	42,794,339
Other Income for 2018-19					
17. add: cost of collection allowance		232,831			232,831
18. add: amounts retained in respect of Designated Areas		0			0
19. add: amounts retained in respect of renewable energy schemes		0	0		0
20. add: qualifying relief in Designated Areas		0	0	0	0
21. add: City of London Offset		0			0
22. add: additional retained Growth in Pilot Areas		0	0	0	0
23. add: in respect of Port of Bristol hereditament		0			0
Estimated Surplus/Deficit on Collection Fund	£	£	£	£	£
24. % of 2017-18 surplus/deficit to be allocated to each authority using 2016-17 shares (for row 25)	50%	49%	0%	1%	100%
25. Estimated Surplus/Deficit at end of 2017-18	-685,606	-671,893	0	-13,712	-1,371,211
TOTAL FOR THE YEAR	£	£	£	£	£
26. Total amount due to authorities	20,711,564	20,530,164	0	414,231	41,655,959

Southend-on-Sea Borough Council

Report of Deputy Chief Executive - People
and Director for Finance and Resources

to
Cabinet
on
18 January 2018

Agenda
Item No.

6

Report prepared by: Ian Ambrose
Group Manager, Financial Management

**Housing Revenue Account Budget 2018/19 and Rent Setting
Policy and Resources Scrutiny Committee
Executive Councillor: Councillor Mark Flewitt
*A Part 1 Public Agenda Item***

1 Purpose of Report

This report sets out the Housing Revenue Account (HRA) budget for 2018/19, together with the information necessary to set a balanced budget as required by legislation.

2 Recommendation

Cabinet are asked to recommend to Council

- 2.1 A rent reduction of 1% on secure tenancies, as required by the Welfare Reform and Work Act 2016;
- 2.2 An average rent increase of 6.04% on shared ownership properties;
- 2.3 That the proposed rent changes in 2.1 and 2.2 be effective from 2 April 2018;
- 2.4 The increases in other charges as set out in section 5;
- 2.5 The proposed management fee and the proposed changes in service charges and heating charges by South Essex Homes, as set out in section 6;
- 2.6 The appropriations to the Repairs Contract Pensions earmarked reserve and the HRA Capital Investment earmarked reserve, as set out in section 8;
- 2.7 Subject to 2.1 through to 2.6 above, the HRA budget as set out in Appendix 1; and

- 2.8 The value of the Council's capital allowance for 2018/19 be declared as £23.197M, as determined in accordance with regulation 16 of the Local Authorities (Capital Finance and Accounting) (England) Regulations.

3 Background

- 3.1 The Housing Revenue Account (HRA) is the statutory "landlord" account for the authority. For Southend therefore this expresses in financial terms the level of housing service provided within agreed policy guidelines.
- 3.2 The Council is obliged by law to set rents and other charges at a level to avoid a deficit on the HRA balance (i.e. the legal minimum balance at any time during the financial year must be greater than zero). This report proposes an HRA budget that avoids a deficit balance.
- 3.3 The estimates have been prepared alongside South Essex Homes, and incorporate their proposed management fee.
- 3.4 Summary estimates for the HRA are at Appendix 1.

4 Rent Levels

- 4.1 The average weekly rent charged on HRA secure general needs tenancies is currently £89.00 and for sheltered accommodation £77.15.
- 4.2 Under changes introduced by the Government in the Welfare Reform and Work Act 2016, the Council continues to be obliged to reduce secure tenancy rents by 1%. This applies to both formula and affordable rents. The Council will be able to continue with its policy to move rents to formula level on change of tenancy, although the formula rent will similarly need to fall by 1% as well.
- 4.3 Where a property is let at affordable rent, that rent will also be required to fall by 1%. Currently the Council has 14 properties subject to affordable rent. All new properties brought into the HRA will be at affordable rent levels.
- 4.4 The rent reduction requirement does not apply to rents on shared ownership properties or temporary accommodation.
- 4.5 The rents for the Council's 13 shared ownership properties have traditionally been set on the same basis as a full Council dwelling, pro-rata'd to the Council's ownership. As these properties are not covered by the Government's reduction policy, it is recommended that these rents continue to increase as would be normal by September CPI +1%, plus a move towards final convergence. Across the 13 properties, the Council's ownership ranges from 10% up to 75%. On average rents would increase by 6.04%, although individual rent rises will vary depending upon how near to rent convergence a particular rent is.
- 4.6 Rents in the Council's hostels are set with reference to the national formula which is applied to managing temporary accommodation of the Local Housing Allowance (LHA) rate, minus 10% plus £60 per week, equivalent to £164.87.

This charge is inclusive of service charges, but is subject to additional charges for heating and water. These temporary tenancies are not subject to the Government's rent reduction policy.

- 4.7 The government has however frozen LHA rates for the remainder of the parliament, so there is no practical scope to increase hostel rents, and none is proposed.
- 4.8 Notwithstanding the welfare reforms being brought in by the government, those whose rent is currently met through housing benefit should continue to receive the same degree of financial assistance. Clearly where rents are being reduced, any associated housing benefit will reduce pound for pound, leaving the tenant no better or worse off.
- 4.9 Members are however reminded that a proportion of tenants will be impacted by other welfare reforms regardless of the decrease in rent. Where working age tenants are in under occupation of their home, any housing benefit payable will be reduced by 14% for one extra bedroom or 25% for two or more extra bedrooms. Some tenants may also be affected by the benefit cap, which limits the totality of all benefits to a maximum of £20,000 per year for a couple or a single person with children. Where total benefits, including housing benefit, exceed the cap, the housing benefit will have to be reduced to bring the total package back down to £20,000. Single people with no dependent children are capped at £13,400.
- 4.10 The effective date of any change in rent will be 2 April 2018, being the first Monday of the new rent year.

5 Other Fees and Charges

- 5.1 The HRA benefits from a number of income streams other than dwelling rents, the majority of which are set by the Council and therefore need a resolution for any increases.

Garages

- 5.2 Standard garages are currently charged at £11.20 per week for tenants (£13.44 being £11.20 plus VAT for non-tenants). It is recommended that these charges be increased to £11.40 per week for tenants (£13.68, being £11.40 plus VAT for non-tenants), being a 2% rise, being consistent with the standard approach taken across the Council's fees and charges. All variants on a standard garage will receive a proportionate increase.

Water Charges

- 5.3 The Council collects the water rates on behalf of Northumbrian Water Company (trading locally as Essex & Suffolk Water) in respect of all unmetered Council houses and remits this to the water company in full including void properties. The Council is compensated separately by the water company for collecting these water rates including a void loss allowance. The Council renewed this arrangement with Northumbrian Water Company with effect from 1 April 2017.

Careline

- 5.4 Careline is an important service provided to more vulnerable tenants and non-tenants alike, enabling them to feel secure in their own homes and reassured that help, if needed, is at hand. The Council, alongside South Essex Homes, are keen to ensure that whilst remaining a robust and reliable service, Careline is provided in the most cost effective way.
- 5.5 Careline is provided by South Essex Homes, with the cost included within the management fee. Separately, those eligible to be charged are billed. Negotiations have taken place to transfer the Careline business formally to the company. This will not only secure the current service arrangements for the Council's sheltered tenants, but also allow South Essex Homes to fully exploit the commercial potential to sell the service to other users and areas. The transfer will be budget neutral on the HRA.

6 Management Fee to South Essex Homes

- 6.1 A management fee bid by the Board of South Essex Homes has been received by the Deputy Chief Executive - People, which following negotiations has been agreed. The proposed fee has been set mindful of the financial pressures within the HRA. The bid is summarised in the table below.

	2017/18 Budget £000	2017/18 Forecast £000
Management Fee	5,827	5,827
Care Line Adjustment		(316)
Inflationary Pressures		100
Less:		
Inflation Absorbed		(79)
Total Management Fee	5,827	5,532

- 6.2 The inflationary pressures for South Essex Homes are in respect of primarily employee related increased costs.
- 6.3 South Essex Homes have also requested one-off financial support of £47,000 to ensure compliance with new legislation around General Data Protection Regulations, including data cleansing, training and embedding new data protection practices.
- 6.4 Following decisions made as part of last budget setting, South Essex Homes also receive a significant proportion of their income from service and heating charges levied directly on tenants and leaseholder. It is beholden on South Essex Homes and the Council to ensure that service charges to tenants are reasonable, and as near as possible are set on a cost recovery basis. South Essex Homes has therefore proposed increases in these charges as set out below for Members endorsement.

Service Charges (SEH Charge)

- 6.5 2010/11 saw the completion of the current round of service charge unpooling from the main rent. This was the process where previous "all-in" rent payment was split between the rent element and the service charge element. There are no proposals as part of this budget to unpool further costs from the main dwelling rental. There is therefore only the need to consider the uplift of the existing service charges currently levied. Over the past year, there has been a detailed review of the cost-recovery of service charges, which has confirmed that the overall income derived covers the cost of provision. South Essex Homes are therefore only recommending an average 3.7% inflationary increase in service charges. As service charges are based on actual costs for each block, individual charges could change by more or less than the average rise. This will enable service charges to be kept in line with the cost of providing the service. Service charges are generally covered by housing benefit where applicable.

Heating Charges (SEH Charge)

- 6.6 Heating charges for sheltered housing and hostel tenants are monitored on a scheme by scheme basis, with the aim that each scheme broadly covers its costs.
- 6.7 Based on costs associated with heating, South Essex Homes are proposing that there is an average 3.3% reduction in heating charges in 2018/19. The actual charge for 2018/19 will be the actual costs associated with each scheme.

7 Higher Value Voids

- 7.1 Members will recall that the Housing and Planning Act 2016 introduced a duty on councils to consider selling higher value vacant social housing when it becomes vacant. The Act also empowers the Secretary of State to require an upfront levy payment from the Council, to fund the extension of the Right to Buy to Housing Association tenants. That levy will be calculated by reference to the market value of the Council's "higher value" housing stock, rather than just paying over the proceeds of the actual sales, raising the possibility that should insufficient properties be sold, the HRA will have to fund the levy through other resources.
- 7.2 As part of the Government's autumn budget proposals, there was confirmation that a £200 million large-scale regional pilot of the Right to Buy for housing association tenants in the Midlands will proceed. It is assumed that this relates to a previous announcement, for which the government has found its own direct funding. It is understood that as a result there will be no levy imposed on the HRA by Government in 2018/19. The possibility remains however that there could be a levy in future years as the ability remains on the statute books.

8 Options to Balance the HRA

- 8.1 The HRA budget has been constructed using realistic estimates wherever possible, however as indicated in the report there are a number of areas where legislation is pending that has the potential to significantly alter the proposed budget.
- 8.2 The budget, based on the recommendations above, is shown at Appendix 1. The budget shows an operating surplus of £4.693M. On that basis the HRA is clearly in balance and Members can choose to take no other action. However that surplus is less than it otherwise would have been had the Government not required the Council to reduce rents, and therefore the HRA has less resource for future investment into its stock than it otherwise would have done. Had the Government not forced reductions in secure tenancy rental levels, the surplus would have been some £2.700M higher. Members will also recall that the reduction in rents is an on-going obligation for 2019/20 as well, by which time it will be reducing otherwise available resources by an estimated £3.300M per year.
- 8.3 £1.925M of the surplus will fund a revenue contribution towards the completion of the current new build programme. It is recommended that £60,000 of the remaining surplus be diverted to the Repairs Contract Pensions Reserve under the five year arrangement put in place when the repairs contract was last let, with the remaining £2.768M be taken to the HRA Capital Investment Reserve where any revenue surpluses are being accumulated for use in support of future capital investment.
- 8.4 General HRA balances will still remain above the target of £3M at £3.502M.
- 8.5 The HRA MTFs will be updated in line with this budget and presented to Cabinet in February.

9 Capital Allowance

- 9.1 The HRA capital programme is reported elsewhere on this agenda. This proposes an indicative programme of works over the next 4 years totalling £23.197M. At the same time, capital receipts generated by the sale of HRA assets continue to be subject to pooling arrangements with up to 75% of proceeds being paid over to government. The Council can take action to preserve the full value of its non-right to buy capital receipts however by declaring a capital allowance under regulation 16 of the Local Authorities (Capital Finance And Accounting) (England) Regulations. This equates to the value of investment back into affordable housing, and as such is equal to the value of the HRA capital programme.

10 Other Options

- 10.1 Given the statutory nature of the required reduction in rents, Members have limited scope to alter the budget.

11 Reasons for Recommendations

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.

12 Corporate Implications

12.1 Contribution to Council's Vision & Critical Priorities

The recommendations in this report contribute directly to the Council's corporate priority to enable well-planned quality housing and developments that meet the needs and expectations of all of Southend's residents.

12.2 Financial Implications

As set out in the report

12.3 Legal Implications

None at this stage

12.4 People Implications

None at this stage

12.5 Property Implications

The recommendations in this report assist in the proper management of the Council's housing stock

12.6 Consultation

Appropriate notice of proposed increases in rents and charges has been factored into the timetable for implementing the recommendations of this report.

12.7 Equalities Impact Assessment

None at this stage

12.8 Risk Assessment

The financial risks associated with these proposals have been considered throughout this report, and in particular have been factored into the development of the self-financing business plan, and will be incorporated into the report on the robustness of the budget and the reserves policy to be presented to the February Cabinet.

12.9 Value for Money

The proposals within this report are consistent with the Council's plans to continue to improve value for money within the services it offers.

12.10 Community Safety Implications

None at this stage

12.11 Environmental Impact

None at this stage

13 Background Papers

None

14 Appendices

Appendix 1 – HRA Budget 2018/19

HRA Budget 2018/19

Appendix 1

	2017/18 Original £000	2017/18 Revised £000	2018/19 Budget £000
Employees	215	221	210
Premises (excluding repairs)	732	760	790
Repairs	4,831	4,831	4,930
Higher Value Voids Levy	0	0	0
Supplies and Services	68	68	69
Management Fee	5,827	5,827	5,579
MATS	1,124	1,124	1,146
Provision for Bad Debts	383	383	394
Depreciation	7,553	6,053	6,284
Interest and Debt Management Charges	3,461	3,371	3,369
Total Expenditure	24,194	22,638	22,771
Fees and Charges	(392)	(435)	(349)
Dwelling Rents	(25,400)	(25,750)	(24,900)
Other Rents	(1,273)	(1,273)	(1,372)
Other	(277)	(377)	(27)
Interest	(135)	(157)	(250)
Recharged to Capital	(459)	(401)	(566)
Total Income	(27,936)	(28,393)	(27,464)
Net Operating Expenditure	(3,742)	(5,755)	(4,693)
RCCO	350	189	1,925
Appropriation to Earmarked Reserves	3,392	5,566	2,768
(Surplus) or Deficit in Year	0	0	0
General HRA Balance			
Opening Balance	3,502	3,502	3,502
Used to meet Deficit	0	0	0
Closing Balance	3,502	3,502	3,502

This page is intentionally left blank

Southend-on-Sea Borough Council

Agenda
Item No.

7

Report of Corporate Management Team
to
Cabinet
on
18 January 2018

Report prepared by: Joe Chesterton
Director of Finance and Resources

Draft Capital Programme 2018/19 to 2021/22
All Scrutiny Committees
Executive Councillor: Councillor Lamb
A Part 1 Public Agenda Item

1. Purpose of Report

- 1.1 The purpose of this report is for Members to consider a draft programme of capital projects for the period 2018/19 to 2021/22 that can be submitted to Council for approval.

2. Recommendation

That the Cabinet:

- 2.1 Note the current approved Programme for 2018/19 to 2020/21 of £166.5m (Appendix 1);**
- 2.2 Note the changes to the approved Programme as set out in Appendix 2;**
- 2.3 Consider and approve the proposed new schemes and additions to the Capital Programme for the period 2018/19 to 2019/20 totalling £20.1m for the General Fund (Appendices 6 and 7);**
- 2.4 Consider and approve the proposed scheme subject to external funding approval for the period 2018/19 to 2021/22 totalling £19.0m (Appendices 2 and 7);**
- 2.5 Note that the proposed new schemes and additions (Appendices 6 and 7) and other adjustments (Appendix 2) will result in a proposed capital programme (excluding schemes subject to external funding approval) of £184.9m for 2018/19 to 2021/22 (Appendix 8);**
- 2.6 Note that, of the total programme of £184.9m for the period 2018/19 to 2021/22, the level of external funding supporting this programme is £71.7m (paragraph 7.1);**

- 2.7 Note that a final review is being undertaken on the 2017/18 projected outturn and that the results will be included in the report to Cabinet on 13 February 2018;**
- 2.8 Refer this report as approved to all Scrutiny Committees and then to Budget Cabinet on 13 February 2018.**

3. Background

- 3.1 Capital expenditure is defined as expenditure incurred on the enhancement, acquisition or creation of assets needed to provide services, such as houses, schools, vehicles etc. This is in contrast to revenue expenditure which is spending on the day to day running costs of services such as employee costs and supplies and services. Capital grants, borrowing and capital receipts can only be spent on capital items and cannot be used to support the revenue budget. However, it should be noted that revenue funding can be used to support capital expenditure.
- 3.2 Under the Local Government Act 2003, from 1 April 2004, each authority can determine how much it can borrow within prudential limits (unsupported borrowing). The Government does have powers to limit the aggregate for authorities for national economic reasons, or for an individual authority.
- 3.3 Unsupported borrowing is not specifically financed by capital grant and no longer as a separate stream in the Government revenue grant. However, the Council has full discretion on how it allocates its formula grant funding. Therefore, any unsupported borrowing undertaken is financed from the total available resources to the Council from both Grant and Council Tax.

4. Capital Programme 2017/18 to 2020/21 - Movements

- 4.1 The Council's current agreed capital programme for 2017/18 and future years is attached as Appendix 1 and totals £233.1m.
- 4.2 Movements and proposed new schemes and additions since the agreement of the revised programme in November 2017 have an overall effect of increasing the capital programme by £20.2m to £253.3m as set out in Appendix 2, with more detail in Appendices 3 to 7.

5. Spending Plans 2018/19 to 2021/22

- 5.1 The proposed additions to the Capital Programme for 2018/19 to 2019/20 of £20.1m are set out in Appendix 6, with the details of each scheme and its funding explained in Appendix 7. In preparing these proposals consideration has been given to the following key criteria:
- Maintain the essential infrastructure of the organisation;
 - Essential Health and Safety works;
 - Essential rolling programmes;

- Are wholly financed by external/internal funding;
- Match funded investment for regeneration projects;
- Outcome of feasibility studies for Pier and New Museum;
- Are invest to save borrowing schemes.

Additionally, consideration has been given to:

- Revenue impact of the proposals on the Medium Term Financial Plan;
- Borrowing position of the Council;
- Whether schemes are profiled to the appropriate financial year;
- Recognition of the future vision of the authority;
- Recognition of the ability to prioritise and refocus following the recent transformation overview;
- Recognition of the capacity in the organisation to deliver such a programme.

As part of this year's budget process consideration has also been given to a new wider strategic approach to the formulation of the capital programme which has resulted in:

- Identifying essential capital investment for 2018/19 and 2019/20 only;
- Utilising feasibility studies where needed;
- Adopting a gateway approach review for larger strategic schemes to enter the programme at the required time;
- The ability to enter items into the capital programme in a managed way through firstly the annual budget round and secondly when the programme is reviewed mid-year and consequently the November Cabinet cycle;
- Being mindful of the current level of the programme in relation to capacity to deliver, the relevant financing of schemes and any other running costs.

The key areas of investment and funding for the Council are identified in the sections below.

5.2 Education

5.2.1 In February 2017 the Government confirmed the Education Maintenance Capital allocations and Devolved Formula Capital (DFC) for 2017/18 and gave an indication that a similar level of grant would be available for 2018/19, subject to downwards adjustments as more schools convert to academy status. Basic Need Grant was confirmed for the three years 2017/18 to 2019/20.

The grant funding was confirmed as follows:

- £0.849 million of basic need funding to provide school places to be paid in 2017/18 with indicative sums of £4.83million paid in 2018/19 and £3.82 million in 2019/20.
- £0.944 million of Maintenance Capital to support the needs of the schools we maintain and for the Sure Start children's centres;
- £0.173 million of Devolved Formula Capital for schools;

- 5.2.2 All of these allocations will be delivered as capital grant.
- 5.2.3 The Government is due to confirm in February 2018 the 2018/19 grant figures and issue indicative grant figures for the years 2019/20 and 2020/21. If these figures are available in time they will be included in the report to Cabinet on 13 February 2018.
- 5.2.4 The education capital programme for 2017/18 onwards will continue to be dominated by the need to provide more school places to cope with the current high pupil numbers, as the demand moves from the primary sector to the secondary schools.
- 5.2.5 The Basic Need Grant awarded to Local Authorities includes expansion at academies. The Government also expected all Local Authorities to fund capital works for any new academy arising from a Basic Need requirement unless the new school is funded directly from Central Government.
- 5.2.6 The Secondary School Expansion Programme is now moving forward. Expansions have been agreed with the eight non-selective schools. One school is in the construction stage and a second is awaiting planning permission. The remaining six are in various stages of feasibility and planning. The Primary School future demand will continue to be monitored closely.
- 5.2.7 Government funding is not ring fenced and Southend, like many other authorities, will be spending more on Basic Need than the awarded grant.
- 5.2.8 Once the 2018/19 maintenance grant has been published officers will produce a draft condition programme. It is hoped, as in previous years, future years indicative amounts will also be included to allow a multi-year programme to be set that will allow schools to plan ahead.
- 5.2.9 The income received from Central Government for maintenance only covers maintained schools and will continue to reduce in relation to the increase in the number of academies. Academies are able to bid into a central pot directly to the Department for Education for capital funding.
- 5.2.10 Although the maintenance grant will decrease as more schools convert to academy status the education condition programme will continue to address high priority condition items at schools and children's centres, which if not done could result in a closure as far as funds allow. The replacement of boilers, curtain walling and rewiring continues to dominate the investment programme.

5.3 Housing

- 5.3.1 The housing construction scheme is progressing well. The programme of works for the culvert diversion will be finalised shortly. It is anticipated that the remainder of the highways works and the culvert enabling works will begin in late January. The tender for the overall build contractor has been extended until January 2018 to accommodate this change and further consultation will be undertaken with both local members and residents shortly.
- 5.3.2 The Housing Revenue Account (HRA) capital programme for the 2017/18 financial year is £6,900,000 which comprises mainly Decent Homes work to the Council's housing stock including kitchen and bathroom modernisations, together with improvements to the common areas. This also includes a budget of £370,000 for the construction of new housing on HRA land as included above (with the remainder in the 2018/19 financial year) and £345,000 for some remodelling works to sheltered housing schemes.
- 5.3.3 The overall capital programme for the next three financial years 2018/19 to 2020/21 includes a commitment of at least £6 million each year for major repairs and Decent Homes work to the Council's housing stock.

5.4 Highways and Transportation

- 5.4.1 The expenditure will be delivered by fully un-ringfenced capital grants.
- 5.4.2 The indicative settlement is as follows:

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

- 5.4.3 The allocations for the Integrated Transport Block (ITB) 2018/19 to 2020/21 are indicative and are awaiting confirmation from the Department for Transport (DfT).
- 5.4.4 Pothole Funding of £250 million was announced in the Budget 2015. This funding is allocated by formula shared by Local Highways Authorities between 2016/17 and 2020/21 based on the road length for which each authority is responsible. The allocated sum to Southend Borough Council is £65k per year until 2020/21.
- 5.4.5 To allow the full delivery of the 2017/18 Local Transport Plan (LTP) programme, the full spend is proposed to be met 100% by capital grant.
- Typical schemes are presented in the context of four 'Actions' as set out in the Local Transport Plan (LTP3) Implementation Plan 2015/16 to 2020/21.

- The recommended allocation to the 'Actions' is set out in Appendix 5a. The Deputy Chief Executive for Place will progress a prioritised list of schemes for both Integrated Transport and Highways Maintenance in consultation with the portfolio holder for Public Protection, Waste and Transport and the Director of Finance and Resources. A list of capital schemes developed by the Traffic and Parking Working Party and Members requests will come from part of this funding stream.
- The prioritisation process is set out in diagram 1 of the implementation plan. In addition, maintenance schemes will be progressed using the latest information from the Gaist Asset Management work.
- As in previous years, there is flexibility to allocate funding between the two blocks and the LTP actions.

5.5 Other Services

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

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

- A budget provision to grow a commercial property investment portfolio;
- Fire improvement works across the corporate property estate;
- Refurbishment of the Council's core property stock to deliver a planned condition programme;
- Essential refurbishment and renovation works to theatres, parks, leisure centres and other leisure assets;
- Upgrade and modernisation of the ICT core infrastructure;
- ICT schemes in support of business transformation;
- The continuation of the Better Queensway project through the next phase of development;
- Implementation of security measures in line with current threat levels.

6. Capital Programme 2018/19 to 2021/22

6.1 The Council's proposed capital programme for 2017/18 and future years is attached as Appendix 8, which includes all of the adjustments identified in the other appendices.

6.2 The proposed capital programme represents a significant investment of nearly £185million on the part of the Council in the Southend area and the projected

investment in 2018/19 alone amounts to some £88million. Key areas of new and continued investment in 2018/19 and later years include:

- Library Car Park Reconstruction and Enhancement;
- Re-development of Delaware and Priory Residential Care homes and the Viking Day Centre;
- Secondary School Expansion Programme;
- Airport Business Park;
- Digital Strategy and ICT infrastructure;
- Council and Private Housing stock;
- Highways infrastructure and Transport works;
- A127 works;
- Energy efficiency schemes;
- Essential Pier works;
- Coastal Defence and foreshore;
- Essential works for Leisure, Parks, Libraries, Theatres and Museums;
- Better Queensway.

6.3 In addition, the proposed scheme subject to external funding approval for the period 2018/19 to 2021/22 amounts to nearly £19m, relating to the Forum II.

7. Funding the capital programme

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

The proposed estimated funding for the programme is as follows:

Type of funding:	2018/19 £m	2019/20 £m	2020/21 £m	Total £m
External funding – capital grant	33.8	25.2	10.1	69.1
External funding – third party contributions	2.4	0.2	-	2.6
Capital Receipts	3.9	-	-	3.9
Major Repairs Reserve (Housing Revenue Account)	7.6	6.2	6.2	20.0
Earmarked reserves/ Revenue Contributions	4.1	1.4	-	5.5
Borrowing – Main Schemes ⁽¹⁾	31.5	28.8	4.5	64.8
Borrowing – Invest to Save ⁽¹⁾	5.1	9.1	4.8	19.0
Total	88.4	70.9	25.6	184.9

Note 1 - this relates to both internal and external borrowing

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

Borrowing to fund capital schemes	2018/19 £m	2019/20 £m	2020/21 £m	Total £m
Internal borrowing	0	10.9	3.3	14.2
External borrowing	36.6	27.0	6.0	69.6
Total borrowing	36.6	37.9	9.3	83.8

- 7.2 An updated Corporate Asset management Strategy (CAMS) for the period 2015-25 was agreed by Cabinet on 22 September 2015 and endorsed by Full Council on 22 October 2015. This revised CAMS records a clear preference for the retention of freeholds but does recognise that in some circumstances, a disposal is the most appropriate course of action. The Capital Receipts target of £1m p.a. is retained but is not a key driver for the sale of property. Capital receipts will reduce the need for borrowing to support the Capital Programme if they can be generated.
- 7.3 When the Council enters into Prudential Borrowing to fund Capital expenditure, there is a revenue impact and therefore an increase to the Councils budget requirement. As an indicative guide to the revenue consequence, there is a cost of approximately £70k for every £1m borrowed or if £10m is borrowed this would equate to an increase in Council Tax of approximately 1%.
- 7.4 The full impact of borrowing costs associated with the funding of the proposed programme has been included in the Council's current financial planning for 2018/19 to 2021/22. The draft 2018/19 revenue budget elsewhere on this agenda incorporates the required borrowing costs budget requirement for 2018/19.
- 7.5 The other revenue implications of the proposed new schemes and additions to the Capital Programme are set out in the table at the end of Appendix 7. In summary these are:
- Commercial Property Investment – the rental Incomes to at least cover the financing costs;
 - Children's Residential Provision – placement savings of £80,000 p.a. from 2019/20 from a combination of children's residential care, part time placement and respite placements;
 - Income Management System – increase in annual support and maintenance costs of £20,000 p.a. from 2019/20;
 - New Artists Studios – rental income from the project for Beecroft Art Trust, which will first repay the capital reserve investment from the Council;
 - Manor Road Cliff Stabilisation – £5,000 p.a. saving in footway maintenance;
 - Flood Prevention Works - £10,000 p.a. maintenance costs for the pumping station.
- 7.6 In summary, it is the Chief Finance Officer's view that the 2018/19 to 2021/22 proposed capital programme is Prudent, Affordable and Sustainable.

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

8.1 Each year the Council agrees a Capital Strategy that sets out the framework for controlling and monitoring the Capital Programme. The Capital Strategy is a key document for the Council. It sets out the processes and policies relating to capital expenditure and includes reference to other key documents of the authority which influence capital investment such as the Medium Term Financial Strategy (MTFS) and the Corporate Asset Management Strategy (CAMS). It is best practice for this strategy to be reviewed annually alongside the MTFS, and an updated Capital Strategy will be presented to Cabinet in February 2018.

8.2 In addition, each year the Council agrees a Treasury Management Strategy and prudential borrowing indicators that includes identifying how planned capital investment is to be funded. The strategy will be presented to Cabinet in February 2018 as part of the suite of papers agreeing the overall 2018/19 to 2021/22 budget.

9. Other Options

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

10. Reasons for Recommendations

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

11. Corporate Implications

11.1 Contribution to Council's Vision & Corporate Priorities

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

11.2 Financial Implications

As set out in the report.

11.3 Legal Implications

None at this stage.

11.4 People Implications

None at this stage.

11.5 Property Implications

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

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

11.6 Consultation

Consultation has taken place as agreed in the budget timetable.

11.7 Equalities and Diversity Implications

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

11.8 Risk Assessment

All capital projects are delivered using best practice project management tools as appropriate. This requires a full risk assessment and management review to be carried out. The programme includes an appropriate sum within each project to cover build risk and claims.

11.9 Value for Money

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

11.10 Community Safety Implications

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

11.11 Environmental Impact

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

12. Background Papers

12.1 None.

13. Appendices

Appendix 1 – Approved Capital Programme November 2017

Appendix 2 – Changes to Approved Capital Programme

Appendix 3 – Virements Between Approved Schemes

Appendix 4 – Re-profiles Between Years

Appendix 5 – New External Funding

Appendix 5a – LTP3 – Capital Actions and Allocations

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

Appendix 7 – Proposed New Schemes and Additions - descriptions

Appendix 8 – Amended Capital Programme 2018/19 to 2021/22 (2017/18 shown for information)

This page is intentionally left blank

Scheme	Project code	Directorate	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
Department of the Chief Executive							
Seaways - HCA Condition Funding	C10656			170			170
Civic East Car Park Redevelopment	C10748					4,840	4,840
Chalkwell Esplanade Toilets Roof Repairs	C10862		2				2
Commercial Property Investment	C10749		5,250				5,250
Darlows Green former WCs demolition	C10919		5	40			45
Delaware House Plumbing works	C10920		12				12
Demolition of Leigh Cliffs Public Toilets	C10853		3				3
East Beach Café Project	C10644		32				32
Herbert Grove Security	C10854		160				160
Land Acquisition	C10913		7,500		2,000		9,500
Library Car Park Reconstruction and Enhancement	C10750		125	4,100	1,775		6,000
New Beach Huts Phase 2	C10631		120				120
Pier Arches toilets - waterproofing solution	C10734			30			30
Porters Civic House and Cottage	C10571	Support Services	9				9
South Essex College	C10908		3,500				3,500
Queensway - Commercial Property	C10751			500	400		900
Porters Farm Cottages - water supply	C10840		79				79
Seaways Development Enabling Works	C10643		16				16
Urgent Works To Property	C10181	Support Services	26				26
Acquisition of Leased Asset	C10928		19				19
Total Asset Management			16,858	4,840	4,175	4,840	30,713
Channel Shift	C10757		301	265			566
Total Transformation			301	265			566
Essential Crematorium/Cemetery Equipment	C10572		48				48
New Burial Ground	C10054	Support Services	5				5
Pergola Walk Memorial Scheme	C10755		288				288
Replacement Boiler at Southend Crematorium	C10866		130				130
Sutton Road Cemetery Road Repairs	C10911		21				21
Total Cemeteries & Crematorium			492				492
Priority Works	C10121	Support Services	283	500	500	500	1,783
Total Priority Works			283	500	500	500	1,783
Total Department of the Chief Executive			17,934	5,605	4,675	5,340	33,554

Scheme	Project code	Directorate	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
Department for People							
Community Capacity	C10526	Adult & Com Servs	450				450
Dementia Friendly Environments	C10598		27				27
Learning Management System	C10929		70	50			120
Mental Health Funding Stream	C10184			36			36
Transforming Care Housing	C10689			163			163
LATC - Delaware and Priory	C10621	Children & Learning	150	5,094	6,300		11,544
Total Adult Social Care			697	5,343	6,300		12,340
Disabled Facilities Grant	C10145	Adult & Com Servs	1,500	1,353			2,853
Empty Dwelling Management	C10020	Adult & Com Servs		357			357
PSH Works in Default - Enforcement Work	C10503	Adult & Com Servs		138			138
Private Sector Renewal	C10146	Adult & Com Servs	10	615	450		1,075
Total General Fund Housing			1,510	2,463	450		4,423
S106 3 Acacia Drive 1401434FULM - affordable housing	C10857			177			177
S106 Essex House 1600116DOV - affordable housing	C10852			320			320
Total Housing S106 Agreements				497			497
AHDC Short Breaks for Disabled Children	C10282	Children & Learning		64			64
Total Children & Learning Other Schemes				64			64
S106 3-5 High Street - Education	C10916			9			9
S106 Albany Court 1500369AMDT - education	C10841			44			44
S106 Bellway Prittlebrook - education	C10724	Enterprise, Tourism & Env		623			623
S106 Former Balmoral 1400914FULM - education	C10860			22			22
Total Education S106 Agreements				698			698
Bournes Green Junior Boiler	C10868		135				135
Chalkwell Infants Main Building Windows	C10870		80				80
Earls Hall Ducts and Pipework	C10711		68				68
Edwards Hall Roofs	C10713		23				23
Fairways Fire Alarm	C10872		42				42
Future condition projects	C10024	Children & Learning	129				129
Futures Heating and Pipe Ducts	C10714		68				68
Leigh Northy Street Windows (H&S)	C10907		42				42
Richmond Roof	C10873		17				17
St Nicholas Roof	C10924		100				100
Total Condition Schemes			704				704

Scheme	Project code	Directorate	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
Devolved Formula Capital	C10014	Children & Learning	173				173
Total Devolved Formula Capital			173				173
Small Friends Expansion	C10863		60				60
Friars Primary School	C10864		332				332
Edwards Hall	C10865		144				144
Total Early Years			536				536
Expansion of 2 yr old Childcare Places	C10558		65				65
School Improvement and Provision of School Places	C10475	Children & Learning	5,589	12,695	8,579	3,425	30,288
SEN Improvement and Provision of School Places	C10910		74				74
Total Primary and Secondary School Places			5,728	12,695	8,579	3,425	30,427
Total Department for People			9,348	21,760	15,329	3,425	49,862

Scheme	Project code	Directorate	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000	
Department for Place								
Belfairs Swim Centre	C10623	Adult & Com Servs	3	40			43	
Belfairs Woodland Centre Project	C10502		15				15	
Chase Sports & Fitness Centre - Fire Alarm	C10732		4				4	
Chase Sports and Fitness Centre - Lighting Fitting Replacement	C10875		70				70	
Southchurch Park Bowls Pavillion	C10739			20			20	
Southend Cliffs - Replacement of Handrails	C10881		45				45	
Southend Leisure and Tennis Centre - Building Management System (BMS) Control	C10882		100				100	
Wheeled Sports Facility Central Southend Area	New			25	225		250	
Total Leisure				237	85	225		547
Chalkwell Park and Priory Park Tennis Courts	C10682			52				52
Hard Surface Path Improvements	C10566		13				13	
Playground Gates	C10779		64	64			128	
Replacement and Upgrade of Parks Furniture	C10879		30	30	30	30	120	
Replacement of Play Equipment	C10780		57	50			107	
Sidmouth Park - Replacement of Play Equipment	C10880		75				75	
Southchurch Park Tow Path	C10781		200	50			250	
Total Parks			491	194	30	30	745	
Leigh Library Gardens - urgent works	C10925		25				25	
Library Review	C10624		30	156			186	
Total Libraries			55	156			211	
Cliffs Pavilion - External Refurbishment works	C10876		70	250			320	
Palace Theatre - Air Handling Units	C10782		13	220			233	
Palace Theatre Boilers Replacement	C10877		125				125	
Palace Theatre - Replacement of Asbestos Stage Safety Curtain	C10878		25	75			100	
Palace Theatre - Replacement of External Windows	C10725		2				2	
Total Theatres			235	545			780	
Central Museum Works	C10867		30	220			250	
New Museum - Gateway Review	C10776		750	750			1,500	
Prittlewell Prince Research	C10043	Adult & Com Servs		38			38	
Prittlewell Prince Storage	C10696			35			35	
Total Museums			780	1,043			1,823	

Scheme	Project code	Directorate	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
ASO Machinery Purchase	C10731		4				4
Belton Hills Steps	C10777		30	1,467			1,497
Energy Improvements in Culture Property Assets	C10565		55	55			110
"Make Southend Sparkle" Initiative	C10778		10	10			20
Property Refurbishment Programme	C10626		310	500	500		1,310
Pump Priming Budget	C10044	Adult & Com Servs	5	328			333
War Memorials within the Borough	C10569		4				4
	Total Other Culture		418	2,360	500		3,278
S106 23/04/2015 Hinguar and Saxon - public art contribution	C10845		18				18
S106 Ajax Works 0300130ful - landscaping maintenance	C10199	Enterprise, Tourism & Env	3	3			6
S106 Albany Court 1500369AMDT - public art contribution	C10846		26				26
S106 Avenue Works 1401968AMDT - Public Art	C10801			15			15
S106 Former Balmoral 1400914FULM – public art contribution	C10861			1			1
S106 Bellway Prittlebrook 1400943FULM - Local play facilities	C10804		15				15
S106 Former College 1000225FUL - Tree Replacement	C10207	Enterprise, Tourism & Env	11				11
S106 Garrison 0000777 Deposit - information boards	C10811		2				2
S106 Garrison 0000777 Deposit - Junior Play Area maintenance	C10812		10				10
S106 Garrison 0000777 Deposit - Toddler Play Area maintenance	C10815		6				6
S106 Garrison Park Store	C10188	Enterprise, Tourism & Env	1				1
S106 Lifstan Way 0000273 Out - Open Space Maintenance	C10269		10	72			82
S106 North Shoebury Road 0301504out - Public Art	C10819		74				74
S106 North Shoebury Road 0301504out - Shoebury Park Enhancement	C10205	Enterprise, Tourism & Env	72				72
S106 North Shoebury Road 0301504out - Shoebury Park Maintenance	C10820		39	33	231		303
S106 Sunlight Ldry 1400411FULM - Public Art	C10821		14				14
	Total Culture S106 Agreements		301	124	231		656

Scheme	Project code	Directorate	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
Barracuda Replacement	C10756		30				30
DEFRA Inspire III	C10640		4				4
Digitisation of Paper Records	C10896		1	45			46
ICT Priority Works	C10767			100			100
ICT - Core Application and Database Migration	C10895			75			75
ICT Capita One Enhancements/Developments	C10633		7				7
ICT - Childrens and Adults Social Care - Development of the Liquid Logic Case Management System	C10637		1,433	260			1,693
ICT Core Infrastructure	C10575		180				180
ICT - Central Government IT Security Compliance	C10898		35	115			150
ICT - Intelligence Hub	C10904		67	450			517
ICT - Digitally Enable the Council Offices	C10897		80	40			120
ICT Enterprise Agreement	C10636		280	280	280		840
ICT - Mobile Working and Enterprise Mobility	C10899		40	45			85
ICT - Phones Migration and Re-Tender	C10900			80			80
ICT Rolling Replacement Programme	C10576		200	200	200		600
ICT Southend and Schools Network Migration	C10912		20				20
ICT - Southend Network Monitoring Equipment	C10901		40	20			60
ICT - Upgrade of Capacity of Internet	C10902		150				150
ICT - Upgrade of Enterprise Resource Planning (ERP) System	C10903		75				75
Mobile Device End Point Protection Replacement	C10768			90			90
Place - Culture - Hardware in Libraries	C10764		9				9
Place - Culture and Enterprise and Tourism - EPOS System	C10758		30				30
Replacement and Enhancement to Cash Receipting System	C10578			18			18
Software Licencing	C10426	Support Services	349	320	320		989
Websense Replacement	C10770		30				30
Wireless Borough/City Deal	C10580		8	335			343
	Total ICT Programme		3,068	2,473	800		6,341
Airport Business Park (including Local Growth Fund)	C10261	Support Services	6,117	11,653	10,191	3,237	31,198
City Deal - Incubation Centre	C10668		34				34
Better Queensway - Regeneration	C10747		628	575			1,203
Queensway - Ground Penetrating Radar	C10745		9				9
Resorts Assets	C10883		50				50
	Total Enterprise, Tourism & Regeneration		6,838	12,228	10,191	3,237	32,494
Pier Hill Lifts Tower Leaks	C10856		1				1
Southend Pier - Bearing Refurbishment (Phase One)	C10885		500	500			1,000
Southend Pier - Condition Works Engineers	C10697		825	792	967		2,584
Southend Pier - Condition Works Surveyors	C10918		230	343	518		1,091
Southend Pier - Pier Entrance Enhancement	C10887		150	150			300
Southend Pier - Pier View Gallery	C10855		198				198
Southend Pier - Pier Pavilion Platform Detailed Design (Gateway Review One)	C10884		125	125			250
Southend Pier - Prince George Extension (Phase Two)	C10905		200	1,689	750		2,639
Southend Pier - Structural Works	NEW					500	500
Southend Pier - Timber Outer Pier Head	C10886		250	5,250	2,500		8,000
	Total Southend Pier		2,479	8,849	4,735	500	16,563

Scheme	Project code	Directorate	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
Cliff Slip Investigation Works	C10784		30	246			276
Coastal Defence (Shoebury Common Sea Defence Scheme)	C10011	Enterprise, Tourism & Env	50	200	3,795	200	4,245
Improving Resilience of the Borough to Flooding from Extreme Weather Events	C10888		125	125			250
Southend Highway Flood Reduction and Resilience Improvement Scheme	C10921			565			565
Southend Shoreline Strategy	C10843	Enterprise, Tourism & Env	72				72
Total Coastal Defence and Foreshore			277	1,136	3,795	200	5,408
Carriageways and Footways Improvements	C10786		1,007	1,000	1,000		3,007
Cinder Path	C10115	Enterprise, Tourism & Env		100	702		802
Gaist Highways Asset Management Project	C10785		20				20
Highways Maintenance - Potholes	C10588		102	65	65	65	297
Highways Planned Maintenance Investment	C10029	Enterprise, Tourism & Env	682				682
National Productivity Investment Fund	C10889		459				459
Prittlebrook Greenway - Undermining	C10923		75				75
Street Lighting Renewal	C10061	Enterprise, Tourism & Env	4,014				4,014
Total Highways & Infrastructure			6,359	1,165	1,767	65	9,356
S106 22-23 The Leas 0700820FULM - bus service contribution	C10832		43				43
S106 Former Coll 0801062FULM - Transport Contribution	C10203	Enterprise, Tourism & Env	8				8
S106 Essex House 1500521FULM - bus stop improvement	C10793		3				3
S106 Premier Inn 1300835FULM - Bus Stop Improvement	C10653		5				5
S106 Former College 1500803BC4M - parking survey contribution	C10893		10				10
S106 285 Sutton Rd 1100087FULM - Highway Works	C10796		15				15
S106 Avenue Works 1401968AMDT - cycleway improvement	C10727		1				1
S106 Bellway Prittlebrook 1400943FULM - TRO Contribution	C10808		5				5
S106 High Works Shoe Garrison	C10213	Enterprise, Tourism & Env	2				2
S106 Albany Court 1500369AMDT - signage contribution	C10842		10				10
S106 Hinguar 1401672BC4M - highway contribution	C10851		5				5
S106 North Road and Salisbury Ave 1200056 - Highway Works Contribution	C10816		2				2
S106 Sunlight Ldry 1400411FULM - Highway Works	C10686		2				2
S106 Texsol Kenway 1500468FULM - highway	C10849		13				13
S106 Texsol Kenway 1500468FULM – public realm contribution	C10858		14				14
S106 Seec 0200500ful - Highway Works	C10073	Enterprise, Tourism & Env	104				104
S106 Univ H-Way0401561ful	C10196	Enterprise, Tourism & Env	4				4
Total Highways S106 Agreements			246				246
Car Park Infrastructure Improvements	C10787		304				304
Car Parks Upgrade	C10151	Enterprise, Tourism & Env	33				33
Improved Car Park Signage and Guidance Systems	C10890	Enterprise, Tourism & Env	155	305	25		485
Total Parking Management			492	305	25		822
S38/S278 Airport 0901960 Fulm	C10275	Enterprise, Tourism & Env	20	80			100
S38 Bellway Homes 14/00943/fulm	C10746		7	78			85
S38 Old Hinguar School	C10859		7				7
S78 Bellway Homes 14/00943/fulm	C10730		7	3			10
S38 Fossetts Farm Bridleway	C10193	Enterprise, Tourism & Env	20	64			84
S38 Garrison NBP Road Supp Fee	C10267	Enterprise, Tourism & Env	9				9
S38 Inspection Magazine Rd	C10190	Enterprise, Tourism & Env	5				5
Total S38, S278 & S78 Agreements			75	225			300

Scheme	Project code	Directorate	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
LTP (Integrated Transport block) - Bridge Strengthening	C10512	Enterprise, Tourism & Env	171	821	350	350	1,692
LTP (Integrated Transport block) - Better Sustainable Transport	C10384	Enterprise, Tourism & Env	200	600	400	400	1,600
LTP (Integrated Transport block) - Better Networks	C10671		163	664	400	400	1,627
LTP (Integrated Transport block) - Traffic Management Schemes	C10513	Enterprise, Tourism & Env	475	400	400	400	1,675
LTP (Integrated Transport block) - Traffic Control Systems	C10470	Enterprise, Tourism & Env	70	332	201	201	804
LTP - Maintenance	C10076	Enterprise, Tourism & Env	619	831	621	621	2,692
LTP - Maintenance - Street Lighting	C10708			150	150	150	450
Total Local Transport Plan			1,698	3,798	2,522	2,522	10,540
Local Growth Fund - A127 Growth Corridor	C10699		1,657	6,060	3,120	3,000	13,837
Local Growth Fund - Southend Central Area Action Plan (SCAAP) Growth Point (Non-Transport)	C10701			500	1,000	4,480	5,980
Local Growth Fund - Southend Central Area Action Plan (SCAAP) Growth Point (Transport)	C10702		1,925	2,275	2,000		6,200
Total Local Growth Fund			3,582	8,835	6,120	7,480	26,017
A127 Junction Improvements	C10553	Enterprise, Tourism & Env	102	300			402
HCA Progress Road	C10254		18				18
Southend Transport Model	C10058	Enterprise, Tourism & Env	30	40			70
Travel Centre - Bus Service Provision in the Town Centre	C10892	Enterprise, Tourism & Env	50				50
Total Transport			200	340			540
CCTV Equipment Renewal	C10894	Enterprise, Tourism & Env	20	400			420
Total Community Safety			20	400			420
S106 Audley Court 0200874 Ful - CCTV	C10276			10			10
S106 Garrison 0000777 Depost - CCTV	C10810			1			1
Total Community Safety S106 Agreements				11			11
Beecroft and Central Museum Energy Project	C10738		270				270
Civic Centre Boilers - Low Loss Header	C10676		20				20
Civic Centre CHP/Lifts Feasibility	C10930		5				5
Civic Centre Lifts Regeneration	C10931		33				33
Energy Efficiency Projects	C10788		33	765			798
LED Lighting - Civic Centre Underground Car Park	C10662		19				19
Old Beecroft Ground Source Heat Pump Feasibility	C10932		15				15
Pier Energy Efficiency Scheme	C10933		64				64
Solar PV Projects	C10789		35	924			959
Schools and Council Buildings Solar PV	C10740		106	214			320
Total Energy Saving			600	1,903			2,503
Total Department for Place			28,451	46,175	30,941	14,034	119,601
Total General Fund Capital Schemes			55,733	73,540	50,945	22,799	203,017

Scheme	Project code	Directorate	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	Total Current Budget £000
Housing Revenue Account (HRA)							
Bathroom Refurbishment	C10161	Housing Revenue Account	140	8			148
Central Heating	C10162	Housing Revenue Account	500	644			1,144
Common Areas Improvement	C10168	Housing Revenue Account	3,200	1,000			4,200
Environmental - H&S works	C10163	Housing Revenue Account	750	1,070			1,820
Kitchen Refurbishments	C10164	Housing Revenue Account	170	149			319
Rewiring	C10165	Housing Revenue Account	963				963
Roofs	C10166	Housing Revenue Account	450	316			766
Windows and Doors	C10167	Housing Revenue Account	530				530
Future Programme (MRA & Decent Homes)	C10298	Housing Revenue Account		3,170	6,200	6,200	15,570
Total Decent Homes Programme			6,703	6,357	6,200	6,200	25,460
HRA Disabled Adaptations - Major Adaptations	C10015	Housing Revenue Account	515				515
HRA Disabled Adaptations - Minor Adaptations	C10257	Housing Revenue Account	50				50
Total Council House Adaptions			565				565
Sheltered Housing DDA works	C10177	Housing Revenue Account	345				345
Total Sheltered Housing Remodelling			345				345
S106 HRA Land Review	C10685		3,047				3,047
Total S106 Funded HRA Projects			3,047				3,047
Construction of New Housing on HRA Land	C10684		65				65
Acquisition of leasehold property	C10909		115				115
Acquisition of tower block leaseholds - Queensway	C10614			500			500
Total Other HRA			180	500			680
Total HRA Capital Schemes			10,840	6,857	6,200	6,200	30,097
TOTAL PROPOSED CAPITAL PROGRAMME			66,573	80,397	57,145	28,999	233,114

Total Capital Programme 2018/19 to 2020/21 166,541

This page is intentionally left blank

SUMMARY OF CHANGES TO THE CAPITAL PROGRAMME

Appendix 2

Scheme/Event	Department	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Budget (all years) £000
Approved Capital Programme - November Cabinet (Appendix 1)		66,573	80,397	57,145	28,999	0	233,114
Proposed changes:							
Place - Culture and Enterprise and Tourism - EPOS System	Place	14					14
Virements (see Appendix 3)	Various	0	0	0	0	0	0
Budget re-profiles (see Appendix 4)	Various	1,711	(5,905)	7,619	(3,425)	0	0
New external funding (see Appendix 5)	Various	135	0	0	0	0	135
Proposed Additions (see Appendices 6 and 7)	Various	0	13,870	6,220	0	0	20,090
Current Programme - following amendments		68,433	88,362	70,984	25,574	0	253,353

Total budget for 2018/19 to 2021/22: 184,920

General Fund Schemes Subject to Approval	Department	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Budget (all years) £000
Forum II – SBC Match Funding to LGF	Place		500	1,000	13,500	3,950	18,950
		0	500	1,000	13,500	3,950	18,950

This page is intentionally left blank

VIREMENTS BETWEEN APPROVED SCHEMES

Appendix 3

Scheme/Event	Department	Project Code	Project Description	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Budget (all years) £000
LTP Capital Programme	Place	C10512	LTP (Integrated Transport block) - Bridge Strengthening		(150)	(75)	(50)		(275)
	Place	C10708	LTP - Maintenance - Street Lighting			(100)	(100)		(200)
	Place	C10076	LTP - Maintenance		150	175	150		475
<u>Budget Adjustments already actioned</u>									
Priority works	Chief Executive	C10121	Priority Works	(12)					(12)
	Chief Executive	C10927	Footway Resurfacing Biscay	12					12
	Chief Executive	C10121	Priority Works	(50)					(50)
	Chief Executive	C10922	62 Avenue Road - demolition	50					50
	Chief Executive	C10121	Priority Works	(4)					(4)
	Chief Executive	C10853	Demolition of Leigh Cliffs toilets	4					4
	Chief Executive	C10121	Priority Works	(25)					(25)
	Place	C10943	ICT - EDRMS Scanners	25					25
	Chief Executive	C10121	Priority Works	(35)					(35)
	Place	C10935	SLTC - Replacement Hammer Cage	35					35
				0	0	0	0	0	0

This page is intentionally left blank

RE-PROFILES AND AMENDMENTS

Appendix 4

Scheme/Event	Department	Code	Code Description	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Budget (all years) £000
Asset Management Capital Programme	Chief Executive	C10750	Library Car Park Reconstruction and Enhancement	(25)	25				0
	Chief Executive	C10749	Commercial Property Investment	7,250	(7,250)				0
Schools Capital Programme	People	C10475	School Improvement and Provision of School Places	(1,166)	2,161	2,430	(3,425)		0
Highways Capital Programme	Place	C10513	LTP (Integrated Transport block) - Traffic Management Schemes	(100)	100				0
	Place	C10787	Car Park Infrastructure Improvements	(200)	200				0
ICT Capital Programme	Place	C10900	ICT - Phones Migration and Re-Tender	30	(30)				0
Southend Pier Capital Programme	Place	C10905	Southend Pier - Prince George Extension (phase 2)		(939)	939			0
	Place	C10886	Southend pier - Timber Outer Pier Head		(4,250)	4,250			0
Culture Capital Programme	Place	C10779	Playground Gates	(59)	59				0
	Place	C10882	Southend Leisure and Tennis Centre - Building Management System (BMS) Control	(50)	50				0
	Place	C10623	Belfairs Swim Centre	(2)	2				0
S106 Capital Programme	Place	C10804	S106 Bellway Prittlebrook 1400943FULM - Local play facilities	(15)	15				0
	Place	C10820	S106 North Shoebury Road 0301504out - Shoebury Park Maintenance	(12)	12				0
HRA Capital Programme	HRA	C10685	HRA land review	(2,742)	2,742				0
	HRA	C10614	Acquisition of tower block leaseholds - Queensway	90	(90)				0
	HRA	C10168	Common Areas Improvement	(1,288)	1,288				0
				1,711	(5,905)	7,619	(3,425)	0	0

This page is intentionally left blank

SCHEMES FINANCED BY NEW EXTERNAL FUNDING

Appendix 5

Scheme/Event	Department	Project Code	Project Description	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Budget (all years) £000
General Fund Housing Capital Programme	People	C10145	Disabled Facilities Grant	120					120
	Place	C10936	CIL Ward NA – Chalkwell – Landscaping on Chalkwell	2					2
	Place	C10937	CIL Ward NA – Kursaal – Annual community event at Southchurch Hall	1					1
Community Infrastructure Levy Capital Programme	Place	C10938	CIL Ward NA – Milton – Milton Park improvements	5					5
	Place	C10939	CIL Ward NA – Milton – Street signs	2					2
	Place	C10940	CIL Ward NA – Milton – Park Street replacement bollards	3					3
	Place	C10941	CIL Ward NA – St Laurence – Sign-Up (road sign cleaning)	1					1
	Place	C10942	CIL Ward NA – St Lukes – Cluny Sq Park improvements (5 a side goals/seating)	1					1
				135	0	0	0	0	135

This page is intentionally left blank

Actions - Capital LTP3 - Allocations			
C - Better Partnerships, Engagement and Sponsorship to support Greater Efficiencies in Funding and Delivery - all schemes to be developed in partnership			
Year / Schemes	A - Better Sustainable Transport and Mobility Management	B - Better Networks and Traffic Management Schemes	D - Better Operation of Traffic Control, Information and Communications Systems

Indicative allocation for 2018/19			
Better Sustainable Transport and Mobility Management	400		
Better Networks and Traffic Management Schemes		800	
Better Operation of Traffic Control, Information and Communication System			201
Total Integrated Transport Block		1,401	
Footway Maintenance Schemes		141	
Carriageway Maintenance Schemes		630	
Lighting Maintenance Programme		150	
Bridge Strengthening		200	
Total Maintenance Block		1,121	

Proposed Indicative allocation for 2019/20			
Better Sustainable Transport and Mobility Management	400		
Better Networks and Traffic Management Schemes		800	
Better Operation of Traffic Control, Information and Communication System			201
Total Integrated Transport Block		1,401	
Footway Maintenance Schemes		196	
Carriageway Maintenance Schemes		600	
Lighting Maintenance Programme		50	
Bridge Strengthening		275	
Total Maintenance Block		1,121	

Proposed Indicative allocation for 2020/21			
Better Sustainable Transport and Mobility Management	400		
Better Networks and Traffic Management Schemes		800	
Better Operation of Traffic Control, Information and Communication System			201
Total Integrated Transport Block		1,401	
Footway Maintenance Schemes		191	
Carriageway Maintenance Schemes		580	
Lighting Maintenance Programme		50	
Bridge Strengthening		300	
Total Maintenance Block		1,121	

Total Integrated Transport Block		4,203	
Total Maintenance Block		3,363	
Total all Local transport Block funding		7,566	

This page is intentionally left blank

PROPOSED NEW SCHEMES AND ADDITIONS TO THE CAPITAL PROGRAMME

Appendix 6

Scheme/Event	Department	Code	Code Description	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Budget (all years) £000
Asset Management	Chief Executive Chief Executive	C10749 New	Commercial Property Investment Belfairs Park Restaurant/Golf Club Preventative Works	7,250 190	2,750			10,000 190
Total Chief Executive				7,440	2,750	0	0	10,190
Children and Learning Other	People People	New New	SEND Module and Integration with Liquid Logic Children's Residential Care Provision	120 300	100			120 400
Total People				420	100	0	0	520
ICT Core Infrastructure	Place	New	ICT – Cyber Security/Public Services Network	40	40			80
	Place	New	ICT – Wide Area Network Enhancements	120				120
	Place	C10576	ICT – Rolling Replacement Programme	50	50			100
	Place	C10426	ICT – Software Licencing	80	80			160
	Place	C10636	ICT – Enterprise Agreement	65	65			130
Corporate ICT Business Transformation	Place	New	ICT – Health and Social Care – GovRoam	20				20
Departmental ICT Business Transformation	Place	New	Income Management System	220				220
Theatres	Place	New	Cliffs Pavilion – Boiler Flues	10	115			125
	Place	New	Cliffs Pavilion – Auditorium Air Handling Unit	25	90			115
	Place	New	Cliffs Pavilion – Chiller	5	170			175
Parks and Leisure Centres	Place	New	Shoeburyness Leisure Centre – Building Management System	85				85
	Place	New	Joint Theatres and Leisure Centres – Asbestos Investigation	115				115
	Place	New	Parks Feasibility and Options Appraisals	100				100
Other Leisure Assets	Place	New	Allotments Water Supply Upgrade	100	110			210
	Place	New	New Artist Studios	875				875
Property	Place	New	Fire Improvement Works	500	500			1,000
	Place	C10626	Property Refurbishment	250	250			500

PROPOSED NEW SCHEMES AND ADDITIONS TO THE CAPITAL PROGRAMME

Appendix 6

Scheme/Event	Department	Code	Code Description	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Budget (all years) £000
Highways	Place	New	Improve Footway Condition Around Highway Trees	150	200			350
	Place	New	Manor Road Cliff Stabilisation	100	225			325
	Place	New	Parking Strategy	200				200
	Place	New	Coach Parking	250				250
	Place	New	Shoebury Common Regeneration	300				300
	Place	New	Flood Prevention Works	1,125	1,125			2,250
Other Place Schemes	Place	New	Housing Infrastructure Feasibility	250				250
	Place	C10747	Better Queensway	400	350			750
	Place	New	Security Measures	500				500
	Place	New	Real Time Air Quality Measurement - Feasibility	75				75
Total Place			6,010	3,370	0	0	9,380	
Total General Fund			13,870	6,220	0	0	20,090	
New schemes/additions as per Appendix 7:				13,870	6,220	0	0	20,090

General Fund Scheme Subject to External Funding Approval:				2018/19	2019/20	2020/21	2021/22	Total Budget (all years)
Scheme/Event	Department	Code	Code Description	Budget £000	Budget £000	Budget £000	Budget £000	£000
Libraries	Place	New	Forum II – SBC Match Funding to LGF	500	1,000	13,500	3,950	18,950
Total Local Growth Fund				500	1,000	13,500	3,950	18,950

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

GENERAL FUND

DEPARTMENT OF THE CHIEF EXECUTIVE

C1 Commercial Property Investment - £10,000,000

18/19 - £7,250,000

19/20 - £2,750,000

The Commercial Property Investment Strategy was approved as part of the Corporate Asset Management Strategy 2015-2025 at Cabinet on 22nd September 2015. In accordance with that, this scheme is to continue to grow an investment portfolio to enable the Council to secure and maintain long-term growing income streams and capital appreciation, whilst also securing housing for temporary accommodation. The portfolio will require active management in terms of acquisition, management and disposal decisions. Decisions will need to be made commercially and often quickly and efficiently.

This is a budget provision and the profile across years and whether it will be spent in full will depend on the number and size of appropriate and cost effective opportunities that arise.

Funding:

Capital - corporate borrowing;

Revenue – the rental incomes from the commercial investment to at least cover the financing costs and the housing for temporary accommodation to reduce costs.

C2 Belfairs Park Restaurant/Golf Club Preventative Works- £190,000

18/19 - £190,000

This scheme is for works to the external and common parts of the building to prevent continued deterioration as detailed in the condition schedule

Funding:

Capital - capital reserve;

Revenue – by investing in the property and by providing preventative maintenance this will save further repair costs in the future.

Sub-Total Department of the Chief Executive

£10,190,000

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

DEPARTMENT FOR PEOPLE

C3 SEND Module and Integration with Liquid Logic - £120,000

18/19 - £120,000

This scheme is to purchase and implement the LiquidLogic SEND module. This will allow better streamlined processes, improve clients' case links across the internal workforce and integration with LiquidLogic for social care and early help. This scheme is in addition to the £2,595,000 budget already in the approved capital programme since 2016/17, funded by £370,000 from reserves with the rest funded from corporate borrowing.

Funding:

Capital – corporate borrowing;

Revenue – cost of £17,500 p.a. for annual support and maintenance, which will be funded by the People Department's existing budget.

C4 Children's Residential Care Provision - £400,000

18/19 - £300,000

19/20 - £100,000

This scheme is to increase the level of Residential Care provision in Southend to reduce the number of high cost out of borough placements and to offer the option of respite/interim care provision to reduce the need for long term placements. This project would ask for bidders to offer a solution, not only in terms of care provision but also in terms of improved outcomes for vulnerable children. It is anticipated that this provision would be run by an external provider.

Funding:

Capital – corporate borrowing;

Revenue – placement savings of £80,000 p.a. from 2019/20 from a combination of children's residential care, part time placements and respite placements.

Sub-Total Department for People

£520,000

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

DEPARTMENT FOR PLACE

A – CORE ICT INFRASTRUCTURE - £590,000

C5 ICT – Cyber Security/Public Services Network Compliance - £80,000

18/19 - £40,000

19/20 - £40,000

This scheme is to fund Cyber Security solutions following a recommendation from Internal Audit and for meeting the on-going obligation to ensure that patches are always up to date and all prescribed security standards are adhered to. This scheme also covers mandatory system and server upgrades.

Funding:

Capital – corporate borrowing;

Revenue – none.

C6 ICT – Wide Area Network Enhancements- £120,000

18/19 - £120,000

This scheme is for Wide Area Network (WAN) amendments and enhancements to enable the Council to recover its data within a four hour window in the event of a disaster and to comply with Public Sector Network (PSN) standards.

Funding:

Capital – corporate borrowing;

Revenue – none.

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

C7 ICT – Rolling Replacement Programme - £100,000

18/19 - £50,000

19/20 - £50,000

This scheme is to replace desktop PC's and laptops with appropriate equipment and technology to meet the on-going needs of the business and in turn the citizen. New operating systems and software demand new platforms to function and this rolling replacement meets this challenge.

This scheme is in addition to the £200,000 p.a budget already in the approved capital programme until 2019/20, funded from corporate borrowing.

Funding:

Capital – corporate borrowing;

Revenue – none.

C8 ICT – Software Licencing - £160,000

18/19 - £80,000

19/20 - £80,000

This scheme is to maintain the on-going software licences required to deliver corporate wide systems, without which the Council would not be entitled to use all proprietary applications.

This scheme is in addition to the £320,000 p.a budget already in the approved capital programme until 2019/20, funded from corporate borrowing.

Funding:

Capital – corporate borrowing;

Revenue – none.

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

C9 ICT – Enterprise Agreement - £130,000

18/19 - £65,000

19/20 - £65,000

This scheme is to provide adequate licensing for charges with the use of our Server, Database, Desktop and Applications software and the adoption of Windows 10 and Office 365 across the Council's estate.

This scheme is in addition to the £280,000 p.a budget already in the approved capital programme until 2019/20, funded from corporate borrowing.

Funding:

Capital – corporate borrowing;

Revenue – none.

B – CORPORATE ICT BUSINESS TRANSFORMATION - £20,000

C10 ICT – Health and Social Care – GovRoam - £20,000

18/19 - £20,000

This scheme is to enable mobile working by workers across the entire health and social care estate as captured in the GovRoam agenda. The set up costs are anticipated at £20,000 with a £10,000 p.a. software licence cost, which would be met by the software licencing budget.

Funding:

Capital – capital reserve;

Revenue – none.

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

C – DEPARTMENTAL ICT BUSINESS TRANSFORMATION - £220,000

C11 Income Management System - £220,000

18/19 - £220,000

This scheme is to purchase and implement the Income Manager module of the existing Agresso ERP system to replace the current income management system as the contract is coming to the end of its extension period. This will enable integration with the existing modules and improve efficiency.

Funding:

Capital – Agresso reserve;

Revenue – Increase in annual support and maintenance costs of £20,000 p.a. from 2019/20.

D – THEATRES - £415,000

C12 Cliffs Pavilion – Boiler Flues - £125,000

18/19 - £10,000

19/20 - £115,000

This scheme is to initially scope and then carry out works on the boiler flues which are buried in the floor and run towards the auditorium. There are health and safety concerns about escaping gases into the auditorium and lift shaft. The design works would be in 2018/19 and the programme of works thereafter and this may involve planning application.

Funding:

Capital – corporate borrowing;

Revenue – none.

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

C13 Cliffs Pavilion – Auditorium Air Handling Unit - £115,000

18/19 - £25,000

19/20 - £90,000

This scheme is refurbish the outgoing unit and duct extract over the stage as the original equipment has been in operation since the 1960s and is beginning to fail. The equipment is behind the stage area and will require a crane to take the unit out, take it away for refurbishment and to put it back in.

Funding:

Capital – corporate borrowing;

Revenue – none.

C14 Cliffs Pavilion – Chiller - £175,000

18/19 - £5,000

19/20 - £170,000

This scheme is to undertake an initial end of life study of the chiller and then to replace it. This will involve the use of cranes to get the equipment out.

Funding:

Capital – corporate borrowing;

Revenue – none.

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

E – PARKS AND LEISURE CENTRES - £300,000

C15 Shoeburyness Leisure Centre – Building Management System - £85,000

18/19 - £85,000

This scheme is for the replacement of the Building Management System as the original system is still in place and the replacement components are unavailable now. If the system fails it would be an issue for the operation of the centre. Replacing the BMS will improve moisture levels and the comfort of the service users in the building as well as being more energy efficient.

Funding:

Capital – corporate borrowing;

Revenue – none.

C16 Joint Theatres and Leisure Centres – Asbestos Investigation - £115,000

18/19 - £115,000

This scheme is for the investigation work to identify the presence of asbestos, this is an intrusive survey and needs to be done in preparation for any work to be undertaken. The Council has a legal duty to manage and maintain asbestos based materials within its buildings on a regular basis. To meet this requirement asbestos surveys are carried out annually.

Funding:

Capital – corporate borrowing;

Revenue – none.

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

C17 Parks Feasibility and Options Appraisals - £100,000

18/19 - £100,000

This scheme is to undertake feasibility studies and options appraisals for the following:

- a) Renovation works to the Priory Park yard to protect the Council's machinery, tools and equipment and to make the buildings fit for purpose. The works will also help improve energy efficiency, improve the vandal resistance of buildings, increase security and protect staff from antisocial behaviour.
- b) To provide suitable secure safe storage for essential machinery and equipment used for maintenance and to provide staff facilities within Belfairs Park.

Funding:

Capital – corporate borrowing;

Revenue – none.

F – OTHER LEISURE ASSETS - £1,085,000

C18 Allotments Water Supply Upgrade - £210,000

18/19 - £100,000

19/20 - £110,000

This scheme is to upgrade water supplies at all allotment sites to address issues with leaks due to old pipe work and to ensure that all irrigation points meet current water regulations. The project would also look to install leak stop devices to reduce water loss.

Funding:

Capital – corporate borrowing;

Revenue – by completing upgrade works this will save further repair costs in the future.

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

C19 New Artist Studios - £875,000

18/19 - £875,000

This scheme is to convert the former Beecroft Art Gallery building (Station Rd, Westcliff) to 20 artist studios for rent. This building is owned by the Beecroft Art Trust.

Funding:

Capital – external grant funding - £495,000 from Arts Council England, £50,000 from Foyle Foundation and £30,000 from Garfield Weston, capital reserve - £300,000;

Revenue – rental income from the project for Beecroft Art Trust, which will first repay the capital reserve investment from the Council.

G – PROPERTY - £1,500,000

C20 Fire Improvement Works – £1,000,000

18/19 - £500,000

19/20 - £500,000

This scheme is for the implementation of fire safety and associated compliance works across the Council's corporate property estate arising as a result of any changes to building regulations and/or other standards or update fire risk assessments.

Funding:

Capital – corporate borrowing;

Revenue – none.

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

C21 Property Refurbishment - £500,000

18/19 - £250,000

19/20 - £250,000

This scheme is for the delivery of a planned condition programme across the Council's core property stock to ensure properties remain safe, fit for purpose and meet the operational requirements of the services delivered from them whilst minimising closure periods due to property related issues. This scheme is in addition to the £500,000 p.a budget already in the approved capital programme until 2019/20, funded from corporate borrowing

Funding:

Capital – corporate borrowing;

Revenue – by completing refurbishment works this will save further repair costs in the future.

H – HIGHWAYS - £3,675,000

C22 Improve Footway Condition Around Highway Trees - £350,000

18/19 - £150,000

19/20 - £200,000

This scheme is to improve the condition of footways around the existing highway trees and ensure effective remedial works after the removal of highway trees. This will contribute to revenue savings for highways works.

Funding:

Capital – corporate borrowing;

Revenue – this investment programme will help reduce the competing pressures on the maintenance budget.

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

C23 Manor Road Cliff Stabilisation - £325,000

18/19 - £100,000

19/20 - £225,000

This scheme is for the stabilisation of an area of incipient cliff slip and the protection of the public footway and coastal highway and support of private properties. It will include the construction of cliff stability measures, including concrete piling, the replacement of failed material with fresh geologically stable material and measures to control surface water run-off and prevent cascading over surface of cliff.

Funding:

Capital – corporate borrowing;

Revenue – £5,000 p.a. saving in footway maintenance.

C24 Parking Strategy - £200,000

18/19 - £200,000

This scheme is to develop and improve the car park signage for the whole Borough and introducing new signage especially for the seafront car parks and potential park and ride sites.

This scheme is in addition to the £485,000 budget already in the approved capital programme profiled across the years 2017/18 to 2019/20, funded from corporate borrowing.

Funding:

Capital – corporate borrowing;

Revenue – none.

C25 Coach Parking - £250,000

18/19 - £250,000

This scheme is to enable coach parking and drop-off facilities to accommodate visitors to the sea front and manage traffic flows at peak periods.

Funding:

Capital – corporate borrowing;

Revenue – none

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

C26 Shoebury Common Regeneration - £300,000

18/19 - £300,000

This scheme is to undertake improvements to Shoebury Common in line with the results of the public consultation on recreational activities. In particular, to install a children's play area, a new path network, new parks furniture and fitness equipment. Also to remove hedging and replace with a shin rail, works to the existing car park surface and entrance and to landscape and replant the area.

Funding:

Capital – corporate borrowing;

Revenue – annual maintenance costs to be met from existing budgets.

C27 Flood Prevention Works - £2,250,000

18/19 - £1,125,000

19/20 - £1,125,000

This scheme is for surface water and flooding attenuation works on the seafront. Detailed flood modelling has identified that the severe flooding experienced in recent years in the Central Seafront area has several components: overland surface flow from Queensway; surcharging trunk sewers passing below the car-park; and surface run-off from the extensive impervious surface of the car-park itself. A major contribution to attenuation of the flooding would be provided by works in the car-park: underground tanks within the site and bunding (raising a small embankment) at the north boundary of the site in conjunction with efficient gully provision to collect surface water.

This scheme is also for a pumping station with associated tank storage to maintain capacity in the trunk sewers around Hartington Road. By pumping them out against high tides this would also have significant impact on the flood risk of the area.

Funding:

Capital – the surface water and flooding attenuation project would attract Environment Agency Flood Defence Grant in Aid (25-30% expected) and Anglian Water Services would also be prepared to contribute towards the project (20-25% expected) – rest as corporate borrowing (50%); For the pumping station works £250,000 contributions would be expected from the Environment Agency and Anglian Water Services, £750,000 funded from corporate borrowing;

Revenue – £10,000 p.a. maintenance costs for the pumping station.

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

I – OTHER PLACE SCHEMES - £1,575,000

C28 Housing Infrastructure Feasibility - £250,000

18/19 - £250,000

This scheme is to scope and understand the infrastructure necessary, together with associated costs, risks and dependencies, so as to enable future housing delivery against housing targets. This will include working with other South Essex Councils to take a joined up approach to housing, infrastructure and economic growth along the corridor.

Funding:

Capital – corporate borrowing;

Revenue – none

C29 Better Queensway - £750,000

18/19 - £400,000

19/20 - £350,000

This scheme is for the continuation of the Better Queensway project through the next phase of development. This sum is in addition to the £1,203,000 budget already in the approved capital programme as £628,000 in 2017/18 and £575,000 in 2018/19, funded from corporate borrowing.

Funding:

Capital – capital reserve

Revenue – none.

C30 Security Measures - £500,000

18/19 - £500,000

This scheme is for the implementation of security measures along identified areas of risk (focusing on the seafront area) in line with current threat levels in accordance with a recently commenced security survey.

Funding:

Capital – corporate borrowing;

Revenue – none.

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

C31 Real Time Air Quality Measurement - Feasibility - £75,000

18/19 - £75,000

This scheme is to investigate and trial how a real time system to measure Air Quality (AQ) in Southend could be established using low cost sensors. A desk/literature study into health impacts from AQ will be commissioned from Essex University.

Subject to the success of the feasibility, sensors would be deployed into specific areas to provide calibration. A real time AQ map would then be developed.

Funding:

Capital – capital reserve;

Revenue – none.

<u>Sub-Total Department for Place</u>	<u>£9,380,000</u>
--	--------------------------

<u>TOTAL CAPITAL SCHEMES - GENERAL FUND</u>	<u>£20,090,000</u>
--	---------------------------

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

SCHEME SUBJECT TO EXTERNAL FUNDING APPROVAL

C32 Forum II – SBC Match Funding to LGF – £18,950,000

18/19 - £500,000

19/20 - £1,000,000

20/21 - £13,500,000

21/22 - £3,950,000

This scheme is for the second phase development of the Forum in partnership with South Essex College. This is to deliver education, cultural and business space so as to increase the opportunity to engage with digital, cultural and creative industries. This is dependent on securing Local Growth Fund monies and on planning consent.

Funding:

Capital – £6,000,000 Government Funding, £10,250,000 external contributions, £2,700,000 corporate borrowing;

Revenue – costs will be apportioned between the South Essex College and the Council in line with the occupation of the building but will not impact until the 2021/22 revenue budget.

Sub-Total Schemes Subject to External Funding approval £18,950,000

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

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

Year	General Fund £000	Schemes Subject to External Funding Approval £000
2018/19	13,870	500
2019/20	6,220	1,000
2020/21	-	13,500
2021/22	-	3,950
TOTAL	20,090	18,950

∞
∞

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

Year	General Fund Borrowing £000	General Fund Borrowing where financing costs to be met from savings/income generation £000	General Fund External Funding £000	General Fund Existing Funding ⁽¹⁾ £000	Total £000	Schemes Subject to External Funding Approval	
						Borrowing £000	External Funding £000
2018/19	3,965	7,250	1,450	1,205	13,870	-	500
2019/20	3,120	2,750	-	350	6,220	-	1,000
2020/21	-	-	-	-	-	1,500	12,000
2021/22	-	-	-	-	-	1,200	2,750
TOTAL	7,085	10,000	1,450	1,555	20,090	2,700	16,250

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

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

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

No.	Scheme name	Capital						Revenue per annum			
		General Fund Borrowing £000	General Fund Borrowing where financing costs to be met from savings/income generation £000	General Fund External Funding £000	General Fund Existing Funding ⁽¹⁾ £000	Housing Revenue Account Self-Funded £000	Total £000	Corporate Financing Costs £000	Additional Budget for Service Costs £000	Service Savings / Income Generation £000	Total £000
C1	Commercial Property Investment	0	10,000	0	0	0	10,000	700	0	(700)	0
C2	Belfairs Park Resaurant/Golf Club Preventative Works	0	0	0	190	0	190	0	0	0	0
	Department of the Chief Executive Total	0	10,000	0	190	0	10,190	700	0	(700)	0
C3	SEND Module and Integration with Liquid Logic	120	0	0	0	0	120	8	0	0	8
C4	Children's Residential Care Provision	400	0	0	0	0	400	28	0	(80)	(52)
	Department for People Total	520	0	0	0	0	520	36	0	(80)	(44)

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

No.	Scheme name	Capital						Revenue per annum			
		General Fund Borrowing £000	General Fund Borrowing where financing costs to be met from savings/income generation £000	General Fund External Funding £000	General Fund Existing Funding ⁽¹⁾ £000	Housing Revenue Account Self-Funded £000	Total £000	Corporate Financing Costs £000	Additional Budget for Service Costs £000	Service Savings / Income Generation £000	Total £000
85 C5	ICT – Cyber Security/Public Services Network Compliance	80	0	0	0	0	80	6	0	0	6
C6	ICT – Wide Area Network Enhancements	120	0	0	0	0	120	8	0	0	8
C7	ICT – Rolling Replacement Programme	100	0	0	0	0	100	7	0	0	7
C8	ICT – Software Licencing	160	0	0	0	0	160	11	0	0	11
C9	ICT – Enterprise Agreement	130	0	0	0	0	130	9	0	0	9
	A - Core ICT Infrastructure Total	590	0	0	0	0	590	41	0	0	41
C10	ICT – Health and Social Care –	0	0	0	20	0	20	0	0	0	0

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

No.	Scheme name	Capital						Revenue per annum			
		General Fund Borrowing £000	General Fund Borrowing where financing costs to be met from savings/income generation £000	General Fund External Funding £000	General Fund Existing Funding ⁽¹⁾ £000	Housing Revenue Account Self-Funded £000	Total £000	Corporate Financing Costs £000	Additional Budget for Service Costs £000	Service Savings / Income Generation £000	Total £000
	GovRoam										
∞	B - Corporate ICT Business Transformation Total	0	0	0	20	0	20	0	0	0	0
C11	Income Management System	0	0	0	220	0	220	0	20	0	20
	C - Departmental ICT Business Transformation Total	0	0	0	220	0	220	0	20	0	20
C12	Cliffs Pavilion – Boiler Flues	125	0	0	0	0	125	9	0	0	9
C13	Cliffs Pavilion – Auditorium Air Handling Unit	115	0	0	0	0	115	8	0	0	8
C14	Cliffs Pavilion – Chiller	175	0	0	0	0	175	12	0	0	12

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

No.	Scheme name	Capital						Revenue per annum			
		General Fund Borrowing £000	General Fund Borrowing where financing costs to be met from savings/income generation £000	General Fund External Funding £000	General Fund Existing Funding ⁽¹⁾ £000	Housing Revenue Account Self-Funded £000	Total £000	Corporate Financing Costs £000	Additional Budget for Service Costs £000	Service Savings / Income Generation £000	Total £000
	D - Theatres Total	415	0	0	0	0	415	29	0	0	29
87 C15	Shoeburyness Leisure Centre – Building Management System	85	0	0	0	0	85	6	0	0	6
C16	Joint Theatres and Leisure Centres – Asbestos Investigation	115	0	0	0	0	115	8	0	0	8
C17	Parks Feasibility and Options Appraisals	100	0	0	0	0	100	7	0	0	7
	E - Parks and Leisure Centres Total	300	0	0	0	0	300	21	0	0	21
C18	Allotments Water Supply Upgrade	210	0	0	0	0	210	15	0	0	15
C19	New Artist Studios	0	0	575	300	0	875	0	0	(300)	(300)
	F - Other Leisure Assets Total	210	0	575	300	0	1,085	15	0	(300)	(285)

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

No.	Scheme name	Capital						Revenue per annum			
		General Fund Borrowing £000	General Fund Borrowing where financing costs to be met from savings/income generation £000	General Fund External Funding £000	General Fund Existing Funding ⁽¹⁾ £000	Housing Revenue Account Self-Funded £000	Total £000	Corporate Financing Costs £000	Additional Budget for Service Costs £000	Service Savings / Income Generation £000	Total £000
C20	Fire Improvement Works	1,000	0	0	0	0	1,000	70	0	0	70
C21	Property Refurbishment	500	0	0	0	0	500	35	0	0	35
∞	G - Property Total	1,500	0	0	0	0	1,500	105	0	0	105
C22	Improve Footway Condition Around Highway Trees	350	0	0	0	0	350	25	0	0	25
C23	Manor Road Cliff Stabilisation	325	0	0	0	0	325	23	0	(5)	18
C24	Parking Strategy	200	0	0	0	0	200	14	0	0	14
C25	Coach Parking	250	0	0	0	0	250	18	0	0	18
C26	Shoebury Common Regeneration	300	0	0	0	0	300	21	0	0	21
C27	Flood Prevention Works	1,375	0	875	0	0	2,250	96	10	0	106
	H - Highways Total	2,800	0	875	0	0	3,675	196	10	(5)	201

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

No.	Scheme name	Capital						Revenue per annum			
		General Fund Borrowing £000	General Fund Borrowing where financing costs to be met from savings/income generation £000	General Fund External Funding £000	General Fund Existing Funding ⁽¹⁾ £000	Housing Revenue Account Self-Funded £000	Total £000	Corporate Financing Costs £000	Additional Budget for Service Costs £000	Service Savings / Income Generation £000	Total £000
C28	Housing Infrastructure Feasibility	250	0	0	0	0	250	18	0	0	18
C29	Better Queensway	0	0	0	750	0	750	0	0	0	0
C30	Security Measures	500	0	0	0	0	500	35	0	0	35
C31	Real Time Air Quality Measurement - Feasibility	0	0	0	75	0	75	0	0	0	0
	I - Other Place Schemes Total	750	0	0	825	0	1,575	53	0	0	53
	Department for Place Total	6,565	0	1,450	1,365	0	9,380	460	30	(305)	185
	General Fund Total:	7,085	10,000	1,450	1,555	0	20,090	1,196	30	(1,085)	141

CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

No.	Scheme name	Capital						Revenue per annum			
		General Fund Borrowing £000	General Fund Borrowing where financing costs to be met from savings/income generation £000	General Fund External Funding £000	General Fund Existing Funding ⁽¹⁾ £000	Housing Revenue Account Self-Funded £000	Total £000	Corporate Financing Costs £000	Additional Budget for Service Costs £000	Service Savings / Income Generation £000	Total £000
C32	Forum II – SBC Match Funding to LGF	2,700	0	16,250	0	0	18,950	189	0	0	189
	Schemes Subject to External Funding Approval Total	2,700	0	16,250	0	0	18,950	189	0	0	189

Scheme	Project code	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Current Budget £000
Department of the Chief Executive							
62 Avenue Road - demolition	C10922	50					50
Belfairs Park Restaurant/Golf Club Preventative Works	New		190				190
Civic East Car Park Redevelopment	C10748				4,840		4,840
Chalkwell Esplanade Toilets Roof Repairs	C10862	2					2
Commercial Property Investment	C10749	12,500		2,750			15,250
Darlows Green former WCs demolition	C10919	5	40				45
Delaware House Plumbing works	C10920	12					12
Demolition of Leigh Cliffs Public Toilets	C10853	7					7
East Beach Café Project	C10644	32					32
Footway Resurfacing Biscay	C10927	12					12
Herbert Grove Security	C10854	160					160
Land Acquisition	C10913	7,500		2,000			9,500
Library Car Park Reconstruction and Enhancement	C10750	100	4,125	1,775			6,000
New Beach Huts Phase 2	C10631	120					120
Pier Arches toilets - waterproofing solution	C10734		30				30
Ropers Civic House and Cottage	C10571	9					9
South Essex College	C10908	3,500					3,500
Queensway - Commercial Property	C10751		500	400			900
Ropers Farm Cottages - water supply	C10840	79					79
Seaways Development Enabling Works	C10643	16					16
Seaways - HCA Condition Funding	C10656		170				170
Urgent Works To Property	C10181	26					26
Acquisition of Leased Asset	C10928	19					19
	Total Asset Management	24,149	5,055	6,925	4,840		40,969
Channel Shift	C10757	301	265				566
	Total Transformation	301	265				566
Essential Crematorium/Cemetery Equipment	C10572	48					48
New Burial Ground	C10054	5					5
Pergola Walk Memorial Scheme	C10755	288					288
Replacement Boiler at Southend Crematorium	C10866	130					130
Sutton Road Cemetery Road Repairs	C10911	21					21
	Total Cemeteries & Crematorium	492					492
Priority Works	C10121	157	500	500	500		1,657
	Total Priority Works	157	500	500	500		1,657
	Total Department of the Chief Executive	25,099	5,820	7,425	5,340		43,684

Scheme	Project code	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Current Budget £000
Department for People							
Community Capacity	C10526	450					450
Dementia Friendly Environments	C10598	27					27
Learning Management System	C10929	70	50				120
Mental Health Funding Stream	C10184		36				36
Transforming Care Housing	C10689		163				163
LATC - Delaware and Priory	C10621	150	5,094	6,300			11,544
	Total Adult Social Care	697	5,343	6,300			12,340
Disabled Facilities Grant	C10145	1,620	1,353				2,973
Empty Dwelling Management	C10020		357				357
PSH Works in Default - Enforcement Work	C10503		138				138
Private Sector Renewal	C10146	10	615	450			1,075
	Total General Fund Housing	1,630	2,463	450			4,543
S106 3 Acacia Drive 1401434FULM - affordable housing	C10857		177				177
S106 Essex House 1600116DOV - affordable housing	C10852		320				320
	Total Housing S106 Agreements		497				497
AHDC Short Breaks for Disabled Children	C10282		64				64
Children's Residential Care Provision	New		300	100			400
SEND Module and Integration with Liquid Logic	New		120				120
	Total Children & Learning Other Schemes		484	100			584
S106 3-5 High Street - Education	C10916		9				9
S106 Albany Court 1500369AMDT - education	C10841		44				44
S106 Bellway Prittlebrook - education	C10724		623				623
S106 Former Balmoral 1400914FULM – education	C10860		22				22
	Total Education S106 Agreements		698				698
Bournes Green Junior Boiler	C10868	135					135
Chalkwell Infants Main Building Windows	C10870	80					80
Earls Hall Ducts and Pipework	C10711	68					68
Edwards Hall Roofs	C10713	23					23
Fairways Fire Alarm	C10872	42					42
Future condition projects	C10024	129					129
Futures Heating and Pipe Ducts	C10714	68					68
Leigh Northy Street Windows (H&S)	C10907	42					42
Richmond Roof	C10873	17					17
St Nicholas Roof	C10924	100					100
	Total Condition Schemes	704					704

Scheme	Project code	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Current Budget £000
Devolved Formula Capital	C10014	173					173
Total Devolved Formula Capital		173					173
Small Friends Expansion	C10863	60					60
Friars Primary School	C10864	332					332
Edwards Hall	C10865	144					144
Total Early Years		536					536
Expansion of 2 yr old Childcare Places	C10558	65					65
School Improvement and Provision of School Places	C10475	4,423	14,856	11,009			30,288
SEN Improvement and Provision of School Places	C10910	74					74
Total Primary and Secondary School Places		4,562	14,856	11,009			30,427
Total Department for People		8,302	24,341	17,859			50,502

Scheme	Project code	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Current Budget £000
Department for Place							
Belfairs Swim Centre	C10623	1	42				43
Belfairs Woodland Centre Project	C10502	15					15
Chase Sports & Fitness Centre - Fire Alarm	C10732	4					4
Chase Sports and Fitness Centre - Lighting Fitting Replacement	C10875	70					70
Shoeburyness Leisure Centre – Building Management	New		85				85
Southchurch Park Bowls Pavillion	C10739		20				20
Southend Cliffs - Replacement of Handrails	C10881	45					45
Southend Leisure and Tennis Centre - Building Management System (BMS) Control	C10882	50	50				100
SLTC - Replacement Hammer Cage	C10935	35					35
Wheeled Sports Facility Central Southend Area	New		25	225			250
	Total Leisure	220	222	225			667
Allotments Water Supply Upgrade	New		100	110			210
Chalkwell Park and Priory Park Tennis Courts	C10682	52					52
Hard Surface Path Improvements	C10566	13					13
Parks Feasibility and Options Appraisals	New		100				100
Playground Gates	C10779	5	123				128
Replacement and Upgrade of Parks Furniture	C10879	30	30	30	30		120
Replacement of Play Equipment	C10780	57	50				107
Southchurch Park - Replacement of Play Equipment	C10880	75					75
Southchurch Park Tow Path	C10781	200	50				250
	Total Parks	432	453	140	30		1,055
Leigh Library Gardens - urgent works	C10925	25					25
Library Review	C10624	30	156				186
	Total Libraries	55	156				211
Cliffs Pavilion – Auditorium Air Handling Unit	New		25	90			115
Cliffs Pavilion – Boiler Flues	New		10	115			125
Cliffs Pavilion – Chiller	New		5	170			175
Cliffs Pavilion - External Refurbishment works	C10876	70	250				320
Joint Theatres and Leisure Centres – Asbestos	New		115				115
Palace Theatre - Air Handling Units	C10782	13	220				233
Palace Theatre Boilers Replacement	C10877	125					125
Palace Theatre - Replacement of Asbestos Stage Safety Curtain	C10878	25	75				100
Palace Theatre - Replacement of External Windows	C10725	2					2
	Total Theatres	235	700	375			1,310
Central Museum Works	C10867	30	220				250
New Museum - Gateway Review	C10776	750	750				1,500
Prittlewell Prince Research	C10043		38				38
Prittlewell Prince Storage	C10696		35				35
	Total Museums	780	1,043				1,823

Scheme	Project code	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Current Budget £000
New Artist Studios	New		875				875
ASO Machinery Purchase	C10731	4					4
Belton Hills Steps	C10777	30	1,467				1,497
Energy Improvements in Culture Property Assets	C10565	55	55				110
Fire Improvement Works	New		500	500			1,000
"Make Southend Sparkle" Initiative	C10778	10	10				20
Property Refurbishment Programme	C10626	310	750	750			1,810
Pump Priming Budget	C10044	5	328				333
War Memorials within the Borough	C10569	4					4
	Total Other Culture	418	3,985	1,250			5,653
S106 23/04/2015 Hinguar and Saxon - public art contribution	C10845	18					18
S106 Ajax Works 0300130ful - landscaping maintenance	C10199	3	3				6
S106 Albany Court 1500369AMDT - public art contribution	C10846	26					26
S106 Avenue Works 1401968AMDT - Public Art	C10801		15				15
S106 Former Balmoral 1400914FULM – public art contribution	C10861		1				1
S106 Bellway Prittlebrook 1400943FULM - Local play facilities	C10804		15				15
S106 Former College 1000225FUL - Tree Replacement	C10207	11					11
S106 Garrison 0000777 Deposit - information boards	C10811	2					2
S106 Garrison 0000777 Deposit - Junior Play Area maintenance	C10812	10					10
S106 Garrison 0000777 Deposit - Toddler Play Area maintenance	C10815	6					6
S106 Garrison Park Store	C10188	1					1
S106 Lifstan Way 0000273 Out - Open Space Maintenance	C10269	10	72				82
S106 North Shoebury Road 0301504out - Public Art	C10819	74					74
S106 North Shoebury Road 0301504out - Shoebury Park Enhancement	C10205	72					72
S106 North Shoebury Road 0301504out - Shoebury Park Maintenance	C10820	27	45	231			303
S106 Sunlight Ldry 1400411FULM - Public Art	C10821	14					14
	Total Culture S106 Agreements	274	151	231			656

Scheme	Project code	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Current Budget £000
Barracuda Replacement	C10756	30					30
DEFRA Inspire III	C10640	4					4
Digitisation of Paper Records	C10896	1	45				46
ICT Priority Works	C10767		100				100
ICT - Core Application and Database Migration	C10895		75				75
ICT Capita One Enhancements/Developments	C10633	7					7
ICT - Childrens and Adults Social Care - Development of the Liquid Logic Case Management System	C10637	1,433	260				1,693
ICT Core Infrastructure	C10575	180					180
ICT - Central Government IT Security Compliance	C10898	35	115				150
ICT – Cyber Security/Public Services Network	New		40	40			80
ICT - Intelligence Hub	C10904	67	450				517
ICT - Digitally Enable the Council Offices	C10897	80	40				120
ICT - EDRMS Scanners	C10943	25					25
ICT Enterprise Agreement	C10636	280	345	345			970
ICT – Health and Social Care – GovRoam	New		20				20
ICT - Mobile Working and Enterprise Mobility	C10899	40	45				85
ICT - Phones Migration and Re-Tender	C10900	30	50				80
ICT Rolling Replacement Programme	C10576	200	250	250			700
ICT Southend and Schools Network Migration	C10912	20					20
ICT - Southend Network Monitoring Equipment	C10901	40	20				60
ICT - Upgrade of Capacity of Internet	C10902	150					150
ICT - Upgrade of Enterprise Resource Planning (ERP) System	C10903	75					75
ICT – Wide Area Network Enhancements	New		120				120
Income Management System	New		220				220
Mobile Device End Point Protection Replacement	C10768		90				90
Place - Culture - Hardware in Libraries	C10764	9					9
Place - Culture and Enterprise and Tourism - EPOS System	C10758	44					44
Replacement and Enhancement to Cash Receipting System	C10578		18				18
Software Licencing	C10426	349	400	400			1,149
Websense Replacement	C10770	30					30
Wireless Borough/City Deal	C10580	8	335				343
Total ICT Programme		3,137	3,038	1,035			7,210
Airport Business Park (including Local Growth Fund)	C10261	6,117	11,653	10,191	3,237		31,198
City Deal - Incubation Centre	C10668	34					34
Better Queensway - Regeneration	C10747	628	975	350			1,953
Housing Infrastructure Feasibility	New		250				250
Queensway - Ground Penetrating Radar	C10745	9					9
Resorts Assets	C10883	50					50
Total Enterprise, Tourism & Regeneration		6,838	12,878	10,541	3,237		33,494

Scheme	Project code	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Current Budget £000
Pier Hill Lifts Tower Leaks	C10856	1					1
Southend Pier - Bearing Refurbishment (Phase One)	C10885	500	500				1,000
Southend Pier - Condition Works Engineers	C10697	825	792	967			2,584
Southend Pier - Condition Works Surveyors	C10918	230	343	518			1,091
Southend Pier - Pier Entrance Enhancement	C10887	150	150				300
Southend Pier - Pier View Gallery	C10855	198					198
Southend Pier - Pier Pavilion Platform Detailed Design (Gateway Review One)	C10884	125	125				250
Southend Pier - Prince George Extension (Phase Two)	C10905	200	750	1,689			2,639
Southend Pier - Structural Works	NEW				500		500
Southend Pier - Timber Outer Pier Head	C10886	250	1,000	6,750			8,000
	Total Southend Pier	2,479	3,660	9,924	500		16,563
Cliff Slip Investigation Works	C10784	30	246				276
Coastal Defence (Shoebury Common Sea Defence Scheme)	C10011	50	200	3,795	200		4,245
Improving Resilience of the Borough to Flooding from Extreme Weather Events	C10888	125	125				250
Manor Road Cliff Stabilisation	New		100	225			325
Flood Prevention Works	New		1,125	1,125			2,250
Shoebury Common Regeneration	New		300				300
Southend Highway Flood Reduction and Resilience Improvement Scheme	C10921		565				565
Southend Shoreline Strategy	C10843	72					72
	Total Coastal Defence and Foreshore	277	2,661	5,145	200		8,283
Carriageways and Footways Improvements	C10786	1,007	1,000	1,000			3,007
Cinder Path	C10115		100	702			802
Gaist Highways Asset Management Project	C10785	20					20
Highways Maintenance - Potholes	C10588	102	65	65	65		297
Highways Planned Maintenance Investment	C10029	682					682
Improve Footway Condition Around Highway Trees	New		150	200			350
National Productivity Investment Fund	C10889	459					459
Prittlebrook Greenway - Undermining	C10923	75					75
Street Lighting Renewal	C10061	4,014					4,014
	Total Highways & Infrastructure	6,359	1,315	1,967	65		9,706

Scheme	Project code	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Current Budget £000
S106 22-23 The Leas 0700820FULM - bus service contribution	C10832	43					43
S106 Former Coll 0801062FULM - Transport Contribution	C10203	8					8
S106 Essex House 1500521FULM - bus stop improvement	C10793	3					3
S106 Premier Inn 1300835FULM - Bus Stop Improvement	C10653	5					5
S106 Former College 1500803BC4M - parking survey contribution	C10893	10					10
S106 285 Sutton Rd 1100087FULM - Highway Works	C10796	15					15
S106 Avenue Works 1401968AMDT - cycleway improvement	C10727	1					1
S106 Bellway Prittlebrook 1400943FULM - TRO Contribution	C10808	5					5
S106 High Works Shoe Garrison	C10213	2					2
S106 Albany Court 1500369AMDT - signage contribution	C10842	10					10
S106 Hinguar 1401672BC4M - highway contribution	C10851	5					5
S106 North Road and Salisbury Ave 1200056 - Highway Works Contribution	C10816	2					2
S106 Sunlight Ldry 1400411FULM - Highway Works	C10686	2					2
S106 Texsol Kenway 1500468FULM - highway	C10849	13					13
S106 Texsol Kenway 1500468FULM – public realm contribution	C10858	14					14
S106 Seec 0200500ful - Highway Works	C10073	104					104
S106 Univ H-Way0401561ful	C10196	4					4
Total Highways S106 Agreements		246					246
Car Park Infrastructure Improvements	C10787	104	200				304
Car Parks Upgrade	C10151	33					33
Coach Parking	New		250				250
Improved Car Park Signage and Guidance Systems	C10890	155	305	25			485
Parking Strategy	New		200				200
Total Parking Management		292	955	25			1,272
S38/S278 Airport 0901960 Fulm	C10275	20	80				100
S38 Bellway Homes 14/00943/fulm	C10746	7	78				85
S38 Old Hinguar School	C10859	7					7
S78 Bellway Homes 14/00943/fulm	C10730	7	3				10
S38 Fossetts Farm Bridleway	C10193	20	64				84
S38 Garrison NBP Road Supp Fee	C10267	9					9
S38 Inspection Magazine Rd	C10190	5					5
Total S38, S278 & S78 Agreements		75	225				300
CIL Ward NA – Chalkwell – Landscaping on Chalkwell	C10936	2					2
CIL Ward NA – Kursaal – Annual community event at Southchurch Hall	C10937	1					1
CIL Ward NA – Milton – Milton Park improvements	C10938	5					5
CIL Ward NA – Milton – Street signs	C10939	2					2
CIL Ward NA – Milton – Park Street replacement bollards	C10940	3					3
CIL Ward NA – St Laurence – Sign-Up (road sign cleaning)	C10941	1					1
CIL Ward NA – St Lukes – Cluny Sq Park improvements (5 a side goals/seating)	C10942	1					1
Total Community Infrastructure Levy		15					15

Scheme	Project code	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Current Budget £000
LTP (Integrated Transport block) - Bridge Strengthening	C10512	171	671	275	300		1,417
LTP (Integrated Transport block) - Better Sustainable Transport	C10384	200	600	400	400		1,600
LTP (Integrated Transport block) - Better Networks	C10671	163	664	400	400		1,627
LTP (Integrated Transport block) - Traffic Management Schemes	C10513	375	500	400	400		1,675
LTP (Integrated Transport block) - Traffic Control Systems	C10470	70	332	201	201		804
LTP - Maintenance	C10076	619	981	796	771		3,167
LTP - Maintenance - Street Lighting	C10708		150	50	50		250
Total Local Transport Plan		1,598	3,898	2,522	2,522		10,540
Local Growth Fund - A127 Growth Corridor	C10699	1,657	6,060	3,120	3,000		13,837
Local Growth Fund - Southend Central Area Action Plan (SCAAP) Growth Point (Non-Transport)	C10701		500	1,000	4,480		5,980
Local Growth Fund - Southend Central Area Action Plan (SCAAP) Growth Point (Transport)	C10702	1,925	2,275	2,000			6,200
Total Local Growth Fund		3,582	8,835	6,120	7,480		26,017
A127 Junction Improvements	C10553	102	300				402
HCA Progress Road	C10254	18					18
Southend Transport Model	C10058	30	40				70
Travel Centre - Bus Service Provision in the Town Centre	C10892	50					50
Total Transport		200	340				540
CCTV Equipment Renewal	C10894	20	400				420
Security Measures	New		500				500
Total Community Safety		20	900				920
S106 Audley Court 0200874 Ful - CCTV	C10276		10				10
S106 Garrison 0000777 Depost - CCTV	C10810		1				1
Total Community Safety S106 Agreements			11				11
Beecroft and Central Museum Energy Project	C10738	270					270
Civic Centre Boilers - Low Loss Header	C10676	20					20
Civic Centre CHP/Lifts Feasibility	C10930	5					5
Civic Centre Lifts Regeneration	C10931	33					33
Energy Efficiency Projects	C10788	33	765				798
LED Lighting - Civic Centre Underground Car Park	C10662	19					19
Old Beecroft Ground Source Heat Pump Feasibility	C10932	15					15
Pier Energy Efficiency Scheme	C10933	64					64
Real Time Air Quality Measurement - Feasibility	New		75				75
Solar PV Projects	C10789	35	924				959
Schools and Council Buildings Solar PV	C10740	106	214				320
Total Energy Saving		600	1,978				2,578
Total Department for Place		28,132	47,404	39,500	14,034		129,070
Total General Fund Capital Schemes		61,533	77,565	64,784	19,374		223,256

Scheme	Project code	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Current Budget £000
Housing Revenue Account (HRA)							
Bathroom Refurbishment	C10161	140	8				148
Central Heating	C10162	500	644				1,144
Common Areas Improvement	C10168	1,912	2,288				4,200
Environmental - H&S works	C10163	750	1,070				1,820
Kitchen Refurbishments	C10164	170	149				319
Rewiring	C10165	963					963
Roofs	C10166	450	316				766
Windows and Doors	C10167	530					530
Future Programme (MRA & Decent Homes)	C10298		3,170	6,200	6,200		15,570
	Total Decent Homes Programme	5,415	7,645	6,200	6,200		25,460
HRA Disabled Adaptations - Major Adaptations	C10015	515					515
HRA Disabled Adaptations - Minor Adaptations	C10257	50					50
	Total Council House Adaptions	565					565
Sheltered Housing DDA works	C10177	345					345
	Total Sheltered Housing Remodelling	345					345
S106 HRA Land Review	C10685	305	2,742				3,047
	Total S106 Funded HRA Projects	305	2,742				3,047
Construction of New Housing on HRA Land	C10684	65					65
Acquisition of leasehold property	C10909	115					115
Acquisition of tower block leaseholds - Queensway	C10614	90	410				500
	Total Other HRA	270	410				680
	Total HRA Capital Schemes	6,900	10,797	6,200	6,200		30,097
TOTAL PROPOSED CAPITAL PROGRAMME		68,433	88,362	70,984	25,574		253,353

Total Capital Programme 2018/19 to 2021/22: 184,920

General Fund Schemes Subject to External Funding Approval	Project code	2017/18 Budget £000	2018/19 Budget £000	2019/20 Budget £000	2020/21 Budget £000	2021/22 Budget £000	Total Current Budget £000
Forum II – SBC Match Funding to LGF	New		500	1,000	13,500	3,950	18,950
	Total Local Growth Fund		500	1,000	13,500	3,950	18,950
Total GF Schemes Subject to External Funding Approval			500	1,000	13,500	3,950	18,950

Southend-on-Sea Borough Council

Report of Corporate Management Team

to
Cabinet
on
18 January 2018

Agenda
Item No.

8

Report prepared by: Ian Ambrose
Group Manager, Financial Management

Fees & Charges 2018/19
All Scrutiny Committees
Executive Councillor: Councillor John Lamb
A Part 1 Public Agenda Item

1 Purpose of Report

To consider the detailed fees and charges for services in 2018/19 included in the budget proposals for 2018/19.

2 Recommendation

Cabinet are asked to recommend to Council

- 2.1 The proposed fees & charges for each Department as contained within the body of this report and the appendices.

3 Background

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

3.2 Members are asked to note

- 3.2.1 Allotments – in setting fees and charges for 2017/18, Council agreed proposals for increase in allotment charges to take effect for 2018/19, given the year-long notice period required before any increase can be made. Those pre-agreed increases will now be put into charge
- 3.2.2 Culture – new charges have been introduced for educational services and room hire at the Forum. Some redundant fees have also been removed.
- 3.2.3 Regulatory – a number of new charges are introduced for various licence renewals, amendments, variations and replacements.
- 3.2.4 Car Parking – there has been a rationalisation of time bands and season ticket options in seafront and central car parks.
- 3.2.5 Planning – the majority of planning fees are set by statute. The Government has confirmed its intention to increase these fees by 20% as from 17 January 2018.
- 3.2.6 General – the schedules show both the proposed monetary and percentage increase for each charge. Where a new charge is proposed, this is flagged accordingly.

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

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

4 Proposals for 2018/19

4.1 Proposals for fees and charges for 2018/19 are set out in the Appendices to this report.

Appendix 1 – Department for People

Appendix 2 – Department for Place

Appendix 3 – Department of the Chief Executive

5 Other Options

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

6 Reasons for Recommendations

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

7 Corporate Implications

7.1 Contribution to Council's Vision & Critical Priorities

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

7.2 Financial Implications

As set out in the body of the report. In addition the additional income yield has been factored into the proposed 2018/19 budget.

7.3 Legal Implications

None at this stage

7.4 People Implications

None at this stage

7.5 Property Implications

None at this stage

7.6 Consultation

The proposals contained in this report will be considered by the Scrutiny Committees and the Business Sector consultation meeting. Their observations and comments will be fed back to Cabinet for consideration before final recommendations are made to Council.

Wherever required public consultation will commence in time to ensure that the new fee structures can be in place for the start of the new financial year.

7.7 Equalities Impact Assessment

None at this stage

7.8 Risk Assessment

The key risks are:

Elasticity of demand for some services may mean that increases in fees & charges lead to a fall in income collected.

Some residents/service users may not be able to afford increases, so that the impact may fall disproportionately on those on low incomes.

Assumptions about increases for those items that are not set by the Council may not be correct.

7.9 Value for Money

In order to deliver value for money it is essential that the Council gets the right balance between charging for services and funding services from Council Tax.

7.10 Community Safety Implications

None at this stage

7.11 Environmental Impact

None at this stage

8 Background Papers

None

9 Appendices

Appendix 1 – Department for People

Appendix 2 – Department for Place

Appendix 3 – Department of the Chief Executive

**DRAFT
FEES AND CHARGES**

2018/19

	Description of Service	Basis of Charge	Net Charge	VAT	Gross 2017/18		Proposed Net	VAT	Proposed	Proposed Increase	
			2017/18	(20%)	Charge		Charge 2018/19	(20%)	Gross 2018/19	Gross Charge	
			£	£	£		£	£	£	£	%
1	Charge per day for lunch at day centres - main course	Third Party	3.00		3.00						
2	Charge per day for lunch at day centres - pudding	Third Party	1.00		1.00						
3	Charge for tea/snacks at day centres	Third Party	0.50		0.50						
4	Maximum charge to user per week for home care/daycare	Discretionary	Full Cost of Service								
5	Forecast average unit cost of all home care per hour	Discretionary	14.10		14.10		14.10		14.10	0.00	0.00%
6	Maximum charge per session (day) for day service	Discretionary	Full Cost of Service								
7	Transport - Return Trip per day	Discretionary	2.00		2.00		4.00		4.00	2.00	100.00%
8	Transport - Multiple Trip per day	Discretionary					5.00		5.00	5.00	NEW
9	Minimum client contrib for OP long stay res care per week	Statutory	131.48		131.48		137.60		137.60	6.12	4.65%
10	Minimum charge for adult long stay res care per week 18-24	Statutory	68.08		68.08		65.55		65.55	(2.53)	-3.72%
11	Minimum charge for adult long stay res care per week 25-59	Statutory	83.95		83.95		80.75		80.75	(3.20)	-3.81%
12	Administration Fee for Deferred Payment Scheme	Discretionary	525.00		525.00		535.00		535.00	10.00	1.90%

Notes:

- 1 - 3 1 - 3 Service transferred to Southend Care Ltd
9 Minimum charge set by DWP - final confirmation awaited
10 - 11 Please note the minimum charge for adult long stay res care 18-59 was frozen in 16/17 so did not increase in 17/18 and is not expected to increase in 18/19 hence the reduction back to 16/17 charge. This is not confirmed until November 2017.

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
Private Sector Housing Charges										
1	Mandatory Licence of House in Multiple Occupation - up to 6 lettings	Full Cost Recovery	900.00		900.00	920.00		920.00	20.00	2.22%
2	Mandatory Licence of House in Multiple Occupation - each additional letting	Full Cost Recovery	50.00		50.00	50.00		50.00	0.00	0.00%
3	Improvement Notice	Full Cost Recovery	550.00		550.00	560.00		560.00	10.00	1.82%
4	Energy Performance Certificate Enforcement	Full Cost Recovery	200.00		200.00	205.00		205.00	5.00	2.50%
5	Immigration Inspection - initial visit	Discretionary	175.00		175.00	180.00		180.00	5.00	2.86%
6	Immigration Inspection - each subsequent visit	Discretionary	60.00		60.00	60.00		60.00	0.00	0.00%
7	Hazard Awareness Notice	Full Cost Recovery	550.00		550.00	560.00		560.00	10.00	1.82%
8	Prohibition Order	Full Cost Recovery	550.00		550.00	560.00		560.00	10.00	1.82%
9	Emergency Prohibition Order	Full Cost Recovery	550.00		550.00	560.00		560.00	10.00	1.82%
10	Remedial Action Notice	Full Cost Recovery	550.00		550.00	560.00		560.00	10.00	1.82%
11	Emergency Remedial Action Notice	Full Cost Recovery	550.00		550.00	560.00		560.00	10.00	1.82%
12	Demolition Order	Full Cost Recovery	1,000.00		1,000.00	1,025.00		1,025.00	25.00	2.50%
13	Clearance Area	Full Cost Recovery	1,000.00		1,000.00	1,025.00		1,025.00	25.00	2.50%
14	Interim Management Order	Full Cost Recovery	1,250.00		1,250.00	1,275.00		1,275.00	25.00	2.00%
15	Each additional unit above 6 units	Full Cost Recovery	50.00		50.00	50.00		50.00	0.00	0.00%
16	Final Management Order	Full Cost Recovery	1,250.00		1,250.00	1,275.00		1,275.00	25.00	2.00%
17	Each additional unit above 6 units	Full Cost Recovery	50.00		50.00	50.00		50.00	0.00	0.00%
18	Interim Empty Dwelling Management Order	Full Cost Recovery	900.00		900.00	925.00		925.00	25.00	2.78%
19	Final Empty Dwelling Management Order	Full Cost Recovery	900.00		900.00	925.00		925.00	25.00	2.78%
20	Works in Default undertaken	Full Cost Recovery	30% of cost of works in default							
21	Court of Protection Assistance (charged per hour)	Third Party	35.00		35.00	35.00		35.00	0.00	0.00%
22	Monetary Penalty for failure to join an Ombudsman Scheme under the Redress Schemes for Lettings Agency and Property Management Work (England) Order 2014	Statutory	Up to £5,000		Up to £5,000	Up to £5,000		Up to £5,000		
23	Monetary Penalty for failure to comply with requirement to install smoke or carbon monoxide alarms under The Smoke and Carbon Monoxide Alarm (England) Regulations 2015	Statutory	Up to £5,000		Up to £5,000	Up to £5,000		Up to £5,000		
24	Interest charged by Private Sector Housing on outstanding fees	Statutory	Statutory Interest (8%) + Base Rate							

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

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
ATHLETICS										
1	Southend Athletics Club - season (2 evenings & Sunday a.m.)	Discretionary	3,120.00		3,120.00	3,182.00		3,182.00	62.00	1.99%
2	SLTC (Monday - Friday half day)	Discretionary	116.67	23.33	140.00	119.00	23.80	142.80	2.80	2.00%
3	SLTC (Monday - Friday evening)	Discretionary	90.83	18.17	109.00	92.67	18.53	111.20	2.20	2.02%
4	SLTC (Weekend, half day rate)	Discretionary	179.17	35.83	215.00	182.75	36.55	219.30	4.30	2.00%
5	SLTC (Per Hour up to Max 2 hours)	Discretionary	30.00	6.00	36.00	30.67	6.13	36.80	0.80	2.22%
6	SLTC (Monday - Friday 1 Hour)	Discretionary	24.00	4.80	28.80	24.50	4.90	29.40	0.60	2.08%
7	SLTC - Flood lights (per hour)	Discretionary	18.75	3.75	22.50	19.17	3.83	23.00	0.50	2.22%
8	SLTC – Equipment (hurdles, high jump, pole vault)	Discretionary	39.17	7.83	47.00	39.96	7.99	47.95	0.95	2.02%
9	SLTC - Pit Area, Hurdles, Misc. (Charges Per Area)	Discretionary	6.67	1.33	8.00	6.83	1.37	8.20	0.20	2.50%
10	SLTC - Casual Adult	Discretionary	3.17	0.63	3.80	3.25	0.65	3.90	0.10	2.63%
11	SLTC - Casual Junior & Concession	Discretionary	1.50	0.30	1.80	1.54	0.31	1.85	0.05	2.78%
12	SLTC - School track hire - 1 hour	Discretionary				20.58	4.12	24.70	24.70	NEW
13	SLTC - School track hire - half day rate	Discretionary				61.67	12.33	74.00	74.00	NEW
14	SLTC - School track hire - full day rate	Discretionary				112.83	22.57	135.40	135.40	NEW
BOWLS (PARKS)										
15	Season Ticket 7 day Resident	Discretionary	132.50	26.50	159.00	140.00	28.00	168.00	9.00	5.66%
16	Season Ticket 7 day Resident - Advantage Card C	Discretionary	66.67	13.33	80.00	70.00	14.00	84.00	4.00	5.00%
17	Season Ticket 7 day Resident Senior (State Pensionable Age)	Discretionary	85.83	17.17	103.00	90.00	18.00	108.00	5.00	4.85%
18	Season Ticket 7 day Resident Senior (State Pensionable Age) Advantage Card C	Discretionary	42.50	8.50	51.00	44.58	8.92	53.50	2.50	4.90%
19	Season Ticket Non Resident	Discretionary	154.17	30.83	185.00	162.08	32.42	194.50	9.50	5.14%
20	Season Ticket Non Resident (State Pensionable Age)	Discretionary	118.33	23.67	142.00	124.17	24.83	149.00	7.00	4.93%
50% discount for first time season ticket holder										
21	Season Ticket 7 day Resident	Discretionary	66.67	13.33	80.00	70.00	14.00	84.00	4.00	5.00%
22	Season Ticket 7 day Resident - Advantage Card C	Discretionary	33.33	6.67	40.00	35.00	7.00	42.00	2.00	5.00%
23	Season Ticket 7 day Resident Senior (State Pensionable Age)	Discretionary	42.50	8.50	51.00	44.58	8.92	53.50	2.50	4.90%
24	Season Ticket 7 day Resident Senior (State Pensionable Age) Advantage Card C	Discretionary	21.67	4.33	26.00	22.92	4.58	27.50	1.50	5.77%
25	Season Ticket Non Resident	Discretionary	77.08	15.42	92.50	80.83	16.17	97.00	4.50	4.86%
26	Season Ticket Non Resident (State Pensionable Age)	Discretionary	59.17	11.83	71.00	62.08	12.42	74.50	3.50	4.93%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
Other Bowls Charges										
27	Cadet Season Ticket Resident 16 & under	Discretionary	25.00	5.00	30.00	26.25	5.25	31.50	1.50	5.00%
28	Cadet Season Ticket Resident 16 & under - Advantage Card C	Discretionary	12.08	2.42	14.50	12.67	2.53	15.20	0.70	4.83%
29	Cadet Season Ticket Non Resident 16 & under	Discretionary	35.83	7.17	43.00	37.50	7.50	45.00	2.00	4.65%
30	Per Hour (per person)	Discretionary	3.75	0.75	4.50	3.92	0.78	4.70	0.20	4.44%
31	Per Hour (per person)-Advantage Card AB	Discretionary	3.33	0.67	4.00	3.50	0.70	4.20	0.20	5.00%
32	Per Hour (per person)-Advantage Card C	Discretionary	2.08	0.42	2.50	2.17	0.43	2.60	0.10	3.87%
33	Per Hour 16 and Under (per person)	Discretionary	1.00	0.20	1.20	1.08	0.22	1.30	0.10	8.61%
34	Per Hour 16 and Under (per person) Advantage Card AB	Discretionary	1.00	0.20	1.20	1.08	0.22	1.30	0.10	8.61%
35	Per Hour 16 and Under (per person) Advantage Card C	Discretionary	0.58	0.12	0.70	0.67	0.13	0.80	0.10	14.29%
36	Two Hour Game (Per Person)	Discretionary	7.00	1.40	8.40	7.50	1.50	9.00	0.60	7.14%
37	Two Hour Game (Per Person)- Advantage Card AB	Discretionary	6.42	1.28	7.70	6.67	1.33	8.00	0.30	3.85%
38	Two Hour Game (Per Person)- Advantage Card C	Discretionary	3.50	0.70	4.20	3.75	0.75	4.50	0.30	7.14%
39	Rink hire - Visiting Club (2 hour maximum)	Discretionary	15.67	3.13	18.80	16.25	3.25	19.50	0.70	3.72%
40	County Matches - Visiting Club - No charge	Discretionary								
41	Member of visiting club (per game) (collected by host club)	Discretionary	3.17	0.63	3.80	3.33	0.67	4.00	0.20	5.26%
42	Annual license fee per bowling green (22 weeks)	Discretionary	5,306.00		5,306.00	5,570.00		5,570.00	264.00	4.98%
CRICKET										
43	Cat A (season every Saturday/Sunday)	Discretionary	3,305.00		3,305.00	3,371.00		3,371.00	66.00	2.00%
44	Cat A (season every Saturday/Sunday) with Council pavilion	Discretionary	4,070.00		4,070.00	4,151.00		4,151.00	81.00	1.99%
45	Cat B (season every Saturday/Sunday)	Discretionary	2,093.00		2,093.00	2,135.00		2,135.00	42.00	2.01%
46	Cat A (season every weekday - 1 day)	Discretionary	2,661.00		2,661.00	2,714.00		2,714.00	53.00	1.99%
47	Cat A (season every weekday - 1 day) with Council pavilion	Discretionary	2,789.00		2,789.00	2,845.00		2,845.00	56.00	2.01%
48	CAT B (season every weekday - 1 day)	Discretionary	1,412.00		1,412.00	1,440.00		1,440.00	28.00	1.98%
49	Cat A (season every weekday - 1 evening)	Discretionary	1,412.00		1,412.00	1,440.00		1,440.00	28.00	1.98%
50	Cat A (season every weekday - 1 evening) with Council Pavilion	Discretionary	1,422.00		1,422.00	1,450.50		1,450.50	28.50	2.00%
51	Cat B (season every weekday - 1 evening)	Discretionary	921.00		921.00	939.50		939.50	18.50	2.01%
52	Cat A (casual all day - 11.00 a.m.)	Discretionary	165.83	33.17	199.00	168.75	33.75	202.50	3.50	1.76%
53	Cat A (casual all day - 11.00 a.m.) with Council pavilion	Discretionary	174.17	34.83	209.00	177.50	35.50	213.00	4.00	1.91%
54	Cat B (casual all day - 11 a.m.)	Discretionary	130.83	26.17	157.00	133.33	26.67	160.00	3.00	1.91%
55	Cat A (casual half day - 2.00 p.m.)	Discretionary	126.67	25.33	152.00	129.17	25.83	155.00	3.00	1.97%
56	Cat A (casual half day - 2.00 p.m.) with Council pavilion	Discretionary	130.83	26.17	157.00	133.33	26.67	160.00	3.00	1.91%
57	Cat B (casual half day - 2.00 p.m.)	Discretionary	88.33	17.67	106.00	90.00	18.00	108.00	2.00	1.89%
58	Cat A (casual evening - 6.00 p.m.)	Discretionary	63.75	12.75	76.50	65.00	13.00	78.00	1.50	1.96%
59	Cat A (casual evening - 6.00 p.m.) with Council pavilion	Discretionary	69.17	13.83	83.00	70.83	14.17	85.00	2.00	2.41%
60	Cat B (casual evening - 6.00 p.m.)	Discretionary	44.17	8.83	53.00	45.00	9.00	54.00	1.00	1.89%
61	Cat A (casual Sunday & Bank Holiday afternoon)	Discretionary	165.83	33.17	199.00	169.17	33.83	203.00	4.00	2.01%
62	Cat A (casual Sunday & Bank Holiday afternoon) with Council	Discretionary	174.17	34.83	209.00	177.50	35.50	213.00	4.00	1.91%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
63	Cat B (casual Sunday & Bank Holiday afternoon)	Discretionary	140.00	28.00	168.00	142.50	28.50	171.00	3.00	1.79%
64	Cat A (casual Sunday & Bank Holiday all day)	Discretionary	213.33	42.67	256.00	217.50	43.50	261.00	5.00	1.95%
65	Cat A (casual Sunday & Bank Holiday all day) with Council pavilion	Discretionary	130.83	26.17	157.00	133.33	26.67	160.00	3.00	1.91%
66	Cat B (casual Sunday & Bank Holiday all day)	Discretionary	174.17	34.83	209.00	177.50	35.50	213.00	4.00	1.91%
67	Cricket Pitch junior practice (half day)	Discretionary	25.00	5.00	30.00	25.83	5.17	31.00	1.00	3.33%
68	Cat A (Sunday a.m. youth on Saturday wicket)	Discretionary	35.00	7.00	42.00	35.83	7.17	43.00	1.00	2.38%
69	Cat B (Sunday a.m. youth on Saturday wicket)	Discretionary	29.17	5.83	35.00	30.00	6.00	36.00	1.00	2.86%
70	Chalkwell Park artificial wicket (casual)	Discretionary	28.33	5.67	34.00	29.17	5.83	35.00	1.00	2.94%
71	Artificial wicket (season)	Discretionary	1,963.00		1,963.00	2,002.00		2,002.00	39.00	1.99%
GOLF										
72	18 Holes (Monday-Friday)	Discretionary	15.00	3.00	18.00	15.42	3.08	18.50	0.50	2.78%
73	18 Holes (Monday-Friday) Advantage Card AB	Discretionary	13.50	2.70	16.20	14.17	2.83	17.00	0.80	4.94%
74	18 Holes (Monday-Friday) Advantage Card C	Discretionary	12.00	2.40	14.40	12.50	2.50	15.00	0.60	4.17%
75	Twilight (Monday - Friday) 9 holes	Discretionary	7.50	1.50	9.00	8.33	1.67	10.00	1.00	11.11%
76	18 Holes (Saturday, Sunday & Bank Holidays)	Discretionary	18.75	3.75	22.50	19.17	3.83	23.00	0.50	2.22%
77	18 Holes (Saturday, Sunday & Bank Holidays)-Advantage Card AB	Discretionary	16.83	3.37	20.20	17.92	3.58	21.50	1.30	6.44%
78	18 Holes (Saturday, Sunday & Bank Holidays)-Advantage Card C	Discretionary	13.58	2.72	16.30	16.25	3.25	19.50	3.20	19.63%
79	Twilight (Saturday, Sunday & Bank Holidays) 9 Holes	Discretionary	9.33	1.87	11.20	9.58	1.92	11.50	0.30	2.68%
80	18 Holes (Monday-Friday Senior)	Discretionary	10.00	2.00	12.00	10.42	2.08	12.50	0.50	4.17%
81	18 Holes (Monday-Friday 18 and Under)	Discretionary	8.33	1.67	10.00	8.33	1.67	10.00	0.00	0.00%
82	18 Holes (Monday-Friday Senior) Advantage Card AB	Discretionary	9.00	1.80	10.80	9.58	1.92	11.50	0.70	6.48%
83	18 Holes (Monday-Friday 18 and Under) Advantage Card AB	Discretionary	7.50	1.50	9.00	7.50	1.50	9.00	0.00	0.00%
84	18 Holes (Monday-Friday Senior) Advantage Card C	Discretionary	8.00	1.60	9.60	8.33	1.67	10.00	0.40	4.17%
85	18 Holes (Monday-Friday 18 and Under) Advantage Card C	Discretionary	6.67	1.33	8.00	6.67	1.33	8.00	0.00	0.00%
86	Twilight 9 Holes (Monday-Friday Senior)	Discretionary	7.50	1.50	9.00	7.50	1.50	9.00	0.00	0.00%
87	Twilight 9 Holes (Monday-Friday 18 and Under)	Discretionary	7.50	1.50	9.00	7.50	1.50	9.00	0.00	0.00%
88	Off Peak (Monday-Friday)	Discretionary	11.67	2.33	14.00	12.08	2.42	14.50	0.50	3.57%
89	Off Peak (Saturday, Sunday & Bank Holidays)	Discretionary	17.08	3.42	20.50	17.50	3.50	21.00	0.50	2.44%
90	Off Peak (Monday - Friday, Senior/ 18 and Under)	Discretionary	8.08	1.62	9.70	8.33	1.67	10.00	0.30	3.09%
91	Lesson Ticket	Discretionary	1.75	0.35	2.10	1.83	0.37	2.20	0.10	4.76%
92	Lesson Ticket (Golf Foundation Under 18)	Discretionary	0.92	0.18	1.10	1.00	0.20	1.20	0.10	9.09%
93	Lesson Ticket (Golf Foundation Under 18)-Advantage Card AB	Discretionary	0.67	0.13	0.80	0.83	0.17	1.00	0.20	25.00%
94	Lesson Ticket (Golf Foundation Under 18)-Advantage Card C	Discretionary	0.50	0.10	0.60	0.67	0.13	0.80	0.20	33.33%
95	Practice Ticket	Discretionary	2.08	0.42	2.50	2.08	0.42	2.50	0.00	0.00%
96	Season Ticket 7 Day Resident	Discretionary	606.67	121.33	728.00	606.67	121.33	728.00	0.00	0.00%
97	Season Ticket 7 Day Resident Advantage Card C	Discretionary	533.33	106.67	640.00	533.33	106.67	640.00	0.00	0.00%
98	Season Ticket 7 Day Non-Resident	Discretionary	653.33	130.67	784.00	653.33	130.67	784.00	0.00	0.00%

	Description of Service	Basis of Charge	Net Charge	VAT	Gross 2017/18	Proposed Net	VAT	Proposed	Proposed Increase	
			2017/18	(20%)	Charge	Charge 2018/19	(20%)	Gross 2018/19	Gross Charge	
			£	£	£	£	£	£	£	%
99	Season Ticket 5 Day Resident before 5.00 pm Senior (State Pensionable Age)	Discretionary	303.33	60.67	364.00	303.33	60.67	364.00	0.00	0.00%
100	Season Ticket 5 Day Resident before 5.00 pm Senior (State Pensionable Age) -Advantage Card C	Discretionary	260.00	52.00	312.00	260.00	52.00	312.00	0.00	0.00%
101	Season Ticket 5 Day Non-Resident before 5.00 pm Senior (State Pensionable Age)	Discretionary	382.50	76.50	459.00	382.50	76.50	459.00	0.00	0.00%
102	Season Ticket 5 Day Resident	Discretionary	410.83	82.17	493.00	410.83	82.17	493.00	0.00	0.00%
103	Season Ticket 5 Day Resident Advantage Card C	Discretionary	365.83	73.17	439.00	365.83	73.17	439.00	0.00	0.00%
104	Season Ticket 5 Day Non-Resident	Discretionary	447.50	89.50	537.00	447.50	89.50	537.00	0.00	0.00%
105	Season Ticket Student Under 18's	Discretionary	73.33	14.67	88.00	73.33	14.67	88.00	0.00	0.00%
106	Locker Rent (per annum)	Discretionary	11.25	2.25	13.50	25.00	5.00	30.00	16.50	122.22%
107	Block Booking for 2 hours	Discretionary	121.67	24.33	146.00	121.67	24.33	146.00	0.00	0.00%
108	Block Booking (home clubs) for 2 hours	Discretionary	41.67	8.33	50.00	41.67	8.33	50.00	0.00	0.00%
109	Tee Reservation (Annual School Championship)	Discretionary	15.00	3.00	18.00	15.00	3.00	18.00	0.00	0.00%
110	Pitch & Putt (per round) Adult	Discretionary	2.67	0.53	3.20	2.75	0.55	3.30	0.10	3.12%
111	Pitch & Putt (per round) Adult Advantage Card AB	Discretionary	2.42	0.48	2.90	2.50	0.50	3.00	0.10	3.45%
112	Pitch & Putt (per round) Adult Advantage Card C	Discretionary	2.17	0.43	2.60	2.25	0.45	2.70	0.10	3.85%
113	Pitch & Putt (per round) Child	Discretionary	1.75	0.35	2.10	1.83	0.37	2.20	0.10	4.76%
114	Pitch & Putt (per round) Child Advantage Card AB	Discretionary	1.58	0.32	1.90	1.67	0.33	2.00	0.10	5.26%
115	Pitch & Putt (per round) Child Advantage Card C	Discretionary	1.42	0.28	1.70	1.50	0.30	1.80	0.10	5.88%
	RUGBY									
116	Cat A (Season - Warners/Westbarrow)	Discretionary	2,960.00		2,960.00	3,019.00		3,019.00	59.00	1.99%
117	Cat A (casual)	Discretionary	105.00	21.00	126.00	107.08	21.42	128.50	2.50	1.98%
118	Under 13's – Under 19's on 'Senior Pitch' Sunday Season	Discretionary	1,092.00		1,092.00	1,114.00		1,114.00	22.00	2.01%
119	Under 13's – Under 19's on 'Senior Pitch' Sunday Casual	Discretionary	39.17	7.83	47.00	40.00	8.00	48.00	1.00	2.13%
120	Mini Rugby – on Senior Pitches	Discretionary	168.00		168.00	171.50		171.50	3.50	2.08%
	FOOTBALL									
121	Cat A (season 28 weeks - weekday)	Discretionary	1,745.00		1,745.00	1,780.00		1,780.00	35.00	2.01%
122	Cat B (season 28 weeks - weekday)	Discretionary	1,126.00		1,126.00	1,150.00		1,150.00	24.00	2.13%
123	Cat C (season 28 weeks - weekday)	Discretionary	1,053.00		1,053.00	1,075.00		1,075.00	22.00	2.09%
124	Cat A (season 28 weeks - Saturday/Sunday)	Discretionary	2,051.00		2,051.00	2,092.00		2,092.00	41.00	2.00%
125	Cat B (season 28 weeks - Saturday/Sunday)	Discretionary	1,383.00		1,383.00	1,410.00		1,410.00	27.00	1.95%
126	Cat C (season 28 weeks - Saturday/Sunday)	Discretionary	1,154.00		1,154.00	1,177.00		1,177.00	23.00	1.99%
127	Cat A (casual)	Discretionary	94.17	18.83	113.00	96.00	19.20	115.20	2.20	1.95%
128	Cat B (casual)	Discretionary	56.50	11.30	67.80	57.67	11.53	69.20	1.40	2.06%
129	Cat C (casual)	Discretionary	43.33	8.67	52.00	45.00	9.00	54.00	2.00	3.85%
130	Youth Commemoration/Jones Memorial Grounds (season - under 18)	Discretionary	717.00		717.00	731.50		731.50	14.50	2.02%
131	Youth Commemoration/Jones Memorial Grounds (casual- under 18)	Discretionary	35.67	7.13	42.80	36.42	7.28	43.70	0.90	2.10%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
132	Youth Commemoration/Jones Memorial Grounds (season - under 16)	Discretionary	655.00		655.00	668.00		668.00	13.00	1.98%
133	Youth Commemoration/Jones Memorial Grounds (casual- under 16)	Discretionary	26.00	5.20	31.20	26.50	5.30	31.80	0.60	1.92%
134	Youth Commemoration/Jones Memorial Grounds (season - under 11)	Discretionary	332.00		332.00	338.60		338.60	6.60	1.99%
135	Youth Commemoration/Jones Memorial Grounds (casual - under 11)	Discretionary	12.92	2.58	15.50	13.17	2.63	15.80	0.30	1.94%
136	Southchurch Park Arena (Southend Manor) Season and training	Discretionary	5,272.00		5,272.00	5,377.50		5,377.50	105.50	2.00%
137	Mini soccer (season 28 weeks)	Discretionary	332.00		332.00	338.60		338.60	6.60	1.99%
138	Casual	Discretionary	12.92	2.58	15.50	13.17	2.63	15.80	0.30	1.94%
SYNTHETIC PITCH- WARNERS PARK										
139	Pitch per hour	Discretionary	50.00	10.00	60.00	51.00	10.20	61.20	1.20	2.00%
140	Floodlighting per hour	Discretionary	11.50	2.30	13.80	11.75	2.35	14.10	0.30	2.17%
TENNIS (Outdoor Courts Priory and Chalkwell)										
141	Annual Pass per household	Discretionary	25.00	5.00	30.00	25.00	5.00	30.00	0.00	0.00%
142	Annual Pass per household Advantage Card A,B,C	Discretionary	22.92	4.58	27.50	22.92	4.58	27.50	0.00	0.00%
PARK OR SITE EVENT HIRE										
143	Charity and Community Small	Discretionary	65.00		65.00	65.00		65.00	0.00	0.00%
144	Charity and Community Medium	Discretionary	91.00		91.00	120.00		120.00	29.00	31.87%
145	Charity and Community Large	Discretionary	127.50		127.50	200.00		200.00	72.50	56.86%
146	Commercial Small	Discretionary	293.00		293.00	350.00		350.00	57.00	19.45%
147	Commercial Medium	Discretionary	584.00		584.00	600.00		600.00	16.00	2.74%
148	Commercial Large	Discretionary	1,167.00		1,167.00	1,200.00		1,200.00	33.00	2.83%
149	Standpipe for Small Event	Discretionary	20.00		20.00	25.00		25.00	5.00	25.00%
150	Standpipe for Medium Event	Discretionary	38.00		38.00	43.00		43.00	5.00	13.16%
151	Standpipe for Large Event	Discretionary	60.00		60.00	65.00		65.00	5.00	8.33%
OTHER EVENTS										
152	Bandstand -Priory Park 2 hour performance and 2 hour set up fee	Discretionary	108.00		108.00	110.00		110.00	2.00	1.85%
153	Outdoor Fitness Classes Annual Permit	Discretionary	165.00		165.00	170.00		170.00	5.00	3.03%
154	Partnership events with the Council free of charge	Discretionary								

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
MISCELLANEOUS										
155	Key deposit (refundable)	Discretionary	10.00		10.00	10.00		10.00	0.00	0.00%
156	Donated Trees	Discretionary	159.00		159.00	160.00		160.00	1.00	0.63%
157	Plaque for Donated Item	Discretionary	134.00		134.00	135.00		135.00	1.00	0.75%
158	Plaque for Donated Items - Advantage Card ABC	Discretionary	120.00		120.00	120.00		120.00	0.00	0.00%
159	Donated Wooden Seats & Plaques	Discretionary	825.00		825.00	842.00		842.00	17.00	2.06%
160	Donated Wooden Seats & Plaques Advantage Card ABC	Discretionary	744.00		744.00	760.00		760.00	16.00	2.15%
161	Donated Metal Seats & Plaques	Discretionary	946.00		946.00	965.00		965.00	19.00	2.01%
162	Donated Metal Seats & Plaques Advantage Card ABC	Discretionary	850.00		850.00	870.00		870.00	20.00	2.35%
163	Donated Seats – Cliffs Gardens & Prittlewell Square	Discretionary	1,046.00		1,046.00	1,100.00		1,100.00	54.00	5.16%
164	Donated Seats – Cliffs Gardens & Prittlewell Square Advantage Card ABC	Discretionary	942.00		942.00	1,000.00		1,000.00	58.00	6.16%
158	Donated Seat and Plaque - Rustic Bench	Discretionary	1,249.00		1,249.00	1,275.00		1,275.00	26.00	2.08%
159	Donated Seat and Plaque - Rustic Bench Advantage Card ABC	Discretionary	1,134.00		1,134.00	1,160.00		1,160.00	26.00	2.29%
SPONSORED ITEMS										
160	Play equipment, sculpture, flower beds, shrubs, specimen tree planting - by negotiation	Discretionary								
ADVANTAGE CARDS										
161	Advantage Card: Resident Adult Category A	Discretionary	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%
162	Resident Under 17/Senior (State Pensionable Age)/Student Category B	Discretionary	2.50	0.50	3.00	2.50	0.50	3.00	0.00	0.00%
163	Resident Adult Low Income Category C	Discretionary	0.83	0.17	1.00	0.83	0.17	1.00	0.00	0.00%
164	Resident Under 17/Senior (State Pensionable Age)/Student Low Income Category C	Discretionary	0.83	0.17	1.00	0.83	0.17	1.00	0.00	0.00%
165	Family (1 adult, all children) Category A	Discretionary	7.50	1.50	9.00	7.50	1.50	9.00	0.00	0.00%
166	Family (2 adults, all children) Category A	Discretionary	10.00	2.00	12.00	10.00	2.00	12.00	0.00	0.00%
ACCESS GATES										
167	Access Gate Licence (5 years) for gate from private property onto	Discretionary	37.00		37.00	38.00		38.00	1.00	2.70%
FLORISTRY										
168	All Arrangements	Discretionary								

Each order based on current market price of cut flowers at time of sale.

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
MUSEUM – SERVICE FEES										
Venue Hire - Priory & Southchurch										
169	Commercial Organisation per 4 hour session (6pm – 10pm)	Discretionary	500.00		500.00					
170	Daytime charge 9am - 5pm	Discretionary				1,000.00		1,000.00	1,000.00	NEW
171	Voluntary Sector / Charity per 4 hour session (6pm – 10pm)	Discretionary	416.00		416.00					
172	Daytime charge 9am - 5pm	Discretionary				800.00		800.00	800.00	NEW
173	Additional Hour 10pm - 11:30pm	Discretionary	160.00		160.00	160.00		160.00	0.00	0.00%
174	Central Museum and Beecroft Art Gallery - Weekdays cultural, educational & charitable purposes, per hour (or part)	Discretionary	25.00		25.00	30.00		30.00	5.00	20.00%
175	One Mayoral Charity Function Per Annum – Free of Charge.	Discretionary								
Weddings/Civic Ceremonies (Southchurch Hall)										
185	Tues, Wed, Thur	Discretionary	400.00		400.00	400.00		400.00	0.00	0.00%
186	Saturdays	Discretionary	600.00		600.00	600.00		600.00	0.00	0.00%
Weddings/Civil Ceremonies (Priory)										
187	Tues, Wed, Thur before 18:00 hrs	Discretionary	975.00		975.00	975.00		975.00	0.00	0.00%
188	Tues, Wed, Thur 18:00 to 22:00 hrs	Discretionary	1,300.00		1,300.00	1,300.00		1,300.00	0.00	0.00%
189	Friday & Saturday before 18:00 hrs	Discretionary	1,500.00		1,500.00	1,500.00		1,500.00	0.00	0.00%
190	Friday & Saturday 18:00 to 22:00 hrs	Discretionary	2,100.00		2,100.00	2,100.00		2,100.00	0.00	0.00%
190	Deposit	Discretionary	150.00		150.00	150.00		150.00	0.00	0.00%
Beecroft Art Gallery Fees										
191	Lecture Theatre (<i>Commercial organisations and Public Meetings held by Political Parties – per hour</i>)	Discretionary	42.00		42.00	45.00		45.00	3.00	7.14%
192	Lecture Theatre (<i>Other organisations and Non-Public Meetings of Political Parties – per hour</i>) - 30% Discount	Discretionary	26.00		26.00	31.50		31.50	5.50	21.15%
Meeting Rooms										
193	Commercial organisations and Public Meetings held by Political Parties – per hour daytime till 5pm	Discretionary				30.00		30.00	30.00	NEW
194	Other organisations and Non-Public Meetings of Political Parties – per hour daytime till 5pm - 30% Discount	Discretionary				21.00		21.00	21.00	NEW
195	Commercial etc 6pm - 10pm and Sundays	Discretionary				35.00		35.00	35.00	NEW
196	Other organisations etc 6pm -10pm and Sundays	Discretionary				30.00		30.00	30.00	NEW
197	Private View - first 2 hours	Discretionary	77.00		77.00	80.00		80.00	3.00	3.90%
198	Private view - subsequent hours per hour	Discretionary	27.00		27.00	30.00		30.00	3.00	11.11%
199	Sale of works commission (30%)	Discretionary								
200	Open exhibition entry fee, 1 work	Discretionary	7.00		7.00	7.00		7.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
201	Open exhibition entry fee, 2 works	Discretionary	12.00		12.00	12.00		12.00	0.00	0.00%
202	Open exhibition entry fee, 3 works	Discretionary	16.00		16.00	16.00		16.00	0.00	0.00%
Planaterium Fees										
203	Single Adult	Discretionary	4.17	0.83	5.00	5.00	1.00	6.00	1.00	20.00%
204	Single Child/OAP	Discretionary	3.33	0.67	4.00	3.50	0.70	4.20	0.20	5.00%
205	Family Ticket (2 adults & 3 children)	Discretionary	13.33	2.67	16.00	15.00	3.00	18.00	2.00	12.50%
206	Groups (10 or more) Adult	Discretionary	3.42	0.68	4.10	4.00	0.80	4.80	0.70	17.07%
207	Groups (10 or more) Child	Discretionary	2.50	0.50	3.00	3.00	0.60	3.60	0.60	20.00%
208	Evening Booking Surcharge (for groups)	Discretionary				21.50	4.30	25.80	25.80	NEW
Other Charges										
209	General Admissions - Free	Discretionary			No Charge			No Charge		
210	Special exhibitions & events (including Sundays)	Discretionary			Market Rate			Market Rate		
211	Historic Buildings and Monuments Records searches	Discretionary				65.00	13.00	78.00	78.00	NEW
212	General Museum Enquiries (in-depth enquiries which requires substantial staff input)	Discretionary	21.25	4.25	25.50	£30 first hour plus £10 each subsequent hour				
Education Fees										
213	School group single session or planetarium - 16 up to 30 children	Discretionary				120.00		120.00	120.00	NEW
214	School group single session or planetarium - up to 15 children	Discretionary				60.00		60.00	60.00	NEW
215	School group two session per child per class up to 30 (1 handling activity & Planetarium)	Discretionary				150.00		150.00	150.00	NEW
216	School group two session per child per class up 15 (1 handling activity & Planetarium)	Discretionary				75.00		75.00	75.00	NEW
217	School group three session per class up to 30 (1 handling activity, Planetarium & Walk)	Discretionary				180.00		180.00	180.00	NEW
218	School group three session per class up to 15 (1 handling activity, Planetarium & Walk)	Discretionary				90.00		90.00	90.00	NEW
219	School loans, per 3 boxes per month	Discretionary			Market Rate			£10.00 for 2 weeks		
220	School Outreach -Single Session up to 30 per class	Discretionary				180.00		180.00	180.00	NEW
221	School Outreach -Single session up to 15 per class	Discretionary				90.00		90.00	90.00	NEW
222	Outreach talks up to an hour, minimum 10people at Museum	Discretionary				250.00		250.00	250.00	NEW
223	Outreach talks up to an hour minimum 10 people at another venue	Discretionary				400.00		400.00	400.00	NEW
224	Seafront Walks	Discretionary				5.00		5.00	5.00	NEW
225	Research/Enquiries re WW1 and WW2 per hour	Discretionary				£30 first hour plus £10 each subsequent hour				

Description of Service	Basis of Charge	Net Charge	VAT	Gross 2017/18	Proposed Net	VAT	Proposed	Proposed Increase		
		2017/18	(20%)	Charge	Charge 2018/19	(20%)	Gross 2018/19	Gross Charge		
		£	£	£	£	£	£	£	£	%
CHARGES FOR PHOTOGRAPHY										
224	Computer Database photos (SID) printouts – per image	Discretionary		Market Rate		Market Rate				
225	A4 printout from SID – per image on photographic paper	Discretionary		Market Rate		Market Rate				
226	Scanned images on CD from originals – per image	Discretionary		Market Rate		Market Rate				
PHOTOGRAPHIC REPRODUCTION CHARGES- COMMERCIAL										
227	For book jackets/covers	Discretionary		Market Rate		Market Rate				
228	For book/magazine illustrations	Discretionary		Market Rate		Market Rate				
Cliff Lift Return Journey										
229	Adult - delete	Discretionary	0.83	0.17	1.00					
230	Child / Concession - delete	Discretionary	0.42	0.08	0.50					
231	Family Ticket (5 people, min 1 child) - delete	Discretionary	2.08	0.42	2.50					
230	One journey in either direction	Discretionary				0.50		0.50	0.50	NEW
LIBRARY SERVICE FEES										
Reservations – each item reserved on adult ticket										
231	Reservations – each item reserved on adult ticket by staff	Discretionary	1.00		1.00	1.00		1.00	0.00	0.00%
232	Charge for obtaining items not on ELAN and not suitable for purchase	Discretionary	7.00		7.00	7.00		7.00	0.00	0.00%
233	Items obtained from the British Library	Discretionary	22.00		22.00	22.00		22.00	0.00	0.00%
234	Renewals of British Library Loans	Discretionary	4.75		4.75	4.75		4.75	0.00	0.00%
Charges for searches by staff: Time spent reporting the results of a search will be charged in addition to time spent searching.										
235	General Enquiries	Discretionary	21.25	4.25	25.50	30.00	6.00	36.00	10.50	41.18%
236	Family History, Census & Parish Register Enquiries - Charges equivalent to those made by ERO - Chelmsford	Discretionary								
Fines – Books, Compact Discs and Cassettes										
237	Charge for each day issuing library is open	Discretionary	0.20		0.20	0.20		0.20	0.00	0.00%
238	Maximum Charge for each loan (a renewal is a new loan)	Discretionary	10.00		10.00	10.00		10.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
Recorded Sound										
239	Music: Compact Disc hire (3 week loan) Delete - none in stock from 12/2017	Discretionary	1.10		1.10					
240	Audio Books: Adults: 1 or 2 cassettes/CD's (3 week loan)	Discretionary	1.10		1.10	1.10		1.10	0.00	0.00%
241	Adults: 3 CD's and over (3 week loan)	Discretionary	1.60		1.60	1.80		1.80	0.20	12.50%
242	Adults: 8 or more CD's (3 week loan) Delete	Discretionary	1.60		1.60					
243	All spoken word for children Free of Charge	Discretionary								
244	Language Courses: Single item for 3 weeks	Discretionary	1.10		1.10	1.10		1.10	0.00	0.00%
245	Multiple sets for 12 weeks	Discretionary	3.10		3.10	3.10		3.10	0.00	0.00%
DVD										
246	Feature Films Hire (DVD1): Each item/week	Discretionary	2.50		2.50	2.50		2.50	0.00	0.00%
247	Overdue: Item/week	Discretionary	2.50		2.50	2.50		2.50	0.00	0.00%
248	Maximum charge (10 weeks)	Discretionary	31.00		31.00	31.00		31.00	0.00	0.00%
249	Children's Fiction Video Hire (DVDC):	Discretionary								
250	Each item/week	Discretionary	2.00		2.00	2.00		2.00	0.00	0.00%
251	Overdue: Item/week	Discretionary	2.00		2.00	2.00		2.00	0.00	0.00%
252	Maximum charge (10 weeks)	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
253	Non-Fiction Video Hire (DVD2):	Discretionary								
254	Each item/week	Discretionary	2.00		2.00	2.00		2.00	0.00	0.00%
255	Overdue: Item/week	Discretionary	2.00		2.00	2.00		2.00	0.00	0.00%
256	Maximum charge (10 weeks)	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
CD-ROM										
257	CD-ROM Hire: Each item/3 weeks Delete - no longer in stock	Discretionary	2.10		2.10					
Music Sets and Play Sets(Essex CC Charges)										
						ECC proposals not yet known for 2018/19				
Music Set hire per 4 weeks (or part of 4 weeks)										
		Third Party								
258	Vocal scores (per score)	Third Party	0.50		0.50					
259	Sheets – per set	Third Party	3.00		3.00					
260	Chamber Music (3 or more parts)	Third Party	3.00		3.00					
261	Orchestral set	Third Party	6.00		6.00					
262	Play sets hire (3 – 15 copies)	Third Party	2.50		2.50					
263	Damaged or Lost Items = Admin Fee plus Replacement Cost (If no replacement cost can be found, cost will be determined by Group Manager)	Third Party								
264	Admin fee	Third Party	3.55		3.55					
265	Photocopies	Third Party		Market Rate			Market Rate			

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge		
			£	£	£	£	£	£	£	%	
Fax											
266	Outgoing: First page: UK & Europe	Discretionary	1.83	0.37	2.20	2.20	0.44	2.64	0.44	20.00%	
267	Additional page	Discretionary	0.92	0.18	1.10	1.10	0.22	1.32	0.22	20.00%	
268	First page: rest of world	Discretionary	2.67	0.53	3.20	3.20	0.64	3.84	0.64	20.00%	
269	Additional page	Discretionary	1.33	0.27	1.60	1.60	0.32	1.92	0.32	20.00%	
270	Faxes to ships	Discretionary	13.33	2.67	16.00	16.00	3.20	19.20	3.20	20.00%	
271	Incoming: Each	Discretionary	0.92	0.18	1.10	1.10	0.22	1.32	0.22	20.00%	
272	Admin charge where 'Free fax' numbers are used	Discretionary	2.50	0.50	3.00	3.00	0.60	3.60	0.60	20.00%	
273	Print-Outs and disc copies	Discretionary	Market Rate			Market Rate					
Premises Hire											
Forum - Helliwell Room											
274	Commercial organisations and Public Meetings held by Political Parties – per hour - 30% Discount	Discretionary				45.00		45.00	45.00	NEW	
275	Other organisations and Non-Public Meetings of Political Parties – per hour	Discretionary				31.50		31.50	31.50	NEW	
Forum - Deeping Room											
276	Commercial organisations and Public Meetings held by Political Parties – per hour	Discretionary				50.00		50.00	50.00	NEW	
277	Other organisations and Non-Public Meetings of Political Parties – per hour - 30% Discount	Discretionary				35.00		35.00	35.00	NEW	
Forum - Combined rooms											
278	Commercial organisations and Public Meetings held by Political Parties – per hour	Discretionary				80.00		80.00	80.00	NEW	
279	Other organisations and Non-Public Meetings of Political Parties – per hour - 30% Discount	Discretionary				56.00		56.00	56.00	NEW	
Branch Libraries Meetings Rooms											
280	Commercial organisations and Public Meetings held by Political Parties – per hour daytime till 5pm	Discretionary				20.00		20.00	20.00	NEW	
281	Other organisations and Non-Public Meetings of Political Parties – per hour daytime till 5pm - 30% Discount	Discretionary				14.00		14.00	14.00	NEW	
282	Commercial organisations and Public Meetings held by Political Parties - 6pm - 10pm and Sundays	Discretionary				25.00		25.00	25.00	NEW	
283	Other organisations and Non-Public Meetings of Political Parties – 6pm -10pm and Sundays - 30% Discount	Discretionary				17.50		17.50	17.50	NEW	
284	Meetings Room - delete	Discretionary	42.00		42.00						
285	Other organisations and Non-Public Meetings of Political Parties – per hour - Delete	Discretionary									
286	Meetings Room - Delete	Discretionary	21.00		21.00						

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
	Ancillary Equipment (where available) – per hour									
287	Cine/Slide/OHP Projector	Discretionary	7.00	1.40	8.40	8.40	1.68	10.08	1.68	20.00%
288	Carousel Projector/Back Projector	Discretionary	7.00	1.40	8.40	8.40	1.68	10.08	1.68	20.00%
289	Compact Disc/Cassette Machines	Discretionary	7.00	1.40	8.40	8.40	1.68	10.08	1.68	20.00%
290	TV/Video	Discretionary	7.00	1.40	8.40	8.40	1.68	10.08	1.68	20.00%
291	PC Projector	Discretionary	20.00	4.00	24.00	8.40	1.68	10.08	(13.92)	-58.00%
	Foyer									
292	Table and 2 chairs for consultations(inc Council Departments)/clinics etc.per day or part <i>Display board and table by ground floor exhibition area</i>	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
293	Artists and other profit making organisations per week	Discretionary	28.00		28.00	30.00		30.00	2.00	7.14%
294	Charities - (non profit making) per week	Discretionary	12.20		12.20	15.00		15.00	2.80	22.95%
295	Strategic Partners on mutual projects - Free	Discretionary								
	Displays – per week									
296	Up to 75 sq. m	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
297	Over 75 sq.m	Discretionary	44.00		44.00	45.00		45.00	1.00	2.27%
	Exhibitions									
298	Display screens: Deposit	Discretionary	143.00		143.00	145.00		145.00	2.00	1.40%
299	Weekly hire per set	Discretionary	85.00		85.00	85.00		85.00	0.00	0.00%
300	Display cases or shop window displays- By Agreement	Discretionary								
	Exhibition Space:									
301	<i>Exhibition of works or crafts by individual artists and craftsmen – min period of hire: 1 week - 30% or standard fee</i>	Discretionary								
302	Standard Fee: Forum – ½ area	Discretionary	42.00		42.00	45.00		45.00	3.00	7.14%
303	Standard Fee: Forum – ⅓ area	Discretionary	75.00		75.00	75.00		75.00	0.00	0.00%
304	Forum – whole area	Discretionary	125.00		125.00	125.00		125.00	0.00	0.00%
305	Other Libraries	Discretionary	35.00		35.00	35.00		35.00	0.00	0.00%
306	Private Views: First 2 hours	Discretionary	77.00		77.00	80.00		80.00	3.00	3.90%
307	Subsequent hours – per hour	Discretionary	30.00		30.00	30.00		30.00	0.00	0.00%
	Internet									
308	First hour Free (additional 1 hour for Universal Credit holders if no paying customers waiting)	Discretionary								
309	Subsequent hours – per hour	Discretionary	1.25	0.25	1.50	1.50	0.30	1.80	0.30	20.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
	Talks (Libraries)									
310	Community groups - see separate charge for Museums	Discretionary	15.00		15.00	20.00		20.00	5.00	33.33%
	FOCAL POINT GALLERY									
	Education Fees									
311	Art Classes	Discretionary	7.50		7.50	8.00		8.00	0.50	6.67%
312	Art Classes (10 sessions)	Discretionary	65.00		65.00	70.00		70.00	5.00	7.69%
313	Art Classes Siblings	Discretionary	5.50		5.50	5.75		5.75	0.25	4.55%
314	Art Classes Advantage Card holders	Discretionary	6.75		6.75	7.00		7.00	0.25	3.70%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
Pier Charges										
Advantage Card discounts apply. Details are available at point of sale.										
Pier Royal Pavillion										
1	Full day hire - Mon to Wed (hire includes rail tickets for all of your group)	Discretionary	1,200.00		1,200.00	1,225.00		1,225.00	25.00	2.08%
2	Full day hire - Thur to Sun (hire includes rail tickets for all of your group)	Discretionary	2,600.00		2,600.00	2,655.00		2,655.00	55.00	2.12%
Artists Studio										
3	Mon - Wed during normal pier hours	Discretionary	100.00		100.00	105.00		105.00	5.00	5.00%
4	Thur - Sun during normal pier hours	Discretionary	250.00		250.00	260.00		260.00	10.00	4.00%
All internal bookings for Royal Pavilion - Details on request										
5	Pier event application admin charge	Discretionary				20.83	4.17	25.00	25.00	NEW
Pier Entry (Walking Only)										
6	Winter (no concessions)	Discretionary	0.83	0.17	1.00	0.83	0.17	1.00	0.00	0.00%
7	Summer	Discretionary	1.67	0.33	2.00	1.67	0.33	2.00	0.00	0.00%
8	Summer Child / Concessions	Discretionary	0.83	0.17	1.00	0.83	0.17	1.00	0.00	0.00%
Pier Train Single (includes Pier Entry)										
9	Adult	Discretionary	3.75	0.75	4.50	3.92	0.78	4.70	0.20	4.44%
10	Child / concession	Discretionary	1.88	0.37	2.25	1.96	0.39	2.35	0.11	4.68%
11	Family (5 people min two children)	Discretionary	9.38	1.87	11.25	9.75	1.95	11.70	0.46	4.05%
Pier train return										
12	Adult	Discretionary	4.17	0.83	5.00	4.33	0.87	5.20	0.20	4.00%
13	Child / concession	Discretionary	2.08	0.42	2.50	2.17	0.43	2.60	0.10	4.00%
14	Family (5 people min two children)	Discretionary	10.42	2.08	12.50	10.83	2.17	13.00	0.50	4.00%
15	Attendance Support to Families Scattering Ashes	Discretionary	10.00		10.00	10.20		10.20	0.20	2.00%
All day rate										
Return as many times on the day train / walk										
16	Adult	Discretionary	5.83	1.17	7.00	6.00	1.20	7.20	0.20	2.86%
17	Concession	Discretionary	2.92	0.58	3.50	3.00	0.60	3.60	0.10	2.86%
18	Family	Discretionary	15.00	3.00	18.00	15.42	3.08	18.50	0.50	2.78%
Joining visiting ship										
19	As above rates with 20% discount	Discretionary								
20	Inclusive add on to theatre performance	Discretionary	2.50	0.50	3.00					

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
Pier Fishing										
21	Adult	Discretionary	5.83	1.17	7.00	6.00	1.20	7.20	0.20	2.86%
22	Child / concession	Discretionary	2.92	0.58	3.50	3.00	0.60	3.60	0.10	2.86%
23	Any age one way only (licensed angling boat)	Discretionary	2.92	0.58	3.50	3.00	0.60	3.60	0.10	2.86%
Pier fishing season tickets										
24	Adult day	Discretionary	70.83	14.17	85.00	72.50	14.50	87.00	2.00	2.35%
25	Concession day	Discretionary	35.42	7.08	42.50	36.25	7.25	43.50	1.00	2.35%
26	Adult night	Discretionary	70.83	14.17	85.00	72.50	14.50	87.00	2.00	2.35%
27	Concession night	Discretionary	35.42	7.08	42.50	36.25	7.25	43.50	1.00	2.35%
28	Adult Anytime	Discretionary	125.00	25.00	150.00	127.50	25.50	153.00	3.00	2.00%
29	Concession anytime	Discretionary	62.50	12.50	75.00	63.75	12.75	76.50	1.50	2.00%
Pier season tickets (daytime only)										
33	Adult	Discretionary	70.83	14.17	85.00	72.50	14.50	87.00	2.00	2.35%
34	Concession	Discretionary	35.42	7.08	42.50	36.25	7.25	43.50	1.00	2.35%
Pier head berthing										
Private craft										
35	Up to 40 ft (12.2M)	Discretionary	20.83	4.17	25.00	21.25	4.25	25.50	0.50	2.00%
36	Up to 50 ft (15.2M)	Discretionary	37.50	7.50	45.00	38.25	7.65	45.90	0.90	2.00%
37	Over 50 ft (15.2M)	Discretionary	70.83	14.17	85.00	72.50	14.50	87.00	2.00	2.35%
Licensed passenger vessels										
38	Capacity 1-49 passengers (per visit)	Discretionary	37.50	7.50	45.00	38.25	7.65	45.90	0.90	2.00%
39	Capacity 50+ passengers (per visit)	Discretionary	70.83	14.17	85.00	72.50	14.50	87.00	2.00	2.35%
40	Charter vessel embarking or disembarking passengers (per occasion)	Discretionary	45.83	9.17	55.00	47.08	9.42	56.50	1.50	2.73%
41	Annual License for licensed charter vessel	Discretionary	87.50	17.50	105.00	208.33	41.67	250.00	145.00	138.10%
Foreshore charges										
moorings										
42	Two Tree Island	Discretionary	191.67	38.33	230.00	200.00	40.00	240.00	10.00	4.35%
43	PLA Two Tree Island	Discretionary	291.67	58.33	350.00	300.00	60.00	360.00	10.00	2.86%
44	Hadleigh Ray	Discretionary	208.33	41.67	250.00	212.50	42.50	255.00	5.00	2.00%
45	Leigh Creek	Discretionary	291.67	58.33	350.00	291.67	58.33	350.00	0.00	0.00%
46	Other Mooring Locations	Discretionary	91.67	18.33	110.00	95.83	19.17	115.00	5.00	4.55%
47	Dinghy racks	Discretionary	33.33	6.67	40.00	35.00	7.00	42.00	2.00	5.00%
48	Two Tree Island lockers	Discretionary	45.83	9.17	55.00	47.50	9.50	57.00	2.00	3.64%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
	Other foreshore charges									
49	Motor boat / PWC casual launching	Discretionary	31.67	6.33	38.00	31.67	6.33	38.00	0.00	0.00%
50	Sailing / rowing / casual launch	Discretionary	14.17	2.83	17.00	14.17	2.83	17.00	0.00	0.00%
51	Launch of kayak / canoe / paddle board	Discretionary	3.33	0.67	4.00	3.33	0.67	4.00	0.00	0.00%
52	Fine for non-payment of launching fees	Discretionary	50.00	10.00	60.00	62.50	12.50	75.00	15.00	25.00%
	Season tickets - launching									
53	Motor boat/ PWC	Discretionary	154.17	30.83	185.00	158.33	31.67	190.00	5.00	2.70%
54	Club member motor boat	Discretionary	112.50	22.50	135.00	115.00	23.00	138.00	3.00	2.22%
55	Sailing / rowing boat	Discretionary	91.67	18.33	110.00	95.83	19.17	115.00	5.00	4.55%
56	Combined launching and storage	Discretionary	145.83	29.17	175.00	150.00	30.00	180.00	5.00	2.86%
57	Launch of kayak / canoe / paddle board	Discretionary	25.00	5.00	30.00	25.83	5.17	31.00	1.00	3.33%
58	Boat wreck removal	Discretionary	Individual price on application							
59	Use of crane at Two Tree (per boat)	Discretionary	20.83	4.17	25.00	20.83	4.17	25.00	0.00	0.00%
60	Boatman's license	Discretionary	41.67	8.33	50.00	41.67	8.33	50.00	0.00	0.00%
61	Boat licence - up to 12 passengers	Discretionary	41.67	8.33	50.00	41.67	8.33	50.00	0.00	0.00%
62	Boat equipment inspection	Discretionary	62.50	12.50	75.00	62.50	12.50	75.00	0.00	0.00%
63	Test fee, boatman's license (1st class) including consultant fee	Discretionary	100.00	20.00	120.00	100.00	20.00	120.00	0.00	0.00%
	Berthing at Leigh Wharfs									
68	First day free. Per day or part day thereafter	Discretionary	16.67	3.33	20.00	16.67	3.33	20.00	0.00	0.00%
69	Per day or part after 10 days	Discretionary	50.00	10.00	60.00	50.00	10.00	60.00	0.00	0.00%
	Use of Leigh Wharfs for lifting boats									
70	Charge per occasion	Discretionary	150.00	30.00	180.00	154.17	30.83	185.00	5.00	2.78%
	Beach changing huts Chalkwell Beach									
71	Summer licence (May to September)	Discretionary	225.00	45.00	270.00	230.00	46.00	276.00	6.00	2.22%
72	Winter licence (October to Mar)	Discretionary	141.67	28.33	170.00	145.83	29.17	175.00	5.00	2.94%
73	Weekly licence	Discretionary	55.83	11.17	67.00	57.50	11.50	69.00	2.00	2.99%
	Bait digging licence									
74	Adult	Discretionary	20.83	4.17	25.00	20.83	4.17	25.00	0.00	0.00%
75	Child / OAP	Discretionary	12.50	2.50	15.00	12.50	2.50	15.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
	Event Space - use of beach areas									
76	Commercial small	Discretionary	285.00		285.00	291.00		291.00	6.00	2.11%
77	Commercial Medium	Discretionary	565.00		565.00	577.00		577.00	12.00	2.12%
78	Commercial Large	Discretionary	1,150.00		1,150.00	1,175.00		1,175.00	25.00	2.17%
79	Charity and Community Small	Discretionary	62.00		62.00	63.50		63.50	1.50	2.42%
80	Charity and Community Medium	Discretionary	88.00		88.00	90.00		90.00	2.00	2.27%
81	Charity and Community Large	Discretionary	125.00		125.00	128.00		128.00	3.00	2.40%
	Southend Town Centre charges									
82	Commercial events	Discretionary	275.00		275.00	280.50		280.50	5.50	2.00%
83	Mon - Fri (per day)	Discretionary	540.00		540.00	550.00		550.00	10.00	1.85%
84	Sat / Sunday (per day)	Discretionary	1,300.00		1,300.00	1,330.00		1,330.00	30.00	2.31%
85	Weekly charge (Mon - Sun)	Discretionary	1,100.00		1,100.00	1,125.00		1,125.00	25.00	2.27%
	Thurs - Sun inclusive	Discretionary								
86	Charities and Community Organisations (events only)	Discretionary	275.00		275.00	280.00		280.00	5.00	1.82%
87	Mon - Sun - Victoria Circus / Gateway / Royal Square / City Beach	Discretionary				Free				
88	Mon - Sun - Lloyds Bank (Charity Street Collections ONLY)	Discretionary	60.00		60.00	65.00		65.00	5.00	8.33%
	Mon - Sun - All other areas (Contact Business Support for more information)	Discretionary								
	Price subject to discussion regarding nature of event (£100 to £1,000)	Discretionary								
89	Market Pitch Fee (per 3m x 3m pitch, per day)	Discretionary	30.00		30.00	30.60		30.60	0.60	2.00%
	Tourism charges									
	Filming and photography									
90	Admin (payable by all except student film makers)	Discretionary	66.67	13.33	80.00	68.00	13.60	81.60	1.60	2.00%
91	Location fee - commercial - per hour or part thereof	Discretionary	100.00	20.00	120.00	105.00	21.00	126.00	6.00	5.00%
92	Location fee - non commercial - per hour or part thereof	Discretionary	50.00	10.00	60.00	51.00	10.20	61.20	1.20	2.00%
	EVENTS									
93	Application for an event permit	Discretionary	25.00		25.00	26.00		26.00	1.00	4.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
Food Certification										
1	Food Export Certificate	Statutory	70.00		70.00	72.00		72.00	2.00	2.86%
2	Food Surrender Certificate	Statutory	70.00		70.00	72.00		72.00	2.00	2.86%
3	Collect/Dispose Unfit Food (per hour)	Statutory	75.50		75.50	78.00		78.00	2.50	3.31%
Environmental Protection										
4	Environmental Regulation of Industrial Processes (Local Air Pollution Control)		All Statutory Fees Published on Defra Website: https://www.gov.uk/government/publications/environmental-regulation-of-industrial-plant-fees-and-charges							
5	Pre-Application Planning - Expert Acoustic Advice (cost per hour)	Statutory	75.50		75.50	78.00		78.00	2.50	3.31%
6	Permitted Process enquiry	Discretionary				128.00		128.00	128.00	NEW
7	Contaminated Land Enquiry	Discretionary	125.00		125.00	128.00		128.00	3.00	2.40%
Dog Warden Service										
8	Initial Animal Warden fee (includes prescribed fee/collection/transport/initial kennelling/microchipping)	Full Cost Recovery	72.00		72.00	74.00		74.00	2.00	2.78%
9	Plus Kennelling charge for each additional day or part day	Full Cost Recovery	12.00		12.00	13.00		13.00	1.00	8.33%
10	Microchipping Fee (if done by Animal Warden)	Full Cost Recovery	18.00		18.00	19.00		19.00	1.00	5.56%
11	If dog collected before first night kennelling (Prescribed fee + Transport / microchip)	Full Cost Recovery	35.00		35.00	37.00		37.00	2.00	5.71%
Trading Standards										
12	All Services (per hour)	Discretionary	75.50		75.50	78.00		78.00	2.50	3.31%
13	Regulatory Services - Other service request (per hour)	Discretionary	75.50		75.50	78.00		78.00	2.50	3.31%
Petroleum - Statutory fees										
14	Not exceeding 2,500 litres (for 1 Year - additional charges apply for 2/3 Years)	Statutory	44.00		44.00	44.00		44.00	0.00	0.00%
15	Exceeding 2,500 litres but not exceeding 50,000 litres (for 1 Year - additional charges apply for 2/3 Years)	Statutory	60.00		60.00	60.00		60.00	0.00	0.00%
16	Exceeding 50,000 litres (for 1 Year - additional charges apply for 2/3 Years)	Statutory	125.00		125.00	125.00		125.00	0.00	0.00%
17	Research on plans of disused sites	Statutory	50.00		50.00	50.00		50.00	0.00	0.00%
Explosives - statutory fees										
18	Initial Licence of premises for keeping of explosives (1 Year new Licence - additional fees apply for 2-5 years)	Statutory	109.00		109.00	109.00		109.00	0.00	0.00%
19	Renewal of Licence (1 Year new Licence - additional fees apply for 2-5 years)	Statutory	54.00		54.00	54.00		54.00	0.00	0.00%
20	Variation of Licence (amend name or address of site). Other variations at reasonable cost of work done by Licensing Service.	Statutory	36.00		36.00	36.00		36.00	0.00	0.00%
21	Transfer or replacmenet of Licence document	Statutory	36.00		36.00	36.00		36.00	0.00	0.00%
22	Licence to sell explosives all year round	Statutory	500.00		500.00	500.00		500.00	0.00	0.00%
23	Licence Variation	Statutory				36.00		36.00	0.00	NEW
24	Transfer of licence	Statutory				36.00		36.00	0.00	NEW
25	Replacment documents	Statutory				36.00		36.00	0.00	NEW

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
Sex Establishments										
26	Application fee (non refundable) * + £1500 if it goes to Formal Hearing	Full Cost Recovery	1,350.00		1,350.00	1,350.00		1,350.00	0.00	0.00%
27	Annual Licence Renewal* + £1500 if it goes to Formal Hearing	Full Cost Recovery	1,000.00		1,000.00	1,020.00		1,020.00	20.00	2.00%
28	Transfer	Full Cost Recovery	1,000.00		1,000.00	1,020.00		1,020.00	20.00	2.00%
29	Variation * + £1500 if it goes to Formal Hearing	Full Cost Recovery				1,020.00		1,020.00	1,020.00	NEW
30	Replacement for lost documents	Full Cost Recovery				25.00		25.00	25.00	NEW
Hackney Carriage and Private Hire Licence Fees										
Vehicles Hackney Carriage										
31	1 Year	Full Cost Recovery	285.00		285.00	285.00		285.00	0.00	0.00%
32	From 4-8 Months	Full Cost Recovery	196.00		196.00	196.00		196.00	0.00	0.00%
33	Under 4 Months	Full Cost Recovery	102.00		102.00	102.00		102.00	0.00	0.00%
34	(Replacement Vehicle Fee)	Full Cost Recovery	48.00		48.00	48.00		48.00	0.00	0.00%
Vehicles Private Hire										
35	1 Year	Full Cost Recovery	252.00		252.00	252.00		252.00	0.00	0.00%
36	From 4-8 Months	Full Cost Recovery	180.00		180.00	180.00		180.00	0.00	0.00%
37	Under 4 Months	Full Cost Recovery	90.00		90.00	90.00		90.00	0.00	0.00%
38	(Replacement Vehicle Fee)	Full Cost Recovery	48.00		48.00	48.00		48.00	0.00	0.00%
Drivers										
39	Licence Fee on First Application and Knowledge Test: 3 Years (50% refund if not successful)	Full Cost Recovery	357.00		357.00	357.00		357.00	0.00	0.00%
40	Licence Fee on First Application and Knowledge Test: 1-2 Years (50% refund if not successful)	Full Cost Recovery	312.00		312.00	312.00		312.00	0.00	0.00%
41	Licence Fee on First Application and Knowledge Test: Under 1 Year (50% refund if not successful)	Full Cost Recovery	282.00		282.00	282.00		282.00	0.00	0.00%
42	Enhanced DVLA Records for check for applicants for Hackney Carriage and Private Hire Drivers Licences	Full Cost Recovery	7.50		7.50	7.50		7.50	0.00	0.00%
43	Licence Renewal Fee	Full Cost Recovery	248.00		248.00	248.00		248.00	0.00	0.00%
44	Hackney Carriage Vehicle Licence Transfer Administration Fee	Full Cost Recovery	50.00		50.00	50.00		50.00	0.00	0.00%
45	Additional DBS check when 1st one has been mislaid by applicant	Full Cost Recovery				44.00		44.00	44.00	NEW
Private Hire Operators										
46	5 Years	Full Cost Recovery	1,045.00		1,045.00	1,045.00		1,045.00	0.00	0.00%
47	Between 2 & 3 yrs	Full Cost Recovery	876.00		876.00	876.00		876.00	0.00	0.00%
48	Less than 2 Years	Full Cost Recovery	702.00		702.00	702.00		702.00	0.00	0.00%
49	If only 3 or less Private Hire Vehicles Licensed an operator may opt for 1 year	Full Cost Recovery	95.00		95.00	95.00		95.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
Replacements										
50	Driver's Badge	Full Cost Recovery	16.00		16.00	17.00		17.00	1.00	6.25%
51	Licence Plate	Full Cost Recovery	16.00		16.00	17.00		17.00	1.00	6.25%
52	Plate Holder	Full Cost Recovery	16.00		16.00	17.00		17.00	1.00	6.25%
53	Internal Disc	Full Cost Recovery	16.00		16.00	17.00		17.00	1.00	6.25%
54	Supply of Copy Licence	Full Cost Recovery	10.50		10.50	12.00		12.00	1.50	14.29%
Registers										
55	Hackney Carriage Register of Licensees	Discretionary	34.00		34.00	35.00		35.00	1.00	2.94%
56	Private Hire Register of Licensees	Discretionary	34.00		34.00	35.00		35.00	1.00	2.94%
57	Administration fee for in year license transfer	Full Cost Recovery	15.00		15.00	25.00		25.00	10.00	66.67%
Safety & Licensing										
58	Skin Piercing Registration	Statutory	123.00		123.00	126.00		126.00	3.00	2.44%
59	Tattoo convention - venue charge	Statutory	376.00		376.00	384.00		384.00	8.00	2.13%
60	Tattoo convention - individual registration	Statutory	28.00		28.00	30.00		30.00	2.00	7.14%
61	Massage Establishments - Licence	Statutory	123.00		123.00	126.00		126.00	3.00	2.44%
62	Massage Establishments - Renewal paid prior to renewal period expiry	Statutory	102.00		102.00	104.00		104.00	2.00	1.96%
63	Massage Establishments - Renewal paid after renewal period has expired	Statutory				126.00		126.00	126.00	NEW
Animal Licensing										
64	Boarding Establishment – Initial Grant; Renewal or Transfer	Full Cost Recovery	253.00		253.00	259.00		259.00	6.00	2.37%
65	Breeding of Dogs - Initial Grant; Renewal or Transfer	Full Cost Recovery	253.00		253.00	259.00		259.00	6.00	2.37%
66	Pet Shops - Initial Grant	Full Cost Recovery	174.00		174.00	178.00		178.00	4.00	2.30%
67	Pet Shops - Renewal or Transfer	Full Cost Recovery	88.00		88.00	90.00		90.00	2.00	2.27%
68	Dangerous Wild Animals – Initial Grant	Full Cost Recovery	432.00		432.00	441.00		441.00	9.00	2.08%
69	Dangerous Wild Animals – Renewal at existing premise	Full Cost Recovery	376.00		376.00	385.00		385.00	9.00	2.39%
70	Riding Establishments - Initial Grant; Renewal or Transfer	Full Cost Recovery	838.00		838.00	855.00		855.00	17.00	2.03%
71	Zoo (3-6 yearly by instalments) - Initial Grant; Renewal	Full Cost Recovery	883.00		883.00	901.00		901.00	18.00	2.04%
72	Animal Home Boarding initial grant	Full Cost Recovery	134.00		134.00	137.00		137.00	3.00	2.24%
73	Animal Home Boarding renewal	Full Cost Recovery	79.00		79.00	81.00		81.00	2.00	2.53%
74	Performing animals licence	Full Cost Recovery	156.00		156.00	160.00		160.00	4.00	2.56%
75	Amendment to species list	Full Cost Recovery				50.00		50.00	50.00	NEW
76	Replacemnt of lost documents	Full Cost Recovery				25.00		25.00	25.00	NEW
Access to CCTV Footage										
77	Insurance Company evidential requests	Discretionary	110.00	22.00	132.00	110.00	22.00	132.00	0.00	0.00%
78	CCTV Dark Screen Monitoring (excluding set up costs)	Discretionary	1,200.00		1,200.00	1,200.00		1,200.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
	Scrap Metal Dealers									
79	Scrap Metal site - New	Full Cost Recovery	420.00		420.00	428.00		428.00	8.00	1.90%
80	Scrap Metal site - Renewal	Full Cost Recovery	329.00		329.00	336.00		336.00	7.00	2.13%
81	Scrap Metal site - Variation	Full Cost Recovery	144.00		144.00	147.00		147.00	3.00	2.08%
82	Additional Scrap Metal site (per site)	Full Cost Recovery	75.00		75.00	77.00		77.00	2.00	2.67%
83	Scrap Metal Collector- New	Full Cost Recovery	293.00		293.00	299.00		299.00	6.00	2.05%
84	Scrap Metal Collector- Renewal	Full Cost Recovery	221.00		221.00	225.00		225.00	4.00	1.81%
85	Scrap Metal Collector- Variation	Full Cost Recovery	112.00		112.00	115.00		115.00	3.00	2.68%
86	Copy Licence	Full Cost Recovery	26.00		26.00	27.00		27.00	1.00	3.85%
87	Certified Copy Licence	Full Cost Recovery	30.00		30.00	35.00		35.00	5.00	16.67%
	Energy Services									
88	Energy Project Manager (Day Rate)	Discretionary	1,000.00		1,000.00	600.00		600.00	(400.00)	-40.00%
89	Sustainability Officer (Day Rate)	Discretionary	750.00		750.00	350.00		350.00	(400.00)	-53.33%
90	Energy Implementation Advice (Day Rate)	Discretionary	200.00		200.00	200.00		200.00	0.00	0.00%
	Waste Collection									
	The following waste collection charges are set and levied by the Council's Waste Collection Contractor. They are set out here for information purposes only.									
	Garden Waste									
91	Garden Waste Sacks (roll of 10 sacks)	Third Party	6.20		6.20	6.39		6.39	0.19	3.00%
92	240 litre Garden waste bin (to purchase, one off cost)	Third Party	27.75		27.75	28.58		28.58	0.83	3.00%
93	52 week garden waste permit (annual payment by direct debit)	Third Party	41.50		41.50	42.75		42.75	1.25	3.00%
94	52 week garden waste permit (payment by cheque/card)	Third Party	49.80		49.80	51.29		51.29	1.49	3.00%
	Bulky Waste									
95	1st individual bulky item	Third Party	7.50		7.50	7.73		7.73	0.23	3.00%
96	2nd individual bulky item	Third Party	5.00		5.00	5.15		5.15	0.15	3.00%
97	3rd individual bulky item	Third Party	5.00		5.00	5.15		5.15	0.15	3.00%
98	4th individual bulky item	Third Party	5.00		5.00	5.15		5.15	0.15	3.00%
99	5th individual bulky item	Third Party	5.00		5.00	5.15		5.15	0.15	3.00%
	Combined items:									
100	Three piece suite	Third Party	17.50		17.50	18.03		18.03	0.53	3.00%
101	Dining Table and 6 chairs	Third Party	17.50		17.50	18.03		18.03	0.53	3.00%
	Max 5 items booked at any one time, other materials or more than 5 items - quotation needed									

Licensing Act 2003 (Statutory Fees)

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

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

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

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

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

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

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

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

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

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

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

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

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

Exceptionally Large Events

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

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

Exemptions

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

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

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

Gambling Act (Full Cost Recovery)

Table of Fees for Licensed Premises

Licensed Premises Type	Application Fee for non-conversion provisional statement premises (i.e. premises already having provisional statement)	New Application Fee	First Annual Fee for Premises Licence	Annual Fee
Converted Casino Premises Licence (Existing Casino)	N/A	N/A	£2,723.00	£2,723.00
Small Casino Premises Licence	£2,723.00	£7,262.00	£4,540.00	£4,540.00
Large Casino Premises Licence	£4,540.00	£9,078.00	£9,078.00	£9,078.00
Regional Casino Premises Licence	£7,262.00	£13,617.00	£13,617.00	£13,617.00
Bingo Premises Licence	£1,089.00	£3,177.00	£908.00	£908.00
Adult Gaming Centre Premises Licence	£1,089.00	£1,816.00	£908.00	£908.00
Betting Premises (Track) Licence	£862.00	£2,270.00	£908.00	£908.00
Family Entertainment Centre Premises Licence	£862.00	£1,816.00	£681.00	£681.00
Betting Premises (Other) Licence (ie Betting Shops)	£1,089.00	£2,723.00	£545.00	£545.00

Licensed Premises Type	Application Fee to Vary Licence	Application Fee to Transfer Licence	Application Fee for Re-Instatement of Licence	Application Fee for Provisional Statement
Converted Casino Premises Licence (Existing Casino)	£2,000.00	£1,226.00	£1,226.00	N/A
Small Casino Premises Licence	£3,586.00	£1,634.00	£1,634.00	£7,262.00
Large Casino Premises Licence	£4,540.00	£1,952.00	£1,952.00	£9,078.00
Regional Casino Premises Licence	£6,809.00	£5,901.00	£5,901.00	£13,617.00
Bingo Premises Licence	£1,351.00	£1,090.00	£1,090.00	£3,177.00
Adult Gaming Centre Premises Licence	£908.00	£1,090.00	£1,090.00	£1,816.00
Betting Premises (Track) Licence	£1,135.00	£862.00	£862.00	£1,900.00
Family Entertainment Centre Premises Licence	£908.00	£862.00	£862.00	£1,900.00
Betting Premises (Other) Licence (ie Betting Shops)	£1,362.00	£1,090.00	£1,090.00	£2,723.00

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

Table of Fees Permits etc.

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

Personal Licences, Temporary Events and Other Fees (Statutory Fees)

The following fees are payable:-

	2017/18	2018/19
Application for a grant or renewal of personal licence	£37.00	£37.00
Temporary event notice	£21.00	£21.00
Supply of copy of licence or summary, following loss, theft, etc.	£10.50	£10.50
Application for a provisional statement where premises being built, etc.	£315.00	£315.00
Notification of change of name or address of premises licence holder	£10.50	£10.50
Application to vary licence to specify individual as premises supervisor	£23.00	£23.00
Application for transfer of premises licence	£23.00	£23.00
Interim authority notice following death etc. of licence holder	£23.00	£23.00
Supply of copy of club premises certificate or summary, following loss, theft	£10.50	£10.50
Notification of change of name or alteration of rules of club	£10.50	£10.50
Change of relevant registered address of club	£10.50	£10.50
Supply of copy of temporary event notice, following loss, theft, etc.	£10.50	£10.50
Supply of copy of personal licence, following loss, theft, etc.	£10.50	£10.50
Fee to accompany notification of change of name or address of personal licence holder	£10.50	£10.50
Fee to accompany notice from freeholder etc. requesting to be notified of licensing matters	£21.00	£21.00

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
Highways & Traffic Management Services										
1	Apparatus on the highway (crane, cherrypicker etc)		200.00		200.00	200.00		200.00	0.00	0.00%
2	Vehicle access onto pedestrian zone		15.00		15.00	15.00		15.00	0.00	0.00%
Builders Skips on the Public Highway										
3	Skip Company Operators Licence - application registration		60.00		60.00	60.00		60.00	0.00	0.00%
4	Consideration of an application for permission to deposit a skip		15.00		15.00	15.00		15.00	0.00	0.00%
5	Skip Licence - for occupation of the highway up to 21 days	Full Cost Recovery	40.00		40.00	40.00		40.00	0.00	0.00%
6	Licence extentions - a new licence is required for skips needed longer than 21 days									
7	Recovery of expenses to remove or reposition a skip	Full Cost Recovery								
8	Fixed Penalty Notice - deposit of a skip without permission/contravention of a licence	Full Cost Recovery	100.00		100.00	105.00		105.00	5.00	5.00%
9	Fixed Penalty Notice - discounted amount if payment is made within 15 days	Full Cost Recovery	75.00		75.00	75.00		75.00	0.00	0.00%
Scaffolding or Other Structure on or over the Public Highway										
10	Consideration of an application for a licence to erect or retain scaffolding or other structure		20.00		20.00	20.00		20.00	0.00	0.00%
11	Licence - for occupation of the highway up to 21 days	Full Cost Recovery	185.00		185.00	200.00		200.00	15.00	8.11%
12	Deposit - per m2 (minimum deposit £300.00)		50.00		50.00	50.00		50.00	0.00	0.00%
13	Fixed Penalty Notice - for offences relating to the erection or retention of scaffolding or other structure		510.00		510.00	515.00		515.00	5.00	0.98%
14	Fixed Penalty Notice - discounted amount if payment is made within 15 days		306.00		306.00	306.00		306.00	0.00	0.00%
Hoarding or Fence on the Public Highway										
15	Consideration of an application to erect hoarding or fencing	Full Cost Recovery	20.00		20.00	20.00		20.00	0.00	0.00%
16	Licence - for occupation of the highway up to 21 days		185.00		185.00	200.00		200.00	15.00	8.11%
17	Deposit - per m2 (minimum deposit £300.00)									
18	Site Inspections to monitor compliance - per inspection (minimum of one inspection)		50.00		50.00	50.00		50.00	0.00	0.00%
Deposit of Building Materials & Making Excavations in Streets										
19	Consideration of an application for consent		20.00		20.00	20.00		20.00	0.00	0.00%
20	Temporary disturbance permit - for occupation of highway up to 28 days	Full Cost Recovery	200.00		200.00	200.00		200.00	0.00	0.00%
21	Deposit - per m2 (minimum deposit £300.00)		50.00		50.00	50.00		50.00	0.00	0.00%
22	Permit extensions - a new permit is required if works are to exceed 28 days					50.00		50.00	50.00	NEW
23	S171 licence for working on the highway					175.00		175.00	175.00	NEW
24	Section 50 - Street works Licence		245.00		245.00	250.00		250.00	5.00	2.04%
Permanent Vehicular Crossing										
25	Application fee - includes initial site assessment	Full Cost Recovery	125.00		125.00	130.00		130.00	5.00	4.00%
26	Application fee incorporating exceptional circumstances - including initial site assessment		175.00		175.00	180.00		180.00	5.00	2.86%
27	Costs to construct a crossing are based on current SBC Contractor schedule of rates, quotations to be issued upon application approval									
28	Inspection fee during construction		75.00		75.00	80.00		80.00	5.00	6.67%
29	Application to become an approved PVX contractor		100.00		100.00	100.00		100.00	0.00	0.00%
30	Application for Commercial PVX					250.00		250.00	250.00	NEW
Parking & Penalty Charge Notices										
31	High rate	Full Cost Recovery	70.00		70.00	70.00		70.00	0.00	0.00%
32	Lower rate	Full Cost Recovery	50.00		50.00	50.00		50.00	0.00	0.00%
33	Higher rate if paid within 2 weeks(14 days) of issue of PCN - 50% reeuction	Full Cost Recovery	35.00		35.00	35.00		35.00	0.00	0.00%
34	Lower rate if paid within 2 weeks (14 days) of issue of PCN - 50% reduction	Full Cost Recovery	25.00		25.00	25.00		25.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
Traffic Regulation Orders and Road Signs & Lines										
37	Temporary Traffic Orders - where no advertisement necessary	Full Cost Recovery	485.00	97.00	582.00	485.00	97.00	582.00	0.00	0.00%
38	Temporary Traffic Orders - where advertisement necessary	Full Cost Recovery	2,085.00	417.00	2,502.00	2,085.00	417.00	2,502.00	0.00	0.00%
39	White " H " bar marking at vehicular accesses (cost)	Full Cost Recovery	Cost + £20 Admin Fee							
41	Private destination signs (Admin Fee)	Full Cost Recovery	Cost + £20 Admin Fee							
42	Temporary traffic signal design and approval (cost)	Full Cost Recovery	at cost							
43	Temporary traffic signal design and approval (Admin Fee)	Full Cost Recovery	100.00	20.00	120.00	102.00	20.40	122.40	2.40	2.00%
44	Attendance by Traffic Signal Engineer to inspect/turn on-off signals for approved purposes(cost)	Full Cost Recovery	at cost + 15% Admin							
45	Attendance by Traffic Signal Engineer to inspect/turn on-off signals for approved purposes per visit	Full Cost Recovery	95.83	19.17	115.00	100.00	20.00	120.00	5.00	4.35%
46	Neighbourhood Watch Signs	Full Cost Recovery	Cost + £20 Admin Fee							
47	Traffic Regulation Orders - copies / extracts	Full Cost Recovery	46.00	9.20	55.20	50.00	10.00	60.00	4.80	8.70%
48	Provision of Road Casualty Data - per street per 500m length	Full Cost Recovery	100.00	20.00	120.00	110.00	22.00	132.00	12.00	10.00%
49	Supply of Technical Survey data	Full Cost Recovery	100.00	20.00	120.00	110.00	22.00	132.00	12.00	10.00%
50	Approval for temporary direction signage		60.00	12.00	72.00	70.00	14.00	84.00	12.00	16.67%
Highways Supervision & Agreements										
51	New Street Agreement (Section 38) - 10% of the value of the works	Full Cost Recovery								
Road Safety										
52	Road Safety Promotional-at cost	Full Cost Recovery	At cost							
53	Cycle Training- at various costs, see www.cyclesouthend.co.uk website for details	Full Cost Recovery	At cost							
Public Rights of Way										
54	Stopping up and diversion of Public Rights of Way - non refundable fee	Statutory	225.00	45.00	270.00	225.00	45.00	270.00	0.00	0.00%
55	Progression of work to stop up / divert Public Right of Way or highway, including the cost of advertising	Statutory	2,215.00	443.00	2,658.00	2,550.00	510.00	3,060.00	402.00	15.12%
Highways Records										
56	Highway Boundary Searches - £56 was the agreed increased fee for 2012-13	Statutory	75.00		75.00	80.00		80.00	5.00	6.67%
Naming / Numbering for new properties										
57	Up to 5	Statutory	107.10		107.10	110.00		110.00	2.90	2.71%
58	6 - 20	Statutory	315.00		315.00	320.00		320.00	5.00	1.59%
59	21 - 50	Statutory	525.00		525.00	530.00		530.00	5.00	0.95%
60	51 and over	Statutory	735.00		735.00	745.00		745.00	10.00	1.36%
61	Addressing unregistered properties (each)	Statutory	30.00		30.00	32.00		32.00	2.00	6.67%
62	Provision of street name plates (each)	Full Cost Recovery	480.00		480.00	500.00		500.00	20.00	4.17%
63	Provision of memorial benches		1,500.00		1,500.00	1,500.00		1,500.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
East of England Common Permit Scheme										
64	Major and standard works on a traffic sensitive street Category 3 and 4 (charges are per day)	Statutory	750.00		750.00	750.00		750.00	0.00	0.00%
65	Major and standard works on a non- traffic sensitive street Category 3 and 4 (charges are per day)	Statutory	250.00		250.00	250.00		250.00	0.00	0.00%
66	Minor and immediate works on a traffic sensitive street Category 3 and 4 (charges are per day)	Statutory	250.00		250.00	250.00		250.00	0.00	0.00%
67	Minor and immediate works on a non- traffic sensitive street Category 3 and 4 (charges are per day)	Statutory	100.00		100.00	100.00		100.00	0.00	0.00%
68	The penalty fee is £500 if paid within 36 days for working without a permit.	Statutory	500.00		500.00	500.00		500.00	0.00	0.00%
69	The penalty fee is £300 if paid within 28 days for working without a permit.	Statutory	300.00		300.00	300.00		300.00	0.00	0.00%
70	For breaching a condition of a permit the fee is £120 if paid within 36 days	Statutory	120.00		120.00	120.00		120.00	0.00	0.00%
71	For breaching a condition of a permit the fee is £80 if paid within 28 days	Statutory	80.00		80.00	80.00		80.00	0.00	0.00%
72	Permit as per schedule	Statutory								
73	Permit variations on category 0, 1 and 2 streets and category 3 and 4 streets that are traffic sensitive	Statutory	45.00		45.00	45.00		45.00	0.00	0.00%
74	Permit variations for all activities on category 3 and 4 non traffic sensitive streets	Statutory	35.00		35.00	35.00		35.00	0.00	0.00%
Travel Centre										
75	Departure charges	Discretionary	0.40		0.40	0.41		0.41	0.01	2.50%
Bus Stops										
76	Request for stop suspension		200.00		200.00	200.00		200.00	0.00	0.00%
77	Added stops on request		25.00		25.00	25.00		25.00	0.00	0.00%
Traffic Information and Modelling										
78	Traffic Flow Data per Location	Discretionary	150.00		150.00	160.00		160.00	10.00	6.67%
79	Use of the Southend Transport Models (cost on application to be agreed, generally SBC consultant's fee plus 20%)									

ZONE 1 - CENTRAL SEAFRONT ZONE

FAIRHEAD GREEN CAR PARK

0900 - 1800 Daily

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

SEAWAY CAR PARK

0900 - 1800 Daily

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

GAS WORKS CAR PARK

0900 - 1800 Daily

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

Season Tickets	Winter Months only	Valid Between	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Winter Season	Valid weekdays only	1/11 - 31/3	£150.00	£150.00	£200.00	£200.00
Quarterly	Remove Option	1/11 - 31/3	£85.00	£155.00		
Monthly	New payment option	1/11 - 31/3			£50.00	£250.00

Maximum Season Ticket allocation	30%
----------------------------------	-----

Season Tickets	Winter months only	Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Winter Season	Valid weekdays only	1/11 - 31/3	£150.00	£150.00	£200.00	£200.00
Quarterly	Remove Option	1/11 - 31/3	£85.00	£155.00		
Monthly	New payment option	1/11 - 31/3			£50.00	£250.00

Maximum Season Ticket allocation	25%
----------------------------------	-----

Season Tickets	Winter months only	Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Winter Season	Valid weekdays only	1/11 - 31/3			£200.00	£200.00
Monthly	New payment option	1/11 - 31/3			£50.00	£250.00

Maximum Season Ticket allocation	30%
----------------------------------	-----

139

PLACE - CAR PARKING

FEES AND CHARGES 2018/19

APPENDIX 2

WESTERN ESPLANADE (All sections)

0900 - 1800 Daily

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

Season Tickets	Winter months only	Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Winter Season	Valid weekdays only	1/11 - 31/3	£150.00	£150.00	£200.00	£200.00
Quarterly	Remove Option	1/11 - 31/3	£85.00	£155.00		
Monthly	New payment option	1/11 - 31/3			£50.00	£250.00

Maximum Season Ticket allocation	25%
----------------------------------	-----

SHOREFIELD ROAD CAR PARK

0900- 2100 Daily

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.00	Remove Band	
Up to 2 Hrs	£2.00	no change	£2.00
Up to 3 hrs	£2.80	Remove Band	
Up to 4 hrs	£4.50	no change	£4.50
Up to 5 hrs	£5.60	Remove Band	
Up to 6 hrs	£6.60	no change	£6.60
7 + hrs	£8.00	no change	£8.00

Season Tickets	Winter months only	Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Winter Season	Valid weekdays only	1/11 - 31/3	£150.00	£150.00	£200.00	£200.00
Quarterly	Remove Option	1/11 - 31/3	£85.00	£155.00		
Monthly	New payment option	1/11 - 31/3			£50.00	£250.00

Maximum Season Ticket allocation	10%
----------------------------------	-----

140

ZONE 2 - TOWN CENTRE ZONE

TYLERS AVENUE CAR PARK

0900-1800 (Monday to Saturday) and 1100 to 1700 Sunday

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

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	Valid 7 days a week	£400.00	£400.00	£600.00	£600.00
Quarterly	Valid 7 days a week	£115.00	£460.00	£160.00	£640.00
Monthly	Valid 7 days a week	£40.00	£480.00	£60.00	£720.00

Maximum Season Ticket allocation	15%
----------------------------------	-----

WARRIOR SQUARE CAR PARK

0900-1800 (Monday to Saturday) and 1100 to 1700 Sunday

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

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	Valid 7 days a week	£400.00	£400.00	£600.00	£600.00
Quarterly	Valid 7 days a week	£115.00	£460.00	£160.00	£640.00
Monthly	Valid 7 days a week	£40.00	£480.00	£60.00	£720.00

Maximum Season Ticket allocation	30%
----------------------------------	-----

ALEXANDRA STREET CAR PARK

0900-1800 (Monday to Saturday) and 1100 to 1700 Sunday

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

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

Maximum Season Ticket allocation	0%
----------------------------------	----

141

PLACE - CAR PARKING

FEES AND CHARGES 2018/19

APPENDIX 2

CLARENCE ROAD CAR PARK

0900-1800 (Monday to Saturday) and 1100 to 1700 Sunday

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

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	Valid 7 days a week	£400.00	£400.00	£600.00	£600.00
Quarterly	Valid 7 days a week	£115.00	£460.00	£160.00	£640.00
Monthly	Valid 7 days a week	£40.00	£480.00	£60.00	£720.00

Maximum Season Ticket allocation	4%
----------------------------------	----

YORK ROAD

0900-1800 (Monday to Saturday) and 1100 to 1700 Sunday

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

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	Valid 7 days a week	£400.00	£400.00	£600.00	£600.00
Quarterly	Valid 7 days a week	£115.00	£460.00	£160.00	£640.00
Monthly	Valid 7 days a week	£40.00	£480.00	£60.00	£720.00

Maximum Season Ticket allocation	15%
----------------------------------	-----

ESSEX STREET CAR PARK

0900-1800 (Monday to Saturday) and 1100 to 1700 Sunday

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.10	Remove Band	
Up to 2 Hrs	£1.90	No Change	£1.90
Up to 3 hrs	£2.70	Remove Band	
Up to 4 hrs	£4.70	No Change	£4.70
Up to 5 hrs	£5.70	Remove Band	
Up to 6 hrs	£6.60	No Change	£6.60
7 + hrs	£10.00	No Change	£10.00

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	Valid 7 days a week	£400.00	£400.00	£600.00	£600.00
Quarterly	Valid 7 days a week	£115.00	£460.00	£160.00	£640.00
Monthly	Valid 7 days a week	£40.00	£480.00	£60.00	£720.00

Maximum Season Ticket allocation	30%
----------------------------------	-----

142

PLACE - CAR PARKING

FEES AND CHARGES 2018/19

APPENDIX 2

UNIVERSITY SQUARE CAR PARK (Pay By Phone Only)

24 hours Daily

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.10	Remove Band	
Up to 2 Hrs	£1.90	No Change	£1.90
Up to 3 hrs	£2.70	Remove Band	
Up to 4 hrs	£4.70	No Change	£4.70
Up to 5 hrs	£5.70	Remove Band	
Up to 6 hrs	£6.60	No Change	£6.60
7 + hrs	£10.00	No Change	£10.00

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Type					
Annual	Valid 7 days a week	£400.00	£400.00	£600.00	£600.00
Quarterly	Valid 7 days a week	£115.00	£460.00	£160.00	£640.00
Monthly	Valid 7 days a week	£40.00	£480.00	£60.00	£720.00

Maximum Season Ticket allocation	50%
----------------------------------	-----

LONDON ROAD (NORTH)

0900-1800 (Monday to Saturday) and 1100 to 1700 Sunday

Pay & Display Times	Current Tariff	Proposals	Proposed Tariff
Up to 1 hr	£1.10	Remove Band	
Up to 2 Hrs	£1.90	No Change	£1.90
Up to 3 hrs	£2.70	Remove Band	
Up to 4 hrs	£4.70	No Change	£4.70
Up to 5 hrs	£5.70	Remove Band	
Up to 6 hrs	£6.60	No Change	£6.60
7 + hrs	£10.00	No Change	£10.00

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

Maximum Season Ticket allocation	0%
----------------------------------	----

BAXTER AVENUE

0900 - 1800 Daily

Pay & Display	Current Tariff	Proposals	Proposed Tariff
N/A			

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Type	Allocated bay numbers				
Annual		£1,000	£1,000	£1,200	£1,200

Maximum Season Ticket allocation	100%
----------------------------------	------

SHORT STREET

0900-1800 (Monday to Saturday) and 1100 to 1700 Sunday

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

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

Maximum Season Ticket allocation	0%
----------------------------------	----

CAR PARKING

143

ZONE 2 - TOWN CENTRE ZONE

ON STREET

0900-1800 Daily

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

ZONE H - HOSPITAL AREA

0930-1630 DAILY Maximum 4 hours stay

ON STREET

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

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

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

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

Season Tickets		Valid	Current Charge		Proposed Charge	
Type			Charge	Total Cost	Charge	Total Cost
N/A						
	On Street - Residents Annual		see other charges section			

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

144

PLACE - CAR PARKING

FEES AND CHARGES 2018/19

APPENDIX 2

ZONE 4 - OUTER TOWN CENTRE

CIVIC CENTRE COMPLEX 0900-1800

Pay & Display	Current Tariff	Proposed Action	Proposed Tariffs
Up to 1 hr	£1.00	No change	£1.00
Up to 2 hrs	£1.60	No change	£1.60
Up to 3 hrs	£2.40	No change	£2.40
Up to 4 hrs	£4.10	No change	£4.10
Up to 5 hrs	£5.40	No change	£5.40
Up to 6 hrs	£6.10	No change	£6.10
7+ hrs	£8.00	No change	£8.00
Weekend all day	£3.00	No change	£3.00

BEECROFT Closing April 2018 to March 2019 0900-1800 DAILY

Pay & Display	Current Tariff	Proposed Action	Proposed Tariffs
Up to 1 hr	£1.00	No change	£1.00
Up to 2 Hrs	£1.80	No change	£1.80
Up to 3 hrs	£2.50	No change	£2.50
Up to 4 hrs	£4.30	No change	£4.30
Up to 5 hrs	£5.10	No change	£5.10
Up to 6 hrs	£6.40	No change	£6.40
7 + hrs	£8.00	No change	£8.00
Weekend all day	£3.00	No change	£3.00

ZONE 5 - DISTRICT CAR PARKS

NORTH ROAD 0900-1800 (Monday to Saturday)

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

Season Tickets	Winter months only	Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Annual	Valid weekend only	All year	£200.00	£200.00	£300.00	£300.00

Maximum Season Tickets allocation	No limit
-----------------------------------	----------

Season Tickets	Winter months only	Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Annual	Valid weekend only	All year	£200.00	£200.00	£300.00	£300.00

Maximum Season Tickets allocation	No limit
-----------------------------------	----------

Season Tickets		Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Annual		All year	£300.00	£300.00	£300.00	£300.00
Quarterly		All year	£85.00	£340.00	£85.00	£340.00
Monthly		All year	£30.00	£360.00	£30.00	£360.00

Maximum Season Tickets allocation	60%
-----------------------------------	-----

145

PLACE - CAR PARKING

FEES AND CHARGES 2018/19

APPENDIX 2

ILFRACOMBE AVENUE

0900-1800 (Monday to Saturday)

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

NORTH STREET

0900-1800 (Monday to Saturday)

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

HAMLET COURT ROAD

0900-1800 (Monday to Saturday)

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

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	All year	£300.00	£300.00	£300.00	£300.00
Quarterly	All year	£85.00	£340.00	£85.00	£340.00
Monthly	All year	£30.00	£360.00	£30.00	£360.00

Maximum Season Tickets allocation	25%
-----------------------------------	-----

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	All year	£300.00	£300.00	£300.00	£300.00
Quarterly	All year	£85.00	£340.00	£85.00	£340.00
Monthly	All year	£30.00	£360.00	£30.00	£360.00

Maximum Season Tickets allocation	30%
-----------------------------------	-----

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	All year	£300.00	£300.00	£300.00	£300.00
Quarterly	All year	£85.00	£340.00	£85.00	£340.00
Monthly	All year	£30.00	£360.00	£30.00	£360.00

Maximum Season Tickets allocation	50%
-----------------------------------	-----

146

PLACE - CAR PARKING

FEES AND CHARGES 2018/19

APPENDIX 2

ELM ROAD

0900-1800 (Monday to Saturday)

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

CEYLON ROAD

0900-1800 (Monday to Saturday)

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

THORPE BAY BROADWAY

0900-1800 (Monday to Saturday)- 3 hrs maximum

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

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Type					
Annual	All year	£300.00	£300.00	£300.00	£300.00
Quarterly	All year	£85.00	£340.00	£85.00	£340.00
Monthly	All year	£30.00	£360.00	£30.00	£360.00

Maximum Season Tickets allocation	30%
-----------------------------------	-----

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Type					
Annual	All year	£300.00	£300.00	£300.00	£300.00
Quarterly	All year	£85.00	£340.00	£85.00	£340.00
Monthly	All year	£30.00	£360.00	£30.00	£360.00

Maximum Season Tickets allocation	30%
-----------------------------------	-----

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Type					
Annual	All year	£300.00	£300.00	£300.00	£300.00
Quarterly	All year	£85.00	£340.00	£85.00	£340.00
Monthly	All year	£30.00	£360.00	£30.00	£360.00

Maximum Season Tickets allocation	10%
-----------------------------------	-----

147

SEAFRONT ON -STREET

EASTERN ESPLANADE

0900-1800 DAILY

0900-1800 DAILY including section between No. 65 to Warwick Road

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

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	Residents	£50.00	£50.00	£50.00	£50.00
Annual	Non Residents				

CHALKWELL ESPLANADE

0900-1800 DAILY

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

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	Residents	£50.00	£50.00	£50.00	£50.00
Annual	Non Residents				

148

THE LEAS

0900-1800 DAILY

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

Season Tickets	Winter months only	Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Seasonal	Valid weekdays only	1/11 - 31/3	£200.00	£200.00	£200.00	£200.00
Quarterly	Remove Option	1/11 - 31/3	£65.00	£155.00		
Monthly	Valid weekdays only	1/11 - 31/3	£25.00	£125.00	£45.00	£225.00
Residents		All Year	£50.00	£50.00	£100.00	£100.00

Maximum Season Ticket allocation	25%
----------------------------------	-----

PLACE - CAR PARKING

FEES AND CHARGES 2018/19

APPENDIX 2

THORPE ESPLANADE

0900-1800 DAILY

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

BELTON BRIDGE

0900-1800 DAILY

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

ZONE 3 - OUTER SEAFRONT

BELTON GARDENS NORTH

0900-1800 DAILY

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

0900-1800 DAILY including section between Warwick Road and Thorpe Hall Avenue

Season Tickets		Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Annual	Residents	All year	£50.00	£50.00	£50.00	£50.00
Annual	Non Residents	N/A				

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

Season Tickets		Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Annual	Residents Only	All year	£100.00	£100.00	£100.00	£100.00
Annual	Non Residents	N/A				
Annual	Fishermen	All year	£100.00	£100.00	£200.00	£200.00

149

PLACE - CAR PARKING

FEES AND CHARGES 2018/19

APPENDIX 2

BELTON GARDENS SOUTH

0900-1800 DAILY

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

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	Residents Only	£100.00	£100.00	£100.00	£100.00
Annual	Non Residents				
Annual	Fishermen	£100.00	£100.00	£200.00	£200.00

LEIGH FOUNDRY

0900-1800 DAILY

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

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	Residents Only	£100.00	£100.00	£100.00	£100.00
Annual	Non Residents				
Annual	Fishermen	£100.00	£100.00	£200.00	£200.00

150

VICTORIA WHARF

0900-1800 DAILY

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

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	Residents Only	£100.00	£100.00	£100.00	£100.00
Annual	Non Residents				
Annual	Fishermen	£100.00	£100.00	£200.00	£200.00

SHOEBURY COMMON CAR PARK

0900-1800 DAILY

Pay & Display	Current Summer Tariff	Current Winter Tariff	Proposals	Summer Tariff	Winter Tariff
Up to 1 hr	£1.00	£0.70	No change	£1.00	£0.70
Up to 2 hrs	£2.00	£1.70	No change	£2.00	£1.70
Up to 3 hrs	£2.80	£2.40	No change	£2.80	£2.40
Up to 4 hrs	£4.50	£4.00	No change	£4.50	£4.00
Up to 5 hrs	£5.60	£5.00	No change	£5.60	£5.00
Up to 6 hrs	£7.00	£6.00	No change	£7.00	£6.00
7+ hrs	£8.00	£7.00	No change	£8.00	£7.00

THORPE ESPLANADE CAR PARK

0900-1800 DAILY

Pay & Display	Current Summer Tariff	Current Winter Tariff	Proposals	Summer Tariff	Winter Tariff
Up to 1 hr	£1.00	£0.70	No change	£1.00	£0.70
Up to 2 hrs	£1.80	£1.70	No change	£1.80	£1.70
Up to 3 hrs	£2.60	£2.40	No change	£2.60	£2.40
Up to 4 hrs	£4.20	£4.00	No change	£4.20	£4.00
Up to 5 hrs	£5.30	£5.00	No change	£5.30	£5.00
Up to 6 hrs	£6.50	£6.00	No change	£6.50	£6.00
7+ hrs	£8.00	£7.00	No change	£8.00	£7.00

EAST BEACH CAR PARK

0900-1800 DAILY

Pay & Display	Current Summer Tariff	Current Winter Tariff	Proposals	Summer Tariff	Winter Tariff
Up to 1 hr	£1.00	£0.70	No change	£1.00	£0.70
Up to 2 hrs	£2.00	£1.70	No change	£2.00	£1.70
Up to 3 hrs	£2.80	£2.40	No change	£2.80	£2.40
Up to 4 hrs	£4.50	£4.00	No change	£4.50	£4.00
Up to 5 hrs	£5.60	£5.00	No change	£5.60	£5.00
Up to 6 hrs	£7.00	£6.00	No change	£7.00	£6.00
7+ hrs	£8.00	£7.00	No change	£8.00	£7.00

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	Valid weekdays only	£100.00	£100.00	£100.00	£100.00
Quarterly	Valid weekdays only	£30.00	£120.00	£30.00	£120.00
Monthly	Valid weekdays only	£15.00	£180.00	£15.00	£180.00

7 day- annual, quarterly and monthly ticket only for beach hut owners & Kite Surfers at above rates and inclusive of On-Street parking bays

Maximum Season Ticket allocation	100%
----------------------------------	------

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	Valid weekdays only	£30.00	£120.00	£30.00	£120.00
Quarterly	Valid weekdays only	£15.00	£180.00	£15.00	£180.00
Monthly	Valid weekdays only	£15.00	£180.00	£15.00	£180.00

7 day- annual, quarterly and monthly ticket only for beach hut & Kite Surfers owners at above rates and inclusive of On-Street parking bays

Maximum Season Ticket allocation	100%
----------------------------------	------

Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual*	Valid weekdays only	£100.00	£100.00	£100.00	£100.00
Quarterly*	Valid weekdays only	£30.00	£120.00	£30.00	£120.00
Monthly*	Valid weekdays only	£15.00	£180.00	£15.00	£180.00
Annual- Commuters	Valid weekdays only	£100.00	£100.00	£150.00	£150.00

*7 day- annual, quarterly and monthly ticket only for beach hut owners, Kite Surfers at above rates and inclusive of On-Street parking bays

Maximum Season Ticket allocation	100%
----------------------------------	------

NESS ROAD

0900-1800 DAILY

Pay & Display	Current Summer Tariff	Current Winter Tariff	Proposals	Summer Tariff	Winter Tariff
Up to 1 hr	£1.00	£0.70	No change	£1.00	£0.70
Up to 2 hrs	£2.00	£1.70	No change	£2.00	£1.70
Up to 3 hrs	£2.80	£2.40	No change	£2.80	£2.40
Up to 4 hrs	£4.00	£3.50	No change	£4.50	£4.00
Up to 5 hrs	£5.00	£4.50	No change	£5.60	£5.00
Up to 6 hrs	£6.00	£5.50	No change	£7.00	£6.00
7+ hrs	£8.00	£7.00	No change	£8.00	£7.00

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

Season Tickets		Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Type						
Annual	Valid weekdays only	All year	£100.00	£100.00	£100.00	£100.00
Quarterly	Valid weekdays only	All year	£30.00	£120.00	£30.00	£120.00
Monthly	Valid weekdays only	All year	£15.00	£180.00	£15.00	£180.00
7 day- annual, quarterly and monthly ticket only for beach hut owners at above rates and inclusive of On-Street parking bays						
Maximum Season Ticket allocation		100%				

OTHER CHARGES

ALL PARKING MANAGEMENT AND RESIDENTS PARKING SCHEMES

	Current Tariff	Proposed Action	Proposed Tariffs
1st & 2nd Permit	£15.00	No change	£15.00
2nd	£15.00	Increase	£25.00
3rd Permit	£30.00	Increase	£50.00
4th Permit	£50.00	Increase	£75.00
Visitor Vouchers (20)	£5.00	New limit of 100 vouchers per year	£5.00
Business Permits	£250.00	No change	£250.00

152

OTHER PERMITS

Description	Current Tariff	Proposed Action	Proposed Tariffs
Charitable Organisation- Up to 5 free permits subject to justifying the need. Then up to another 5 permits subject to Green Travel Plan at 50% discount rate		No Change	
Suspensions (Administration Cost) for up to 7 days and for each subsequent renewals	£30.00	No Change	£30.00
Suspensions of on -street & car park bays (per day per bay) - Seafront & Town centre	£20.00	No Change	£20.00
Suspensions of on -street & car park bays (per day per bay) - All other areas	£15.00	No Change	£15.00
Dispensations (on waiting/limited waiting restrictions) for allowing vehicle parking for up to 7 days	£30.00	No Change	£30.00
Replacement of permit or season ticket due to vehicle changes	£5.00	No Change	£5.00
Replacement of permit or season ticket due loss	£30.00	No Change	£30.00
All Car Parks Borough Wide (excluding Zone 1 from 1/4 to 31/10) - Annual	£1,100.00	Increase Charge	£1,300.00
All Town Centre Car Parks - Annual	£900.00	Increase Charge	£1,100.00
Named Town Centre Car Parks - Annual	£400.00	Increase Charge	£600.00
District Car Parks(All) - Annual	£300.00	No Change	£300.00
Carers/Health Care Specialists (named car park)	£100.00	No Change	£100.00
Seafront and Town Centre Residents (to park in pay & display bays in their own street)	£50.00	No Change	£50.00
Carers Permit - Issued to the resident with the vehicle details of their carer- 1 permit only	£15.00	No Change	£15.00
SBC Contracted Carers companies - Non- Vehicle Specific Permits(Residents Parking Area Only)	£35.00	No Change	£35.00
District Nurses - Non Vehicles Specific permits for contracted care companies(delivering service to users in their homes and when in the office based in Harcourt House.(Residents Parking and Pay & display areas- Not the Colchester Road area parking scheme)	£65.00	No Change	£65.00
Phlebotomists- Non vehicles specific permits - Residents bays(excluding those around the Hospital) and any chargeable area	£65.00	No Change	£65.00
Community Physiotherapists- Non vehicles specific permits - Residents bays(excluding those around the Hospital) and any chargeable area	£65.00	No Change	£65.00
New Road Church - Non vehicle specific permits (6no) for Belton Gardens North Car park pursuant to an existing long standing land agreement	Free	No Change	Free
Citizens Advice Bureau - 5 Free permits and further 5 at 50% of the appropriate charge for Seaway Car Park on the charitable needs of the organisation			
RNLI - 2 Free Permits for Seaway Car Park for emergency response and other essential use based on the needs of the organisation in providing emergency services	Free	No Change	Free
St John's Ambulance - 2 Free permits(one for Belton Gardens North and one for Two Tree Island car park) based on the needs of the organisation in providing key emergency services	Free	No Change	Free
Colchester Road Mosque- To sell maximum of 10 books of vouchers every three months at 50% of the price pursuant of an existing agreement	50% of the charge	Extend 10 books purchase from two to every three months	
Hotel/Guest house - 24 hour permit at reduced rate of 50% of the on- street day charge	50% of the day charge	No Change	50% of the day charge
Beach Hut Owners and Kite Surfers permits at £100.00 per year valid at any time in the eastern area of the seafront including car parks.			

153

OTHER PROVISIONS

Type	Description
Christmas Parking	To provide free parking in Town Centre Council car parks after 1600hrs on Thursdays and all day on Sundays in December, Christmas Day and Good Friday (except those with barriers)
Seafront Parking	To provide free parking after 6pm along the seafront; covering Fairhead Green, Seaway, Gas Work Site and Western Esplanade
Small Business Day	Free Parking in District car parks
Electric Cars	Free Parking.
Car Club	Car club vehicles showing a car club parking permit get free parking in designated car club bays, there is a charge for the hire of the vehicles(where available).
Blue Badge Parking	Only residents of the borough to park free in the Council car parks. All non residents to pay the appropriate tariff
District Car Parks	Free Parking on Sundays
Hotels in RPS or PMS Areas	£5 a day for each Guest Permit. Any registered hotel shall be entitled to a maximum daily number of visitor's guest permits equating to the number of guest rooms available minus the number of Parking Spaces provided off street by the Hotel and the number of annual Resident Permits held by the owner

	Description of Service	Basis of Charge	Net Charge	VAT	Gross 2017/18	Proposed Net	VAT	Proposed	Proposed Increase		
			2017/18	(20%)	Charge	Charge	(20%)	Gross 2018/19	Gross Charge	£	%
			£	£	£	£	£	£	£	£	%
	Planning & Building Regulation Document History requests (including Tree Preservation Orders)										
Note	Only the owner or owners representative are permitted to view plans or associated documents deposited under Building Regulations										
Note	Requests relating to planning files do not incur VAT										
1	To retrieve and view a file that is stored on-site	Discretionary	7.00		7.00	7.50		7.50	0.50	7.14%	
2	To retrieve and view a file that is stored off-site (Building Control 175 - 1987)	Discretionary	23.00		23.00	24.00		24.00	1.00	4.35%	
3	Planning History (Search Agents)	Discretionary	7.00		7.00	7.50		7.50	0.50	7.14%	
4	Written responses to Solicitors, Developers or Insurers (in addition to the retrieval fee)	Discretionary	34.17	6.83	41.00	35.00	7.00	42.00	1.00	2.44%	
5	To copy an A4 (297 x 210 mm) document (in addition to the retrieval fee)	Discretionary	8.33	1.67	10.00	8.75	1.75	10.50	0.50	5.00%	
6	To copy an A3 (297 x 420 mm) document (in addition to the retrieval fee)	Discretionary	9.17	1.83	11.00	9.58	1.92	11.50	0.50	4.55%	
7	To copy an A2 (420 x 594 mm) document (in addition to the retrieval fee)	Discretionary	9.17	1.83	11.00	9.58	1.92	11.50	0.50	4.55%	
8	To copy an A1 (594 x 841 mm) document (in addition to the retrieval fee)	Discretionary	9.58	1.92	11.50	9.58	1.92	11.50	0.00	0.00%	
9	To copy an A0 (841 x 1189 mm) document (in addition to the retrieval fee)	Discretionary	10.00	2.00	12.00	10.42	2.08	12.50	0.50	4.17%	
	PLANNING FEES										
	Majority set by statute (see separate table)										
	Hyperlink to Planning Application and related fees ↓										
	http://www.southend.gov.uk/downloads/file/2531/planning_fees_with_effect_31st_january_2017										
	Pre-application advice - LARGE SCALE MAJOR										
10	Written advice (Not applicable for this type of development)										
11	Meeting plus written advice	Discretionary	1,214.17	242.83	1,457.00	1,238.33	247.67	1,486.00	29.00	1.99%	
12	Follow up meeting plus written advice	Discretionary	650.83	130.17	781.00	664.17	132.83	797.00	16.00	2.05%	
	Pre-application advice - SMALL SCALE MAJOR										
13	Written advice	Discretionary	347.50	69.50	417.00	354.17	70.83	425.00	8.00	1.92%	
14	Meeting plus written advice	Discretionary	998.33	199.67	1,198.00	1,018.33	203.67	1,222.00	24.00	2.00%	
15	Follow up meeting plus written advice	Discretionary	260.00	52.00	312.00	265.00	53.00	318.00	6.00	1.92%	
	Pre-application advice - MINOR										
16	Written advice	Discretionary	174.17	34.83	209.00	177.50	35.50	213.00	4.00	1.91%	
17	Meeting plus written advice	Discretionary	520.00	104.00	624.00	530.00	106.00	636.00	12.00	1.92%	
18	Follow up meeting plus written advice	Discretionary	173.33	34.67	208.00	176.67	35.33	212.00	4.00	1.92%	
19	Advice to agents regarding extension/alterations to dwellings	Discretionary	220.83	44.17	265.00	225.00	45.00	270.00	5.00	1.89%	
	Pre-application advice for members of the public wishing to extend/alter their own property										
20	Duty Planner	Discretionary				Free					
21	Written Advice	Discretionary	78.00		78.00	80.00		80.00	2.00	2.56%	

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
Micellaneous Fees										
22	Copy of Tree Preservation Order	Discretionary	18.00		18.00	18.50		18.50	0.50	2.78%
23	Inspection of compliance with Enforcement Notice	Discretionary	135.00	27.00	162.00	137.50	27.50	165.00	3.00	1.85%
24	Adopted Local Development Framework Documents (per document)	Discretionary	26.00		26.00	26.50		26.50	0.50	1.92%
33	Compliance with S106 Agreement Requests	Discretionary	78.00		78.00	80.00		80.00	2.00	2.56%
High Hedge Complaints										
34	Application fee	Discretionary	364.00		364.00	371.00		371.00	7.00	1.92%
35	Application fee (concessions only)	Discretionary	260.00		260.00	265.00		265.00	5.00	1.92%
SUDS Approval Body Applications										
36	Suds Application (Major Developments) under 0.5ha	Discretionary	364.00		364.00	371.00		371.00	7.00	1.92%
37	Suds Application (Major Developments) 0.5ha - 0.99ha	Discretionary	624.00		624.00	636.00		636.00	12.00	1.92%
38	Suds Application (Major Developments) 1ha +	Discretionary	937.00		937.00	956.00		956.00	19.00	2.03%

	Building Regulations	Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge			
									£	%		
	New Dwellings											
1	Plan Charge	Houses/Bungalows < 300sqm (1 Plot)	Full Cost Recovery	157.44	31.49	188.93	157.44	31.49	188.93	0.00	0.00%	
2		Houses/Bungalows < 300sqm (2 Plots)	Full Cost Recovery	236.16	47.23	283.39	236.16	47.23	283.39	0.00	0.00%	
3		Houses/Bungalows < 300sqm (3 Plots)	Full Cost Recovery	314.87	62.98	377.85	314.87	62.98	377.85	0.00	0.00%	
4		Houses/Bungalows < 300sqm (4 Plots)	Full Cost Recovery	393.59	78.72	472.31	393.59	78.72	472.31	0.00	0.00%	
5		Houses/Bungalows < 300sqm (5 Plots)	Full Cost Recovery	472.31	94.47	566.78	472.31	94.46	566.77	(0.01)	0.00%	
6	Inspection Charge	Houses/Bungalows < 300sqm (1 Plot)	Full Cost Recovery	472.31	94.47	566.78	472.31	94.46	566.77	(0.01)	0.00%	
7		Houses/Bungalows < 300sqm (2 Plots)	Full Cost Recovery	708.47	141.69	850.16	708.47	141.69	850.16	0.00	0.00%	
8		Houses/Bungalows < 300sqm (3 Plots)	Full Cost Recovery	944.62	188.92	1,133.54	944.62	188.92	1,133.54	0.00	0.00%	
9		Houses/Bungalows < 300sqm (4 Plots)	Full Cost Recovery	1,180.78	236.15	1,416.93	1,180.78	236.17	1,416.95	0.02	0.00%	
10		Houses/Bungalows < 300sqm (5 Plots)	Full Cost Recovery	1,416.93	283.39	1,700.32	1,416.93	283.39	1,700.32	0.00	0.00%	
11	Building Notice	Houses/Bungalows < 300sqm (1 Plot)	Full Cost Recovery	655.99	131.20	787.19	655.99	131.20	787.19	0.00	0.00%	
12		Houses/Bungalows < 300sqm (2 Plots)	Full Cost Recovery	997.10	199.42	1,196.52	997.10	199.42	1,196.52	0.00	0.00%	
13		Houses/Bungalows < 300sqm (3 Plots)	Full Cost Recovery	1,285.73	257.15	1,542.88	1,285.73	257.15	1,542.88	0.00	0.00%	
14		Houses/Bungalows < 300sqm (4 Plots)	Full Cost Recovery	1,626.85	325.37	1,952.22	1,626.85	325.37	1,952.22	0.00	0.00%	
15		Houses/Bungalows < 300sqm (5 Plots)	Full Cost Recovery	1,941.72	388.35	2,330.07	1,941.72	388.34	2,330.06	(0.01)	0.00%	
16	Regularisation	Houses/Bungalows < 300sqm (1 Plot)	Full Cost Recovery	Individually determined								
17		Houses/Bungalows < 300sqm (2 Plots)	Full Cost Recovery	Individually determined								
18		Houses/Bungalows < 300sqm (3 Plots)	Full Cost Recovery	Individually determined								
19		Houses/Bungalows < 300sqm (4 Plots)	Full Cost Recovery	Individually determined								
20		Houses/Bungalows < 300sqm (5 Plots)	Full Cost Recovery	Individually determined								
21	Plan Charge	1 Flat < 300sqm	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
22		2 Flats < 300sqm	Full Cost Recovery	209.92	41.98	251.90	209.92	41.98	251.90	0.00	0.00%	
23		3 Flats < 300sqm	Full Cost Recovery	262.40	52.48	314.88	262.40	52.48	314.88	0.00	0.00%	
24		4 Flats < 300sqm	Full Cost Recovery	314.87	62.98	377.85	314.87	62.98	377.85	0.00	0.00%	
25		5 Flats < 300sqm	Full Cost Recovery	393.59	78.72	472.31	393.59	78.72	472.31	0.00	0.00%	
26	Inspection Charge	1 Flat < 300sqm	Full Cost Recovery	393.59	78.72	472.31	393.59	78.72	472.31	0.00	0.00%	
27		2 Flats < 300sqm	Full Cost Recovery	629.75	125.95	755.70	629.75	125.95	755.70	0.00	0.00%	
28		3 Flats < 300sqm	Full Cost Recovery	787.19	157.43	944.62	787.19	157.43	944.62	0.00	0.00%	
29		4 Flats < 300sqm	Full Cost Recovery	997.10	199.42	1,196.52	997.10	199.42	1,196.52	0.00	0.00%	
30		5 Flats < 300sqm	Full Cost Recovery	1,180.78	236.15	1,416.93	1,180.78	236.15	1,416.93	0.00	0.00%	
31	Building Notice	1 Flat < 300sqm	Full Cost Recovery	551.03	110.21	661.24	551.03	110.21	661.24	0.00	0.00%	
32		2 Flats < 300sqm	Full Cost Recovery	813.43	162.68	976.11	813.43	162.68	976.11	0.00	0.00%	
33		3 Flats < 300sqm	Full Cost Recovery	1,075.82	215.16	1,290.98	1,075.82	215.16	1,290.98	0.00	0.00%	
34		4 Flats < 300sqm	Full Cost Recovery	1,338.22	267.64	1,605.86	1,338.22	267.64	1,605.86	0.00	0.00%	
35		5 Flats < 300sqm	Full Cost Recovery	1,626.85	325.37	1,952.22	1,626.85	325.37	1,952.22	0.00	0.00%	
36	Regularisation	1 Flat < 300sqm	Full Cost Recovery	Individually determined								
37		2 Flats < 300sqm	Full Cost Recovery	Individually determined								
38		3 Flats < 300sqm	Full Cost Recovery	Individually determined								
39		4 Flats < 300sqm	Full Cost Recovery	Individually determined								
40		5 Flats < 300sqm	Full Cost Recovery	Individually determined								

157

	Building Regulations	Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge			
41	EW1	Notifiable electrical work (where applicable)	Full Cost Recovery	236.16	47.23	283.39	236.16	47.23	283.39	0.00	0.00%	
		Work to a single dwelling										
42	Plan Charge	1 storey extension not exceeding 40sqm	Full Cost Recovery	104.96	20.99	125.95	104.96	20.99	125.95	0.00	0.00%	
43		1 storey extension 40 - 100sqm	Full Cost Recovery	157.44	31.49	188.93	157.44	31.49	188.93	0.00	0.00%	
44		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	157.44	31.49	188.93	157.44	31.49	188.93	0.00	0.00%	
45		2/3 extension 40 - 100 sqm	Full Cost Recovery	157.44	31.49	188.93	157.44	31.49	188.93	0.00	0.00%	
46		Garage/store etc not exceeding 100sqm	Full Cost Recovery	78.72	15.74	94.46	78.72	15.74	94.46	0.00	0.00%	
47		Detached non-habitable domestic building not exc 50sqm	Full Cost Recovery	104.96	20.99	125.95	104.96	20.99	125.95	0.00	0.00%	
48	Inspection Charge	1 storey extension not exceeding 40sqm	Full Cost Recovery	393.59	78.72	472.31	393.59	78.72	472.31	0.00	0.00%	
49		1 storey extension 40 - 100sqm	Full Cost Recovery	446.07	89.22	535.29	446.07	89.22	535.29	0.00	0.00%	
50		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	446.07	89.22	535.29	446.07	89.22	535.29	0.00	0.00%	
51		2/3 extension 40 - 100 sqm	Full Cost Recovery	498.55	99.71	598.26	498.55	99.71	598.26	0.00	0.00%	
52		Garage/store etc not exceeding 100sqm	Full Cost Recovery	236.16	47.23	283.39	236.16	47.23	283.39	0.00	0.00%	
53		Detached non-habitable domestic building not exc 50sqm	Full Cost Recovery	314.87	62.98	377.85	314.87	62.98	377.85	0.00	0.00%	
54	Building Notice	1 storey extension not exceeding 40sqm	Full Cost Recovery	524.79	104.96	629.75	524.79	104.96	629.75	0.00	0.00%	
55		1 storey extension 40 - 100sqm	Full Cost Recovery	629.75	125.95	755.70	629.75	125.95	755.70	0.00	0.00%	
56		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	629.75	125.95	755.70	629.75	125.95	755.70	0.00	0.00%	
57		2/3 extension 40 - 100 sqm	Full Cost Recovery	682.23	136.44	818.67	682.23	136.44	818.67	0.00	0.00%	
58		Garage/store etc not exceeding 100sqm	Full Cost Recovery	341.11	68.23	409.34	341.11	68.23	409.34	0.00	0.00%	
59		Detached non-habitable domestic building not exc 50sqm	Full Cost Recovery	446.07	89.22	535.29	446.07	89.22	535.29	0.00	0.00%	
60	Regularisation	1 storey extension not exceeding 40sqm	Full Cost Recovery	Individually determined								
61		1 storey extension 40 - 100sqm	Full Cost Recovery	Individually determined								
62		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	Individually determined								
63		2/3 extension 40 - 100 sqm	Full Cost Recovery	Individually determined								
64		Garage/store etc not exceeding 100sqm	Full Cost Recovery	Individually determined								
65		Detached non-habitable domestic building not exc 50sqm	Full Cost Recovery	Individually determined								
66	Plan Charge	Rooms in roof	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
67		Garage conversions	Full Cost Recovery	78.72	15.74	94.46	78.72	15.74	94.46	0.00	0.00%	
68	Inspection Charge	Rooms in roof	Full Cost Recovery	419.83	83.97	503.80	419.83	83.97	503.80	0.00	0.00%	
69		Garage conversions	Full Cost Recovery	183.67	36.74	220.41	183.67	36.74	220.41	0.00	0.00%	
70	Building Notice	Rooms in roof	Full Cost Recovery	577.27	115.46	692.73	577.27	115.46	692.73	0.00	0.00%	
71		Garage conversions	Full Cost Recovery	288.63	57.73	346.36	288.63	57.73	346.36	0.00	0.00%	
72	Regularisation	Rooms in roof	Full Cost Recovery	Individually determined								
73		Garage conversions	Full Cost Recovery	Individually determined								
74	Plan Charge	Re-roof etc	Full Cost Recovery	78.72	15.74	94.46	78.72	15.74	94.46	0.00	0.00%	
75		Window replacement	Full Cost Recovery	78.72	15.74	94.46	78.72	15.74	94.46	0.00	0.00%	
76		work not exceeding £5000	Full Cost Recovery	78.72	15.74	94.46	78.72	15.74	94.46	0.00	0.00%	
77		Work £5,000 - £25,000	Full Cost Recovery	104.96	20.99	125.95	104.96	20.99	125.95	0.00	0.00%	
78		Work £25,000 - £100,000	Full Cost Recovery	104.96	20.99	125.95	104.96	20.99	125.95	0.00	0.00%	

	Building Regulations	Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge			
79	Inspection Charge	Re-roof etc	Full Cost Recovery	104.96	20.99	125.95	104.96	20.99	125.95	0.00	0.00%	
80		Window replacement	Full Cost Recovery	104.96	20.99	125.95	104.96	20.99	125.95	0.00	0.00%	
81		Work not exceeding £5000	Full Cost Recovery	104.96	20.99	125.95	104.96	20.99	125.95	0.00	0.00%	
82		Work £5,000 - £25,000	Full Cost Recovery	209.92	41.98	251.90	209.92	41.98	251.90	0.00	0.00%	
83		Work £25,000 - £100,000	Full Cost Recovery	419.83	83.97	503.80	419.83	83.97	503.80	0.00	0.00%	
84	Building Notice	Re-roof etc	Full Cost Recovery	183.67	36.74	220.41	183.67	36.74	220.41	0.00	0.00%	
85		Replacement Windows	Full Cost Recovery	183.67	36.74	220.41	183.67	36.74	220.41	0.00	0.00%	
86		work not exceeding £5000	Full Cost Recovery	183.67	36.74	220.41	183.67	36.74	220.41	0.00	0.00%	
87		Work £5,000 - £25,000	Full Cost Recovery	341.11	68.23	409.34	341.11	68.23	409.34	0.00	0.00%	
88	Work £25,000 - £100,000	Full Cost Recovery	551.03	110.21	661.24	551.03	110.21	661.24	0.00	0.00%		
89	Regularisation	Re-roof etc	Full Cost Recovery	Individually determined								
90		Window replacement	Full Cost Recovery	Individually determined								
91		work not exceeding £5000	Full Cost Recovery	Individually determined								
92		Work £5,000 - £25,000	Full Cost Recovery	Individually determined								
93		Work £25,000 - £100,000	Full Cost Recovery	Individually determined								
	All other Non-Domestic Work											
94	Plan Charge	1 storey extension not exceeding 40sqm	Full Cost Recovery	157.44	31.49	188.93	157.44	31.49	188.93	0.00	0.00%	
95		1 storey extension 40 - 100sqm	Full Cost Recovery	183.67	36.74	220.41	183.67	36.74	220.41	0.00	0.00%	
96		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	157.44	31.49	188.93	157.44	31.49	188.93	0.00	0.00%	
97		2/3 extension 40 - 100 sqm	Full Cost Recovery	209.92	41.98	251.90	209.92	41.98	251.90	0.00	0.00%	
98	Inspection Charge	1 storey extension not exceeding 40sqm	Full Cost Recovery	419.83	83.97	503.80	419.83	83.97	503.80	0.00	0.00%	
99		1 storey extension 40 - 100sqm	Full Cost Recovery	498.55	99.71	598.26	498.55	99.71	598.26	0.00	0.00%	
100		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	472.31	94.47	566.78	472.31	94.47	566.78	0.00	0.00%	
101		2/3 extension 40 - 100 sqm	Full Cost Recovery	524.79	104.96	629.75	524.79	104.96	629.75	0.00	0.00%	
102	Regularisation	1 storey extension not exceeding 40sqm	Full Cost Recovery	Individually determined								
103		1 storey extension 40 - 100sqm	Full Cost Recovery	Individually determined								
104		2/3 storey extension not exceeding 40sqm	Full Cost Recovery	Individually determined								
105		2/3 extension 40 - 100 sqm	Full Cost Recovery	Individually determined								
106	Plan Charge	Work not exceeding £5000	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
107		Replacement Windows	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
108		Renewable Energy Systems	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
109		Shopfront	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
110	Inspection Charge	Work not exceeding £5000	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
111		Replacement Windows	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
112		Renewable Energy Systems	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
113		Shopfront	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
114	Regularisation	Work not exceeding £5000	Full Cost Recovery	Individually determined								
115		Replacement Windows	Full Cost Recovery	Individually determined								
116		Renewable Energy Systems	Full Cost Recovery	Individually determined								
117		Shopfront	Full Cost Recovery	Individually determined								

159

	Building Regulations	Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge			
118	Plan Charge	Work £5000 - £25,000	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
119		Replacement Windows (large)	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
120		Renovation of thermal elements	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
121		Storage Platforms	Full Cost Recovery	131.20	26.24	157.44	131.20	26.24	157.44	0.00	0.00%	
122	Inspection Charge	Work £5000 - £25,000	Full Cost Recovery	236.16	47.23	283.39	236.16	47.23	283.39	0.00	0.00%	
123		Replacement Windows (large)	Full Cost Recovery	236.16	47.23	283.39	236.16	47.23	283.39	0.00	0.00%	
124		Renovation of thermal elements	Full Cost Recovery	236.16	47.23	283.39	236.16	47.23	283.39	0.00	0.00%	
125		Storage Platforms	Full Cost Recovery	236.16	47.23	283.39	236.16	47.23	283.39	0.00	0.00%	
126	Regularisation	Work £5000 - £25,000	Full Cost Recovery	Individually determined								
127		Replacement Windows (large)	Full Cost Recovery	Individually determined								
128		Renovation of thermal elements	Full Cost Recovery	Individually determined								
129		Storage Platforms	Full Cost Recovery	Individually determined								
130	Plan Charge	Work £25,000 - £100,000	Full Cost Recovery	157.44	31.49	188.93	157.44	31.49	188.93	0.00	0.00%	
131		Fit out work	Full Cost Recovery	157.44	31.49	188.93	157.44	31.49	188.93	0.00	0.00%	
132	Inspection Charge	Work £25,000 - £100,000	Full Cost Recovery	472.31	94.47	566.78	472.31	94.47	566.78	0.00	0.00%	
133		Fit out work	Full Cost Recovery	472.31	94.47	566.78	472.31	94.47	566.78	0.00	0.00%	
134	Regularisation	Work £25,000 - £100,000	Full Cost Recovery	Individually determined								
135		Fit out work	Full Cost Recovery	Individually determined								

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

	Description of Service	Basis of Charge	Net Charge	VAT	Gross 2017/18	Proposed Net	VAT	Proposed	Proposed Increase	
			2017/18	(20%)	Charge	Charge	(20%)	Gross 2018/19	Gross Charge	£
			£	£	£	£	£	£	£	%
	CEMETERIES & CREMATORIUM									
	BURIAL FEES									
	Private Grave Space - Traditional Grave 50 years									
1	Exclusive Rights of Burial, Including Registration in traditional Grave Resident	Discretionary	2,120.00		2,120.00	2,165.00		2,165.00	45.00	2.12%
2	Exclusive Rights of Burial including Registration in traditional Grave Non Resident	Discretionary	3,560.00		3,560.00	3,630.00		3,630.00	70.00	1.97%
	Private Grave Space- Lawn including 75 and 50 years grave spaces									
3	Exclusive Right of Burial including Registration Resident	Discretionary	780.00		780.00	795.00		795.00	15.00	1.92%
4	Exclusive Right of Burial including Registration Non Resident	Discretionary	1,325.00		1,325.00	1,350.00		1,350.00	25.00	1.89%
	Interment fee including excavation all depths									
5	A person whose age at time of death exceeds 16 years Resident	Discretionary	780.00		780.00	795.00		795.00	15.00	1.92%
6	A person whose age at time of death exceeds 16 Non Resident	Discretionary	1,250.00		1,250.00	1,275.00		1,275.00	25.00	2.00%
7	An NVF, Stillborn child or child not exceeding 16 years of age at time of death	Discretionary				No Charge				
8	Re-open Brick Grave or vault Interment fee	Discretionary	780.00		780.00	795.00		795.00	15.00	1.92%
	Mini Cremated remains Vault									
9	Mini Cremated Remains Vault max 4 internments (Inclusive of 25 Year Exclusive Rights of Burial, and vase block with metal flower holder) Resident	Discretionary	1,240.00		1,240.00	1,265.00		1,265.00	25.00	2.02%
10	Mini Cremated Remains Vault max 4 internments (Inclusive of 25 Year Exclusive Rights of Burial, memorial plaques inscription to include 80 letters and vase block with metal flower holder) Non Resident	Discretionary	1,580.00		1,580.00	1,610.00		1,610.00	30.00	1.90%
	Interment Fee in Cremated remains vault									
11	A person whose age at time of death exceeds 16 years Resident	Discretionary	200.00		200.00	205.00		205.00	5.00	2.50%
12	A person whose age at time of death exceeds 16 years Non Resident	Discretionary	310.00		310.00	315.00		315.00	5.00	1.61%
13	An NVF, Stillborn child or child not exceeding 16 year at the age of death	Discretionary				No Charge				
	Cremated remains Vault memorial Inscription									
14	Plaque Inscription	Discretionary	154.17	30.83	185.00	158.33	31.67	190.00	5.00	2.70%
15	Porcelain photo plaque (7cm x 5cm)	Discretionary	87.50	17.50	105.00	91.67	18.33	110.00	5.00	4.76%
16	Line Drawing	Discretionary				58.33	11.67	70.00	70.00	NEW
17	Coloured Line Drawing	Discretionary				83.33	16.67	100.00	100.00	NEW
18	Military Badge or Crest	Discretionary						Price on Application		
	Private Grave Space - Children`s (50 years)									
19	Exclusive Right of Burial Including Registration	Discretionary	610.00		610.00	620.00		620.00	10.00	1.64%
	Interment fee including excavation all depths 5.0' only									
20	An NVF, Stillborn child or child not exceeding 16 years of age at time of death	Discretionary				No Charge				

161

	Description of Service	Basis of Charge	Net Charge	VAT	Gross 2017/18	Proposed Net	VAT	Proposed	Proposed Increase	
			2017/18	(20%)	Charge	Charge	(20%)	Gross 2018/19	Gross Charge	£
			£	£	£	£	£	£	£	%
	Cremated Ashes Grave Space									
21	Exclusive Right of Burial including Registration Resident	Discretionary	535.00		535.00	545.00		545.00	10.00	1.87%
22	Exclusive Righth of Burial including Registration Non Resident	Discretionary	905.00		905.00	925.00		925.00	20.00	2.21%
	Interment fee including excavation all depths									
23	A person whose age at time of death exceeds 16 years Resident	Discretionary	200.00		200.00	205.00		205.00	5.00	2.50%
24	A person whose age at time of death exceeds 16 years Non Resident	Discretionary	310.00		310.00	320.00		320.00	10.00	3.23%
25	An NVF stillborn child or child not exceeding 16 years of age at time of death	Discretionary			No Charge					
	Public Graves (Rights of Burial not purchased)									
26	A person whose age at time of death exceeds 16 years	Discretionary	570.00		570.00	580.00		580.00	10.00	1.75%
27	An NVF, stillborn child or child not exceeding 16 years of age at time of death	Discretionary			No Charge					
	Removal/Replacement of Monuments on Graves to be re-opened									
28	Headstone only, or equivalent on lawn graves	Discretionary			No Charge					
29	Tablet on cremated remains grave or other memorial which can be lifted by hand	Discretionary			No Charge					
30	Headstone on traditional grave not exceeding 5.00' in height	Discretionary	110.00		110.00	115.00		115.00	5.00	4.55%
31	Headstone and kerbs or equivalent not exceeding 5.00' in height	Discretionary			At Cost					
	Monuments/Memorial Rights									
32	Headstone or similar without kerbing not exceeding 3.0' in overall height	Discretionary	204.17	40.83	245.00	208.25	41.65	250.00	5.00	2.04%
33	Headstone or similar exceeding 3.0' in overall height (non lawn sections only) per additional ft or part ft	Discretionary	58.33	11.67	70.00	62.50	12.50	75.00	5.00	7.14%
34	Inscribed Book, Scroll, Tablet or vase not exceeding 20" in height when erected as only memorial marking grave	Discretionary	120.83	24.17	145.00	125.00	25.00	150.00	5.00	3.45%
35	Cremated Remains Grave: Tablet/Vase	Discretionary	120.83	24.17	145.00	125.00	25.00	150.00	5.00	3.45%
36	Additional Inscription (unless added within 6 months of original grant of memorial rights then no charge)	Discretionary	95.83	19.17	115.00	100.00	20.00	120.00	5.00	4.35%
37	Concession charge for Public Grave: Headstone or additional inscription	Discretionary	58.33	11.67	70.00	62.50	12.50	75.00	5.00	7.14%
	Surcharge - except interment of cremated Remains (October to March only)									
38	Surcharge for all burials at 2.15 pm	Discretionary	35.00		35.00	40.00		40.00	5.00	14.29%
39	Surcharge for all burials at 2.45 pm	Discretionary	65.00		65.00	70.00		70.00	5.00	7.69%
40	Surcharge for all burials at 3.15 pm	Discretionary	110.00		110.00	115.00		115.00	5.00	4.55%
	Exhumation Charges									
41	Per coffin exhumed, including excavation	Discretionary			At Cost					
42	Plus per coffin exhumed and re-interred in same cemetery	Discretionary			At Cost					
43	Per container of cremated remains	Discretionary	225.00		225.00	230.00		230.00	5.00	2.22%

162

	Description of Service	Basis of Charge	Net Charge	VAT	Gross 2017/18	Proposed Net	VAT	Proposed	Proposed Increase	
			2017/18	(20%)	Charge	Charge	(20%)	Gross 2018/19	Gross Charge	
			£	£	£	£	£	£	£	%
	Miscellaneous Charges (Cemeteries)									
44	Use of Cemetery Church or Chapel for burial or memorial service	Discretionary	100.00		100.00	105.00		105.00	5.00	5.00%
45	Extension of burial rights for 25 years once expired	Discretionary	400.00		400.00	410.00		410.00	10.00	2.50%
46	Registration transfer of Grant of Right of Burial	Discretionary	70.00		70.00	75.00		75.00	5.00	7.14%
47	Certificate of Burial	Discretionary	40.00		40.00	40.00		40.00	0.00	0.00%
48	Certificate of Ownership of Burial Rights	Discretionary	40.00		40.00	40.00		40.00	0.00	0.00%
49	Every Search (other than for identification of Grave)	Discretionary	20.42	4.08	24.50	20.83	4.17	25.00	0.50	2.04%
	Memorials									
50	4' Memorial Seat and Bronze Plaque	Discretionary	887.50	177.50	1,065.00	908.33	181.67	1,090.00	25.00	2.35%
51	5' Memorial Seat and Bronze Plaque	Discretionary	925.00	185.00	1,110.00	945.83	189.17	1,135.00	25.00	2.25%
52	6' Memorial Seat and Bronze Plaque	Discretionary	1,070.00	214.00	1,284.00	1,091.67	218.33	1,310.00	26.00	2.02%
53	Plus 25 year lease for all memorial seats	Discretionary	735.00		735.00	750.00		750.00	15.00	2.04%
54	Replacement Bronze Plaques (6"x 2")	Discretionary	158.33	31.67	190.00	162.50	32.50	195.00	5.00	2.63%
55	Additional characters	Discretionary	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%
56	Memorial Tree and Bronze Plaque (6"x4")	Discretionary	145.83	29.17	175.00	150.00	30.00	180.00	5.00	2.86%
57	Memorial Tree lease period for 5 years	Discretionary	260.00		260.00	265.00		265.00	5.00	1.92%
58	Memorial Tree lease period for 10 years	Discretionary	505.00		505.00	515.00		515.00	10.00	1.98%
59	Memorial Tree lease renewal for 5 years	Discretionary	275.00		275.00	280.00		280.00	5.00	1.82%
60	Memorial Shrub and Bronze Plaque (6"x4")	Discretionary	170.83	34.17	205.00	175.00	35.00	210.00	5.00	2.44%
61	Memorial Shrub lease period for 5 years	Discretionary	225.00		225.00	230.00		230.00	5.00	2.22%
62	Memorial Shrub lease period for 10 years	Discretionary	435.00		435.00	445.00		445.00	10.00	2.30%
63	Memorial Shrub lease renewal for 5 years	Discretionary	225.00		225.00	230.00		230.00	5.00	2.22%
64	Replacement Bronze Plaques (6"x 2")	Discretionary	141.67	28.33	170.00	145.83	29.17	175.00	5.00	2.94%
65	Replacement Bronze Plaques (7"x 5")	Discretionary	195.83	39.17	235.00	200.00	40.00	240.00	5.00	2.13%
66	Replacement Bronze Plaque with Photo (8"x4")	Discretionary	266.67	53.33	320.00	270.83	54.17	325.00	5.00	1.56%
67	Additional Characters	Discretionary	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%
	Levelling Memorials/Monuments									
68	Cremated Remains	Discretionary	40.00		40.00	45.00		45.00	5.00	12.50%
69	Lawn Headstones	Discretionary	115.00		115.00	120.00		120.00	5.00	4.35%
70	Lawn Headstone on a traditional grave	Discretionary	115.00		115.00	120.00		120.00	5.00	4.35%
71	Monument over 5.0' in height, or a vault	Discretionary				At Cost				

163

	Description of Service	Basis of Charge	Net Charge	VAT	Gross 2017/18	Proposed Net	VAT	Proposed	Proposed Increase	
			2017/18	(20%)	Charge	Charge	(20%)	Gross 2018/19	Gross Charge	£
			£	£	£	£	£	£	£	%
	CREMATORIUM									
	CREMATION FEES									
72	Cremation Fee incl of environmental charge and medical referee fees	Discretionary	740.00		740.00	765.00		765.00	25.00	3.38%
73	Committal Gold A person whose age at the time of death exceeds 16 years Cremation only. Family attending (No service, organist or music, incl of enviromental charge)	Discretionary	605.00		605.00	625.00		625.00	20.00	3.31%
74	Committal Silver A person whose age at the time of death exceeds 16 years cremation only No Family attending (No Service, organist or Music, incl environmental charge)	Discretionary	365.00		365.00	375.00		375.00	10.00	2.74%
75	An NVF stillborn child or child not exceeding 16 years of age at time of death	Discretionary								
76	Body Parts	Discretionary	175.00		175.00	180.00		180.00	5.00	2.86%
	Miscellaneous Charges									
77	Use of Chapel for Memorial Service	Discretionary	185.00		185.00	190.00		190.00	5.00	2.70%
78	Metal Urn - Adult	Discretionary	50.00		50.00	55.00		55.00	5.00	10.00%
79	Metal Urn or Poly Urn - Child	Discretionary						No Charge		
80	Additional Poly Urn	Discretionary	30.00		30.00	35.00		35.00	5.00	16.67%
81	Biodegradable urn (For use in Crematorium Garden of Remembrance	Discretionary	70.00		70.00	75.00		75.00	5.00	7.14%
82	Web Cast (Cremation Service)	Discretionary	91.67	18.33	110.00	95.83	19.17	115.00	5.00	4.55%
83	Visual Recording USB or DVD Format (Cremation Service)	Discretionary	66.67	13.33	80.00	66.67	13.33	80.00	0.00	0.00%
84	Audio Recording USB or CD Format (Cremation Service)	Discretionary	54.17	10.83	65.00	58.33	11.67	70.00	5.00	7.69%
85	Visual Tribute up to 10 photos	Discretionary				45.83	9.17	55.00	55.00	NEW
86	Extra photos	Discretionary				1.25	0.25	1.50	1.50	NEW
87	Single Photo Holding Picture	Discretionary				25.00	5.00	30.00	30.00	NEW
88	Video Tribute up to 3 minutes	Discretionary				20.83	4.17	25.00	25.00	NEW
89	Additional 3 minutes of video	Discretionary				8.33	1.67	10.00	10.00	NEW
90	USB of the Tribute (only)	Discretionary				25.00	5.00	30.00	30.00	NEW
91	Visual Tribute embedded into DVD recording of service	Discretionary				95.83	19.17	115.00	115.00	NEW
92	Storage cremated remains beyond 1 month- per month or part month	Discretionary	25.00	5.00	30.00	25.00	5.00	30.00	0.00	0.00%
93	Interment of cremated remains in Garden of Remembrance where cremation took place at another crematorium	Discretionary	110.00		110.00	115.00		115.00	5.00	4.55%
94	Interment of cremated remains in Garden of Remembrance where cremation took place at Southend Crematorium if returned after 1 year	Discretionary	110.00		110.00	115.00		115.00	5.00	4.55%
95	Saturday interment of cremated remains (Maximum of 4 interments PM only) in Garden of Remembrance	Discretionary	70.00		70.00	75.00		75.00	5.00	7.14%
96	Additional or replacement Certified copy of cremation certificate	Discretionary	20.00		20.00	20.00		20.00	0.00	0.00%
97	Use of Organ	Discretionary	10.00		10.00	10.00		10.00	0.00	0.00%
98	Surcharge for Services over running upto 10 minutes	Discretionary				120.00		120.00	120.00	NEW
99	Surcharge for Services over running 10 minutes and over	Discretionary				250.00		250.00	250.00	NEW
100	Funeral services cancelled after 10am one working day before reserved time	Discretionary				250.00		250.00	250.00	NEW

	Description of Service	Basis of Charge	Net Charge	VAT	Gross 2017/18	Proposed Net	VAT	Proposed	Proposed Increase		
			2017/18	(20%)	Charge	Charge	(20%)	Gross 2018/19	Gross Charge	£	%
			£	£	£	£	£	£	£	£	%
	Commemorative Fees (incl VAT)										
	Book of Remembrance										
101	2 line inscription	Discretionary	91.67	18.33	110.00	95.83	19.17	115.00	5.00	4.55%	
102	5 line inscription	Discretionary	141.67	28.33	170.00	145.83	29.17	175.00	5.00	2.94%	
103	5 line inscription with Floral Motif	Discretionary	250.00	50.00	300.00	254.17	50.83	305.00	5.00	1.67%	
104	5 line inscription with Service Badge / Crest	Discretionary	258.33	51.67	310.00	266.67	53.33	320.00	10.00	3.23%	
105	8 line inscription	Discretionary	187.50	37.50	225.00	191.67	38.33	230.00	5.00	2.22%	
106	8 line inscription with Floral Motif	Discretionary	308.33	61.67	370.00	316.67	63.33	380.00	10.00	2.70%	
107	8 line inscription with Service Badge / Crest	Discretionary	316.67	63.33	380.00	325.00	65.00	390.00	10.00	2.63%	
108	8 line inscription with Coat of Arms	Discretionary	333.33	66.67	400.00	341.67	68.33	410.00	10.00	2.50%	
	Remembrance Card										
109	2 line inscription	Discretionary	66.67	13.33	80.00	70.83	14.17	85.00	5.00	6.25%	
110	5 line inscription	Discretionary	83.33	16.67	100.00	87.50	17.50	105.00	5.00	5.00%	
111	5 line inscription with Floral Motif	Discretionary	195.83	39.17	235.00	200.00	40.00	240.00	5.00	2.13%	
112	5 line inscription with Service Badge / Crest	Discretionary	204.17	40.83	245.00	208.33	41.67	250.00	5.00	2.04%	
113	8 line inscription	Discretionary	108.33	21.67	130.00	112.50	22.50	135.00	5.00	3.85%	
114	8 line inscription with Floral Motif	Discretionary	225.00	45.00	270.00	229.17	45.83	275.00	5.00	1.85%	
115	8 line inscription with Service Badge / Crest	Discretionary	233.33	46.67	280.00	237.50	47.50	285.00	5.00	1.79%	
116	8 line inscription with Coat of Arms	Discretionary	254.17	50.83	305.00	258.33	51.67	310.00	5.00	1.64%	
	Miniature Book of Remembrance										
117	2 line inscription	Discretionary	91.67	18.33	110.00	95.83	19.17	115.00	5.00	4.55%	
118	5 line inscription	Discretionary	116.67	23.33	140.00	120.83	24.17	145.00	5.00	3.57%	
119	5 line inscription with Floral Motif	Discretionary	225.00	45.00	270.00	229.17	45.83	275.00	5.00	1.85%	
120	5 line inscription with Service Badge / Crest	Discretionary	233.33	46.67	280.00	237.50	47.50	285.00	5.00	1.79%	
121	8 line inscription	Discretionary	133.33	26.67	160.00	137.50	27.50	165.00	5.00	3.13%	
122	8 line inscription with Floral Motif	Discretionary	250.00	50.00	300.00	254.17	50.83	305.00	5.00	1.67%	
123	8 line inscription with Service Badge / Crest	Discretionary	258.33	51.67	310.00	262.50	52.50	315.00	5.00	1.61%	
124	8 line inscription with Coat of Arms	Discretionary	279.17	55.83	335.00	283.33	56.67	340.00	5.00	1.49%	
125	Additional lines: per line	Discretionary	20.83	4.17	25.00	20.83	4.17	25.00	0.00	0.00%	
	Leaves of life										
126	Engraved Leaf Small for 12 months	Third Party	41.67	8.33	50.00	41.67	8.33	50.00	0.00	0.00%	
127	Engraved Leaf Large for 12 months	Third Party	62.50	12.50	75.00	62.50	12.50	75.00	0.00	0.00%	
127	Renewal of display for 1 year period Small	Third Party	41.67	8.33	50.00	41.67	8.33	50.00	0.00	0.00%	
128	Renewal of display for 1 year period Large	Third Party	58.33	11.67	70.00	58.33	11.67	70.00	0.00	0.00%	

165

	Description of Service	Basis of Charge	Net Charge	VAT	Gross 2017/18	Proposed Net	VAT	Proposed	Proposed Increase	
			2017/18	(20%)	Charge	Charge	(20%)	Gross 2018/19	Gross Charge	%
			£	£	£	£	£	£	£	%
	Memorial panels- 2 or 3 line panel displayed									
129	Memorial panel	Discretionary	66.67	13.33	80.00	70.83	14.17	85.00	5.00	6.25%
130	5 year display lease	Discretionary	190.00		190.00	195.00		195.00	5.00	2.63%
131	10 year display lease	Discretionary	360.00		360.00	370.00		370.00	10.00	2.78%
132	Renewal of display for 5 year period	Discretionary	190.00		190.00	195.00		195.00	5.00	2.63%
133	Re Gild Letter	Discretionary	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%
	Memorial Pergola Tablets									
134	Pergola Tablet	Discretionary	204.17	40.83	245.00	208.33	41.67	250.00	5.00	2.04%
135	5 year display lease	Discretionary	195.00		195.00	200.00		200.00	5.00	2.56%
136	10 years display lease	Discretionary	370.00		370.00	380.00		380.00	10.00	2.70%
137	<i>Pavillion Plaques (Children)</i>	Discretionary								
138	Bronze plaque flag style	Discretionary	91.67	18.33	110.00	95.83	19.17	115.00	5.00	4.55%
139	plus 10 year lease	Discretionary	95.00		95.00	100.00		100.00	5.00	5.26%
140	5 year renewal	Discretionary	85.00		85.00	90.00		90.00	5.00	5.88%
	Memorial Trees and Shrubs									
141	Memorial Tree and Bronze Plaque (6"x4")	Discretionary	145.83	29.17	175.00	150.00	30.00	180.00	5.00	2.86%
142	Memorial Tree lease period for 5 years	Discretionary	260.00		260.00	265.00		265.00	5.00	1.92%
143	Memorial Tree lease period for 10 years	Discretionary	505.00		505.00	515.00		515.00	10.00	1.98%
144	Memorial Tree lease renewal for 5 years	Discretionary	275.00		275.00	280.00		280.00	5.00	1.82%
145	Memorial Shrub and Bronze Plaque (6"x4")	Discretionary	170.83	34.17	205.00	175.00	35.00	210.00	5.00	2.44%
146	Memorial Shrub lease period for 5 years	Discretionary	225.00		225.00	230.00		230.00	5.00	2.22%
147	Memorial Shrub lease period for 10 years	Discretionary	435.00		435.00	445.00		445.00	10.00	2.30%
148	Memorial Shrub lease renewal for 5 years	Discretionary	225.00		225.00	230.00		230.00	5.00	2.22%
149	Replacement Bronze Plaques (6"x 2")	Discretionary	141.67	28.33	170.00	145.83	29.17	175.00	5.00	2.94%
150	Replacement Bronze Plaques (7"x 5")	Discretionary	195.83	39.17	235.00	200.00	40.00	240.00	5.00	2.13%
151	Replacement Bronze Plaque with Photo (8"x4")	Discretionary	266.67	53.33	320.00	270.83	54.17	325.00	5.00	1.56%
152	Additional Characters	Discretionary	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%
153	Standard Rose replacement Bronze Plaque (4"x 6")	Discretionary	158.33	31.67	190.00	162.50	32.50	195.00	5.00	2.63%
154	Additional Characters	Discretionary	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%
155	4' Memorial Seat and Bronze Plaque	Discretionary	887.50	177.50	1,065.00	908.33	181.67	1,090.00	25.00	2.35%
156	5' Memorial Seat and Bronze Plaque	Discretionary	925.00	185.00	1,110.00	945.83	189.17	1,135.00	25.00	2.25%
157	6' Memorial Seat and Bronze Plaque	Discretionary	1,070.00	214.00	1,284.00	1,091.67	218.33	1,310.00	26.00	2.02%
158	Plus 25 year lease for all memorial seats	Discretionary	735.00		735.00	750.00		750.00	15.00	2.04%
159	Replacement Bronze Plaques (6"x 2")	Discretionary	158.33	31.67	190.00	162.50	32.50	195.00	5.00	2.63%
160	Additional characters	Discretionary	4.17	0.83	5.00	4.17	0.83	5.00	0.00	0.00%

166

	Description of Service	Basis of Charge	Net Charge	VAT	Gross 2017/18	Proposed Net	VAT	Proposed	Proposed Increase	
			2017/18	(20%)	Charge	Charge	(20%)	Gross 2018/19	Gross Charge	£
			£	£	£	£	£	£	£	%
	Pergola Walk & Sunken Rose Garden Memorial Scheme									
161	Balustrade creamated remains Niche (incl container and 10 year leases)	Discretionary	1,215.00		1,215.00	1,240.00		1,240.00	25.00	2.06%
162	Balustrade creamated remains Niche (incl container and 15 year leases)	Discretionary	1,400.00		1,400.00	1,430.00		1,430.00	30.00	2.14%
163	Internment fee	Discretionary	110.00		110.00	115.00		115.00	5.00	4.55%
164	Inscription	Discretionary	154.17	30.83	185.00	158.33	31.67	190.00	5.00	2.70%
165	Photo plaque	Discretionary	87.50	17.50	105.00	91.67	18.33	110.00	5.00	4.76%
166	Line Drawing	Discretionary				58.33	11.67	70.00	70.00	NEW
167	Coloured Line Drawing	Discretionary				83.33	16.67	100.00	100.00	NEW
168	Military Badge or Crest	Discretionary				Price on Application				NEW
169	Pillar Post	Discretionary	400.00	80.00	480.00	408.33	81.67	490.00	10.00	2.08%
170	Inscription	Discretionary	154.17	30.83	185.00	158.33	31.67	190.00	5.00	2.70%
171	photo plaque	Discretionary	87.50	17.50	105.00	91.67	18.33	110.00	5.00	4.76%
172	Line Drawing	Discretionary				58.33	11.67	70.00	70.00	NEW
173	Coloured Line Drawing	Discretionary				83.33	16.67	100.00	100.00	NEW
174	Military Badge or Crest	Discretionary				Price on Application				NEW
175	5 year display lease	Discretionary	185.00		185.00	190.00		190.00	5.00	2.70%
176	10 year display lease	Discretionary	370.00		370.00	380.00		380.00	10.00	2.70%
177	Atlas pillar memeorial plaque	Discretionary	45.83	9.17	55.00	45.83	9.17	55.00	0.00	0.00%
178	Inscription	Discretionary	154.17	30.83	185.00	158.33	31.67	190.00	5.00	2.70%
179	photo plaque	Discretionary	87.50	17.50	105.00	91.67	18.33	110.00	5.00	4.76%
180	Line Drawing	Discretionary				58.33	11.67	70.00	70.00	NEW
181	Coloured Line Drawing	Discretionary				83.33	16.67	100.00	100.00	NEW
182	Military Badge or Crest	Discretionary				Price on Application				NEW
183	5 year display lease	Discretionary	185.00		185.00	190.00		190.00	5.00	2.70%
184	10 year display lease	Discretionary	370.00		370.00	380.00		380.00	10.00	2.70%
185	Chapel memorial plaque	Discretionary	117.00	23.40	140.40	120.83	24.17	145.00	4.60	3.28%
186	Inscription	Discretionary	154.17	30.83	185.00	158.33	31.67	190.00	5.00	2.70%
187	photo plaque	Discretionary	87.50	17.50	105.00	91.67	18.33	110.00	5.00	4.76%
188	Line Drawing	Discretionary				58.33	11.67	70.00	70.00	NEW
189	Coloured Line Drawing	Discretionary				83.33	16.67	100.00	100.00	NEW
190	Military Badge or Crest	Discretionary				Price on Application				NEW
191	Book Memorial Plaque	Discretionary	79.17	15.83	95.00	83.33	16.67	100.00	5.00	5.26%
192	Inscription	Discretionary	154.17	30.83	185.00	158.33	31.67	190.00	5.00	2.70%
193	photo plaque	Discretionary	87.50	17.50	105.00	91.67	18.33	110.00	5.00	4.76%
194	Line Drawing	Discretionary				58.33	11.67	70.00	70.00	NEW
195	Coloured Line Drawing	Discretionary				83.33	16.67	100.00	100.00	NEW
196	Military Badge or Crest	Discretionary				Price on Application				NEW
197	Rose Post	Discretionary	125.00	25.00	150.00	129.17	25.83	155.00	5.00	3.33%
198	Inscription	Discretionary	154.17	30.83	185.00	158.33	31.67	190.00	5.00	2.70%
199	photo plaque	Discretionary	87.50	17.50	105.00	91.67	18.33	110.00	5.00	4.76%
200	Line Drawing	Discretionary				58.33	11.67	70.00	70.00	NEW
201	Coloured Line Drawing	Discretionary				83.33	16.67	100.00	100.00	NEW
202	Military Badge or Crest	Discretionary				Price on Application				NEW
	Memorial Rockery									
203	Lease 15 years	Discretionary	1,295.00		1,295.00	1,320.00		1,320.00	25.00	1.93%
204	Bronze Plaque (6" x 4")	Discretionary	141.67	28.33	170.00	145.83	29.17	175.00	5.00	2.94%
205	Bronze Plaque (7"x5")	Discretionary	195.83	39.17	235.00	200.00	40.00	240.00	5.00	2.13%

167

	Description of Service	Basis of Charge	Net Charge	VAT	Gross 2017/18	Proposed Net	VAT	Proposed	Proposed Increase	
			2017/18	(20%)	Charge	Charge	(20%)	Gross 2018/19	Gross Charge	%
			£	£	£	£	£	£	£	%
	Cremation Urns									
206	Tranquility Brass Urn 3ltr	Discretionary	115.83	23.17	139.00	120.83	24.17	145.00	6.00	4.32%
207	Biodegradable Urn 3ltr	Discretionary	65.83	13.17	79.00	66.67	13.33	80.00	1.00	1.27%
208	Biodegradable Urn 3ltr including tree sapling	Discretionary	82.50	16.50	99.00	83.33	16.67	100.00	1.00	1.01%
209	Biodegradable freshwater Urn (Adult) 3ltr	Discretionary	104.17	20.83	125.00	108.33	21.67	130.00	5.00	4.00%
210	Biodegradable freshwater Urn (Infant) 0.75ltr	Discretionary	57.50	11.50	69.00	58.33	11.67	70.00	1.00	1.45%
211	Biodegradable seawater Urn (Adult) 3ltr	Discretionary	104.17	20.83	125.00	108.33	21.67	130.00	5.00	4.00%
212	Biodegradable seawater Urn (Infant) 0.75ltr	Discretionary	57.50	11.50	69.00	58.33	11.67	70.00	1.00	1.45%
213	Outdoor Angel Urn 8ltr	Discretionary	332.50	66.50	399.00	337.50	67.50	405.00	6.00	1.50%
214	Honesty Urn 2.7ltr	Discretionary	115.83	23.17	139.00	120.83	24.17	145.00	6.00	4.32%
215	Honesty companion Urn Set 2.7ltr	Discretionary	249.17	49.83	299.00	254.17	50.83	305.00	6.00	2.01%
216	Double Urn 6ltr	Discretionary	249.17	49.83	299.00	254.17	50.83	305.00	6.00	2.01%
217	Handcrafted Wooden Urn 4ltr	Discretionary	332.50	66.50	399.00	337.50	67.50	405.00	6.00	1.50%
218	Miniature Keepsake Urns	Discretionary				45.83	9.17	55.00	55.00	NEW
	Commemorative Jewellery									
218	Silver Heart Shape Pendant with Chain	Discretionary	124.17	24.83	149.00	137.50	27.50	165.00	16.00	10.74%
219	Silver Minature Awareness Pendant with Chain	Discretionary	82.50	16.50	99.00	83.33	16.67	100.00	1.00	1.01%
220	Silver Scrolled Drop Pendant with Chain	Discretionary	115.83	23.17	139.00	120.83	24.17	145.00	6.00	4.32%
221	Silver Scrolled Heart Pendant	Discretionary	124.17	24.83	149.00	129.17	25.83	155.00	6.00	4.03%
222	Silver Memorial Bead	Discretionary	82.50	16.50	99.00	83.33	16.67	100.00	1.00	1.01%
223	Double Chamber Keepsake Pendant	Discretionary	124.17	24.83	149.00	129.17	25.83	155.00	6.00	4.03%
224	Double Chamber Bangle	Discretionary	229.16	45.83	274.99	233.33	46.67	280.00	5.01	1.82%
225	Silver and Gold Plate Barrel Cufflinks	Discretionary	124.17	24.83	149.00	129.17	25.83	155.00	6.00	4.03%
226	Geometric Cufflinks	Discretionary	115.83	23.17	139.00	120.83	24.17	145.00	6.00	4.32%
227	Silver Awareness Ribbon Brooch	Discretionary	57.50	11.50	69.00	58.33	11.67	70.00	1.00	1.45%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
REGISTRATION SERVICE		Statutory	No increase by GRO			Under Review by GRO				
From the General Register Office, Office of National Statistics, Statutory Fees SET BY THE GRO * Subject to a potential price increase										
Cost of Certificates										
From Registrar who registered Birth, Death or Marriage:										
1	Standard Certificate (at time of registration)	Statutory	4.00		4.00	4.00		4.00	0.00	0.00%
2	Short Birth Certificate (at time of registration)	Statutory	4.00		4.00	4.00		4.00	0.00	0.00%
3	Issuing Certificate after time of registration	Statutory	7.00		7.00	7.00		7.00	0.00	0.00%
Cost of Copy Certificates										
4	Standard Certificate	Statutory	10.00		10.00	10.00		10.00	0.00	0.00%
5	Short Birth Certificate	Statutory	10.00		10.00	10.00		10.00	0.00	0.00%
6	Forename added within 12 months of birth registration	Statutory	40.00		40.00	40.00		40.00	0.00	0.00%
7	Consideration by Registrar / Superintendent Registrar of a correction application	Statutory	75.00		75.00	75.00		75.00	0.00	0.00%
8	Consideration by the Registrar General of a correction application	Statutory	90.00		90.00	90.00		90.00	0.00	0.00%
9	Same Day Priority Service (order by 2pm)	Discretionary	65.00		65.00	65.00		65.00	0.00	0.00%
10	Next Day Service (order by 2pm)	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
11	Postage costs for postal certificates (UK only) Recorded	Discretionary	2.50	0.50	3.00	2.50	0.50	3.00	0.00	0.00%
12	Postage costs for postal certificates (UK only) First Class	Discretionary	1.25	0.25	1.50	1.25	0.25	1.50	0.00	0.00%
MARRIAGE & CIVIL PARTNERSHIP CEREMONIES										
Southend Register Office Approved Premises in Borough of Southend & Essex										
13	Notice Fee per person *	Statutory	35.00		35.00	35.00		35.00	0.00	0.00%
14	On giving notice to a registration authority (Registration Abroad and Certificates) Order 2005, article 17(2) (certified impediment)	Statutory	35.00		35.00	35.00		35.00	0.00	0.00%
15	Registrar - notice of marriage of a house-bound person	Statutory	47.00		47.00	47.00		47.00	0.00	0.00%
16	Registrar – Attending a marriage at the residence of a house-bound person	Statutory	84.00		84.00	84.00		84.00	0.00	0.00%
17	Entering a notice of marriage by Registrar General's Licence for an end of life person (not paid to Council)	Statutory	3.00		3.00	3.00		3.00	0.00	0.00%
18	Attending a marriage by Registrar General's licence for an end of life person (not paid to Council)	Statutory	2.00		2.00	2.00		2.00	0.00	0.00%
19	Issue of Registrar General's licence for an end of life person (not paid to Council)	Statutory	15.00		15.00	15.00		15.00	0.00	0.00%
20	Registrar - Attending at a place of worship	Statutory	86.00		86.00	86.00		86.00	0.00	0.00%
21	Registrar - Attending at the residence of a house-bound person	Statutory	81.00		81.00	81.00		81.00	0.00	0.00%
22	Consideration by a Superintendent Registrar of a divorce/civil partnership dissolution obtained outside of the British Isles	Statutory	50.00		50.00	50.00		50.00	0.00	0.00%
23	Consideration by the Registrar General of a divorce/civil partnership dissolution obtained outside of the British Isles	Statutory	75.00		75.00	75.00		75.00	0.00	0.00%
24	Consideration in reduction of 28 day notice to marry	Statutory	60.00		60.00	60.00		60.00	0.00	0.00%
25	Registrar – certification of a place of meeting for religious worship	Statutory	29.00		29.00	29.00		29.00	0.00	0.00%
26	Registration of a building for the solemnisation of marriages	Statutory	123.00		123.00	123.00		123.00	0.00	0.00%
27	Registration of a building which has previously been registered for the solemnisation of marriages	Statutory	64.00		64.00	64.00		64.00	0.00	0.00%
CITIZENSHIP CEREMONIES										
Application										
28	Standard Group Ceremony	Statutory	80.00		80.00	80.00		80.00	0.00	0.00%
29	Individual Private Ceremony (Victoria Room)	Statutory	150.00		150.00	150.00		150.00	0.00	0.00%

169

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
Marriage, Civil Partnership, Renewal of Vows & Commitment Ceremonies										
NON STATUTORY FEES, SET BY LOCAL AUTHORITY (price includes registrar attendance, room hire, decorative flowers, certificate and commemorative box)										
Jubilee Room										
30	Weekdays Monday - Friday	Discretionary	420.00		420.00	420.00		420.00	0.00	0.00%
31	Saturday	Discretionary	560.00		560.00	560.00		560.00	0.00	0.00%
Victoria Room										
32	Weekdays Monday - Friday	Discretionary	335.00		335.00	200.00		200.00	(135.00)	-40.30%
33	Saturday	Discretionary	370.00		370.00	280.00		280.00	(90.00)	-24.32%
NAMING CEREMONIES										
NON STATUTORY FEES, SET BY LOCAL AUTHORITY (price includes registrar attendance, room hire, decorative flowers & ceremony pack* VAT charge applies)										
Jubilee Room										
34	Weekdays - Monday - Friday	Discretionary	411.67	8.33	420.00	411.67	8.33	420.00	0.00	0.00%
35	Saturday	Discretionary	551.67	8.33	560.00	551.67	8.33	560.00	0.00	0.00%
Victoria Room										
36	Weekdays Monday-Friday	Discretionary	211.67	8.33	220.00	211.67	8.33	220.00	0.00	0.00%
37	Saturday	Discretionary	271.67	8.33	280.00	271.67	8.33	280.00	0.00	0.00%
APPROVED PREMISES Marriage/Civil Partnership Ceremonies (price includes registrar attendance, certificate & commemorative box)										
38	Monday - Friday	Discretionary	400.00		400.00	450.00		450.00	50.00	12.50%
39	Saturdays	Discretionary	430.00		430.00	500.00		500.00	70.00	16.28%
40	Sundays & Bank Holidays	Discretionary	490.00		490.00	550.00		550.00	60.00	12.24%
41	6pm - 9pm Weekdays	Discretionary	440.00		440.00	550.00		550.00	110.00	25.00%
42	6pm - 9pm Saturdays	Discretionary	630.00		630.00	650.00		650.00	20.00	3.17%
43	6pm - 9pm Sundays and Bank Holidays	Discretionary	680.00		680.00	750.00		750.00	70.00	10.29%
APPROVED PREMISES Renewal of Vows/Commitment Ceremonies (price includes registrar attendance, certificate & commemorative box)										
44	Monday - Friday	Discretionary	280.00		280.00	280.00		280.00	0.00	0.00%
45	Saturdays	Discretionary	310.00		310.00	310.00		310.00	0.00	0.00%
46	Sundays & Bank Holidays	Discretionary	340.00		340.00	340.00		340.00	0.00	0.00%
APPROVED PREMISES NAMING CEREMONIES (price includes registrar attendance & ceremony pack)										
47	Monday - Friday	Discretionary	271.67	8.33	280.00	271.67	8.33	280.00	0.00	0.00%
48	Saturdays	Discretionary	301.67	8.33	310.00	301.67	8.33	310.00	0.00	0.00%
49	Sundays & Bank Holidays	Discretionary	331.67	8.33	340.00	331.67	8.33	340.00	0.00	0.00%

170

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
Individual Citizenship Ceremonies										
50	Staff Attendance – Approved Premises (Monday - Friday)	Discretionary	400.00		400.00	400.00		400.00	0.00	0.00%
51	Jubilee Room (Monday - Friday) - includes room hire	Discretionary	430.00		430.00	430.00		430.00	0.00	0.00%
52	Victoria Room (Monday - Friday) - includes room hire	Discretionary	260.00		260.00	260.00		260.00	0.00	0.00%
NATIONALITY CHECKING APPOINTMENT * fees inclusive of VAT										
53	Adult who submits a single application pays one fee	Discretionary	70.00	14.00	84.00	70.00	14.00	84.00	0.00	0.00%
54	Children under the age of 18	Discretionary	35.00	7.00	42.00	35.00	7.00	42.00	0.00	0.00%
55	Passport checking service (part of British Citizenship application)	Discretionary	12.50	2.50	15.00	12.50	2.50	15.00	0.00	0.00%
PREMISES LICENSE FEES										
56	Approved Premises Inspection Fee includes health & safety inspection	Discretionary	1,700.00		1,700.00	1,700.00		1,700.00	0.00	0.00%
57	Approved Premises Application – additional room/decision Review	Discretionary	560.00		560.00	560.00		560.00	0.00	0.00%
58	Private Premises Health & Safety Inspection	Discretionary	60.00		60.00	60.00		60.00	0.00	0.00%
SUNDRY SALES										
59	Confetti	Discretionary	2.00		2.00	2.00		2.00	0.00	0.00%
ALL APPOINTMENTS - BOOKINGS/AMENDMENTS/CANCELLATION FEES										
In the event that the customer makes changes to a booking the following fees will apply:										
60	For a ceremony (does not apply to Marriages & Civil Partnerships in the Register Office) a £50 deposit is required which is part of the overall fee. If it is subsequently cancelled with : -	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
61	- amendment of date of ceremony	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
62	- less than two months notice - or failure to cancel - no refund full fee lost	Discretionary				Full Fee				
63	Citizenship/Nationality checking service Amendment of date of ceremony/appointment	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
64	Nationality Checking Service non attendance fee (single family)	Discretionary				Full Fee				

	Description of Service	Basis of Charge	Net Charge	VAT	Gross 2017/18	Proposed Net	VAT	Proposed	Proposed Increase	
			2017/18	(20%)	Charge	Charge	(20%)	Gross 2018/19	Gross Charge	
			£	£	£	£	£	£	£	%
	Fleet Hire Charges - VAT Chargeable in addition on external hire									
1	Small Van Full Day	Full Cost Recovery	40.00		40.00	41.00		41.00	1.00	2.50%
2	Small Van Half Day	Full Cost Recovery	25.00		25.00	26.00		26.00	1.00	4.00%
3	Small Van Cost Per Mile	Full Cost Recovery	0.45		0.45	0.45		0.45	0.00	0.00%
4	Large Van Full Day	Full Cost Recovery	56.00		56.00	58.00		58.00	2.00	3.57%
5	Large Van Half Day	Full Cost Recovery	30.00		30.00	31.00		31.00	1.00	3.33%
6	Large Van Cost Per Mile	Full Cost Recovery	0.55		0.55	0.55		0.55	0.00	0.00%
7	Open Back Tipper Full Day/Crew Cab	Full Cost Recovery	60.00		60.00	62.00		62.00	2.00	3.33%
8	Open Back Tipper Half Day/ Crew Cab	Full Cost Recovery	35.00		35.00	36.00		36.00	1.00	2.86%
9	Minibus (up to 16 seater) Full Day	Full Cost Recovery	70.00		70.00	72.00		72.00	2.00	2.86%
10	Minibus (up to 16 seater) Half Day	Full Cost Recovery	40.00		40.00	41.00		41.00	1.00	2.50%
11	Minibus Cost Per Mile	Full Cost Recovery	0.65		0.65	0.65		0.65	0.00	0.00%
12	Driving Assessment for small vehicle	Full Cost Recovery				Price on Application				
13	Training & test for minibus - internal staff and LA Schools only	Full Cost Recovery				Price on Application				
14	Above with Passenger Transport vehicle	Full Cost Recovery				Price on Application				
	Parental Contribution (Post 16 Transport)									
19	Parental Contribution	Discretionary				£500.00 or total cost whichever is greater				
	Dial-A-Ride Charges									
	(Dial-a-Ride charges held static pending outcome of procurement exercise)									
	Charges inclusive of £1.50 booking fee									
20	Single 0 - 1 miles	Discretionary	3.35		3.35	3.40		3.40	0.05	1.49%
21	Single 1 - 4 miles	Discretionary	3.90		3.90	4.00		4.00	0.10	2.56%
22	Single 4 - 6 miles	Discretionary	4.95		4.95	5.10		5.10	0.15	3.03%
23	Single 6 miles plus	Discretionary	6.00		6.00	6.10		6.10	0.10	1.67%
24	Single Additional Escort To Travel	Discretionary	2.75		2.75	3.00		3.00	0.25	9.09%
25	Return 0 - 1 miles	Discretionary	6.70		6.70	6.80		6.80	0.10	1.49%
26	Return 1 - 4 miles	Discretionary	7.75		7.75	7.90		7.90	0.15	1.94%
27	Return 4 - 6 miles	Discretionary	9.90		9.90	10.10		10.10	0.20	2.02%
28	Return 6 miles plus	Discretionary	11.95		11.95	12.20		12.20	0.25	2.09%
29	Return Additional Escort To Travel	Discretionary	5.45		5.45	6.00		6.00	0.55	10.09%
30	Registration/Membership Fee	Discretionary	12.50		12.50	12.00		12.00	(0.50)	-4.00%

172

	Description of Service	Basis of Charge	Net Charge	VAT	Gross 2017/18	Proposed Net	VAT	Proposed	Proposed Increase	
			2017/18	(20%)	Charge	Charge	(20%)	Gross 2018/19	Gross Charge	
			£	£	£	£	£	£	£	%
	Civic Suite									
	Room Bookings commence at 08:00									
	Extra Large (Council Chamber)									
1	Commercial Half Day (4hrs)	Discretionary	400.00		400.00	400.00		400.00	0.00	0.00%
2	Commercial Full Day (9hrs)	Discretionary	800.00		800.00	800.00		800.00	0.00	0.00%
3	Commercial Hourly (8am - 10pm)	Discretionary	110.00		110.00	110.00		110.00	0.00	0.00%
4	Concessions Half Day (4hrs)	Discretionary	300.00		300.00	300.00		300.00	0.00	0.00%
5	Concessions Full Day (9hrs)	Discretionary	600.00		600.00	600.00		600.00	0.00	0.00%
6	Concessions Hourly (8am - 10pm)	Discretionary	75.00		75.00	75.00		75.00	0.00	0.00%
7	Midweek Evenings (4hrs)	Discretionary	150.00		150.00	150.00		150.00	0.00	0.00%
8	Academic Holidays (Mon - Fri)	Discretionary	300.00		300.00	300.00		300.00	0.00	0.00%
	Large (Committee Room 1, 4a)									
9	Commercial Half Day (4hrs)	Discretionary	180.00		180.00	180.00		180.00	0.00	0.00%
10	Commercial Full Day (9hrs)	Discretionary	360.00		360.00	360.00		360.00	0.00	0.00%
11	Commercial Hourly (8am - 10pm)	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
12	Concessions Half Day (4hrs)	Discretionary	150.00		150.00	150.00		150.00	0.00	0.00%
13	Concessions Full Day (9hrs)	Discretionary	300.00		300.00	300.00		300.00	0.00	0.00%
14	Concessions Hourly (8am - 10pm)	Discretionary	40.00		40.00	40.00		40.00	0.00	0.00%
15	Midweek Evenings (4hrs)	Discretionary	75.00		75.00	75.00		75.00	0.00	0.00%
16	Academic Holidays (Mon - Fri)	Discretionary	150.00		150.00	150.00		150.00	0.00	0.00%
	Medium Large (Committee Rooms 3,4,5,6)									
17	Commercial Half Day (4hrs)	Discretionary	120.00		120.00	120.00		120.00	0.00	0.00%
18	Commercial Full Day (9hrs)	Discretionary	240.00		240.00	240.00		240.00	0.00	0.00%
19	Commercial Hourly (8am - 10pm)	Discretionary	35.00		35.00	35.00		35.00	0.00	0.00%
20	Concessions Half Day (4hrs)	Discretionary	100.00		100.00	100.00		100.00	0.00	0.00%
21	Concessions Full Day (9hrs)	Discretionary	200.00		200.00	200.00		200.00	0.00	0.00%
22	Concessions Hourly (8am - 10pm)	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
23	Midweek Evenings (4hrs)	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
24	Academic Holidays (Mon - Fri)	Discretionary	100.00		100.00	100.00		100.00	0.00	0.00%
	Regular (Committee Rooms 2,7)									
25	Commercial Half Day (4hrs)	Discretionary	80.00		80.00	80.00		80.00	0.00	0.00%
26	Commercial Full Day (9hrs)	Discretionary	160.00		160.00	160.00		160.00	0.00	0.00%
27	Commercial Hourly (8am - 10pm)	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
28	Concessions Half Day (4hrs)	Discretionary	60.00		60.00	60.00		60.00	0.00	0.00%
29	Concessions Full Day (9hrs)	Discretionary	120.00		120.00	120.00		120.00	0.00	0.00%
30	Concessions Hourly (8am - 10pm)	Discretionary	20.00		20.00	20.00		20.00	0.00	0.00%
31	Midweek Evenings (4hrs)	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
32	Academic Holidays (Mon - Fri)	Discretionary	75.00		75.00	75.00		75.00	0.00	0.00%
	Small (CSC Meeting Rooms)									
33	Commercial Half Day (4hrs)	Discretionary	60.00		60.00	60.00		60.00	0.00	0.00%
34	Commercial Full Day (9hrs)	Discretionary	120.00		120.00	120.00		120.00	0.00	0.00%
35	Commercial Hourly (8am - 10pm)	Discretionary	20.00		20.00	20.00		20.00	0.00	0.00%
36	Concessions Half Day (4hrs)	Discretionary	40.00		40.00	40.00		40.00	0.00	0.00%
37	Concessions Full Day (9hrs)	Discretionary	80.00		80.00	80.00		80.00	0.00	0.00%
38	Concessions Hourly (8am - 10pm)	Discretionary	15.00		15.00	15.00		15.00	0.00	0.00%
39	Midweek Evenings (4hrs)	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
40	Academic Holidays (Mon - Fri)	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%

173

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
Table Sales / Stalls (Ground / First Floor Foyer)										
41	Commercial 1 table	Discretionary	25.00		25.00	25.00		25.00	0.00	0.00%
42	Commercial 2 tables	Discretionary	40.00		40.00	40.00		40.00	0.00	0.00%
43	Commercial 3 tables	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
44	Concession 1 table	Discretionary	5.00		5.00	5.00		5.00	0.00	0.00%
45	Concession 2 tables	Discretionary	10.00		10.00	10.00		10.00	0.00	0.00%
46	Concession 3 tables	Discretionary	15.00		15.00	15.00		15.00	0.00	0.00%
Other related charges Tickfield & Civic Centre)										
47	Flip chart stand, pens and paper	Discretionary	10.00		10.00	10.00	N/A	10.00	0.00	0.00%
48	Hire of Microphones and System	Discretionary				25.00	5.00	30.00	30.00	NEW
49	LCD TV Screen - Fixed to wall	Discretionary				15.00	3.00	18.00	18.00	NEW
50	Multimedia Projector	Discretionary	20.00	4.00	24.00	25.00	5.00	30.00	6.00	25.00%
51	Laptop Hire (Tickfield only)	Discretionary	20.00	4.00	24.00	25.00	5.00	30.00	6.00	25.00%
52	Council Chamber – Use of Webcasting Facilities	Discretionary	POA		POA	POA		POA		
53	Conference / Spider Phone System	Discretionary	POA		POA	POA		POA		
54	Charter Restaurant - POA dependant upon package. Minimum charge £350 per hire	Discretionary	POA		POA	POA		POA		
55	Courtyard Café - POA dependant upon package. Minimum charge £200 per hire	Discretionary	POA		POA	POA		POA		
TICKFIELD										
Extra Large (Darwin Evolution Room)										
56	Commercial Half Day (4hrs)	Discretionary	240.00		240.00	240.00		250.00	10.00	4.17%
57	Commercial Full Day (9hrs)	Discretionary	480.00		480.00	480.00		500.00	20.00	4.17%
58	Commercial Hourly (8am - 10pm)	Discretionary	65.00		65.00	70.00		70.00	5.00	7.69%
59	Concessions Half Day (4hrs)	Discretionary	200.00		200.00	210.00		210.00	10.00	5.00%
60	Concessions Full Day (9hrs)	Discretionary	400.00		400.00	420.00		420.00	20.00	5.00%
61	Concessions Hourly (8am - 10pm)	Discretionary	50.00		50.00	55.00		55.00	5.00	10.00%
62	Midweek Evenings (4hrs)	Discretionary	100.00		100.00	100.00		100.00	0.00	0.00%
63	Academic Holidays (Mon - Fri)	Discretionary	200.00		200.00	200.00		200.00	0.00	0.00%
Large (Darwin, Johnson, Seacole)										
64	Commercial Half Day (4hrs)	Discretionary	180.00		180.00	190.00		190.00	10.00	5.56%
65	Commercial Full Day (9hrs)	Discretionary	360.00		360.00	380.00		380.00	20.00	5.56%
66	Commercial Hourly (8am - 10pm)	Discretionary	50.00		50.00	55.00		55.00	5.00	10.00%
67	Concessions Half Day (4hrs)	Discretionary	150.00		150.00	160.00		160.00	10.00	6.67%
68	Concessions Full Day (9hrs)	Discretionary	300.00		300.00	320.00		320.00	20.00	6.67%
69	Concessions Hourly (8am - 10pm)	Discretionary	40.00		40.00	45.00		45.00	5.00	12.50%
70	Midweek Evenings (4hrs)	Discretionary	75.00		75.00	75.00		75.00	0.00	0.00%
71	Academic Holidays (Mon - Fri)	Discretionary	150.00		150.00	150.00		150.00	0.00	0.00%
Turing ICT Suite (L)										
72	Commercial Half Day (4hrs)	Discretionary	180.00	36.00	216.00	190.00	38.00	228.00	12.00	5.56%
73	Commercial Full Day (9hrs)	Discretionary	360.00	72.00	432.00	380.00	76.00	456.00	24.00	5.56%
74	Commercial Hourly (8am - 10pm)	Discretionary	50.00	10.00	60.00	55.00	11.00	66.00	6.00	10.00%
75	Concessions Half Day (4hrs)	Discretionary	150.00	30.00	180.00	160.00	32.00	192.00	12.00	6.67%
76	Concessions Full Day (9hrs)	Discretionary	300.00	60.00	360.00	320.00	64.00	384.00	24.00	6.67%
77	Concessions Hourly (8am - 10pm)	Discretionary	40.00	8.00	48.00	45.00	9.00	54.00	6.00	12.50%
78	Midweek Evenings (4hrs)	Discretionary	75.00	15.00	90.00	75.00	15.00	90.00	0.00	0.00%
79	Academic Holidays (Mon - Fri)	Discretionary	150.00	30.00	180.00	150.00	30.00	180.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
Medium (Caxton, Cole, www.ICT Evolution, The Works)										
72	Commercial Half Day (4hrs)	Discretionary	120.00		120.00	130.00		130.00	10.00	8.33%
73	Commercial Full Day (9hrs)	Discretionary	240.00		240.00	260.00		260.00	20.00	8.33%
74	Commercial Hourly (8am - 10pm)	Discretionary	35.00		35.00	40.00		40.00	5.00	14.29%
75	Concessions Half Day (4hrs)	Discretionary	100.00		100.00	110.00		110.00	10.00	10.00%
76	Concessions Full Day (9hrs)	Discretionary	200.00		200.00	220.00		220.00	20.00	10.00%
77	Concessions Hourly (8am - 10pm)	Discretionary	25.00		25.00	30.00		30.00	5.00	20.00%
78	Midweek Evenings (4hrs)	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
79	Academic Holidays (Mon - Fri)	Discretionary	100.00		100.00	100.00		100.00	0.00	0.00%
Small (Meeting Room 1, 2, www.Meeting Room)										
80	Commercial Half Day (4hrs)	Discretionary	75.00		75.00	75.00		75.00	0.00	0.00%
81	Commercial Full Day (9hrs)	Discretionary	150.00		150.00	150.00		150.00	0.00	0.00%
82	Commercial Hourly (8am - 10pm)	Discretionary	20.00		20.00	20.00		20.00	0.00	0.00%
83	Concessions Half Day (4hrs)	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
84	Concessions Full Day (9hrs)	Discretionary	100.00		100.00	100.00		100.00	0.00	0.00%
85	Concessions Hourly (8am - 10pm)	Discretionary	15.00		15.00	15.00		15.00	0.00	0.00%
86	Midweek Evenings (4hrs)	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%
87	Academic Holidays (Mon - Fri)	Discretionary	50.00		50.00	50.00		50.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
Penalties for Non Return of Information (Penalty fees set by Statute)										
Initial Failure to provide information										
1	Failure to notify the Council that an exemption on a dwelling should have ended	Statutory	70.00		70.00	70.00		70.00	0.00	0.00%
2	Failure to notify the Council that a discount (including single person discount and Local Council Tax Support) should have ended	Statutory	70.00		70.00	70.00		70.00	0.00	0.00%
3	Failure to notify the Council of a change of address or fails to notify the council of a change in the liable party	Statutory	70.00		70.00	70.00		70.00	0.00	0.00%
4	Failure to provide information requested to identify liability	Statutory	70.00		70.00	70.00		70.00	0.00	0.00%
5	Failure to provide information requested after a liability order has been obtained	Statutory	70.00		70.00	70.00		70.00	0.00	0.00%
Further Failure to provide information										
6	Further failure to supply the requested information (all categories)	Statutory	280.00		280.00	280.00		280.00	0.00	0.00%

Description of Service		Basis of Charge	Net Charge 2017/18	VAT (20%)	Gross 2017/18 Charge	Proposed Net Charge 2018/19	VAT (20%)	Proposed Gross 2018/19 Charge	Proposed Increase Gross Charge	
			£	£	£	£	£	£	£	%
1	Standard Search (forms LLC1 and Con29'R')(VAT on Con29'R' only)	Full Cost Recovery	105.00	14.00	119.00	105.00	14.00	119.00	0.00	0.00%
2	Official Search (form LLC1 only)	Full Cost Recovery	35.00		35.00	35.00		35.00	0.00	0.00%
3	Local Enquiries (form Con29'R' only)	Full Cost Recovery	70.00	14.00	84.00	70.00	14.00	84.00	0.00	0.00%
4	Additional Parcels of Land (Standard Search) per parcel	Full Cost Recovery	15.00		15.00	15.00		15.00	0.00	0.00%
5	Local Enquiries (form CON29'O') per question	Full Cost Recovery	15.00	3.00	18.00	15.00	3.00	18.00	0.00	0.00%
6	Personal Search No Charge		0.00		0.00	0.00		0.00		
7	Extra Parcel Fee LLC1 per parcel	Full Cost Recovery	5.00		5.00	5.00		5.00	0.00	0.00%
8	Extra Parcel Fee CON29 per parcel	Full Cost Recovery	10.00	2.00	12.00	10.00	2.00	12.00	0.00	0.00%

This page is intentionally left blank

Southend-on-Sea Borough Council

Report of Corporate Management Team
To
Cabinet
On
18 January 2018

Agenda
Item No.

9

Report prepared by: Joe Chesterton
Director of Finance & Resources

Draft General Fund Revenue Budget 2018/19

All Scrutiny Committees – Executive Councillor: Councillor John Lamb

A Part 1 Public Agenda Item

1. Purpose of Report

1.1. To present for consideration a 2018/19 draft revenue budget.

2. Recommendations

That Cabinet;

- 2.1. Endorse the 2018/19 draft revenue budget and any required commencement of consultation, statutory or otherwise;
- 2.2. Note that the 2018/19 draft revenue budget has been prepared on the basis of a Council Tax increase of 4.49%, being 2.99% for general use and 1.5% for Adult Social Care;
- 2.3. Note that the 2018/19 draft revenue budget has been prepared using the provisional local government finance settlement and that the outcome from the final settlement will need to be factored into the final budget proposals for Budget Cabinet and Budget Council;
- 2.4. Refer the 2018/19 draft revenue budget, as approved, for the views of all Scrutiny Committees, Business sector and Voluntary sector to inform Budget Cabinet, which will then recommend the Budget and Council Tax to Budget Council;
- 2.5. Note the Schools budget position and that the recommendations to the Education Board on 16 January 2018, as set out in Appendix 14 and 14(i) are referred to People Scrutiny Committee and then to Budget Cabinet and Budget Council;
- 2.6. Endorse the direction of travel for 2019/20 and beyond (Section 15).

3. Council Budget Process

- 3.1. The Council must set its revenue budget and Council Tax by 11 March of the preceding financial year. If, for whatever reason, the Council cannot agree a budget and Council Tax at Budget Council on 22 February, Members should be aware that it is unlikely that the Council Tax bills could be sent out on time for the 1 April instalment (taking into account the necessary notice period and the time required to print the bills and accompanying leaflet).
- 3.2. It is also good practice to approve the capital programme and fees and charges at the same time as the revenue budget and reports elsewhere on this agenda deal with these matters. It should be noted that the revenue impact of both reports have been factored into the 2018/19 draft revenue budget proposed in this report.
- 3.3. The Housing Revenue Account (HRA) budget also needs to be agreed in a timely manner to ensure rent reviews can be reflected from 1 April of each year, and so a report on this can also be found elsewhere on this agenda.
- 3.4. The high level decision-making timetable is shown below:

Education Board	5 December 2017 & 16 January 2018
Cabinet approves draft proposals for consideration by Scrutiny Committees, Business and Voluntary sectors	18 January 2018
Cabinet approval (delegated from Council) for the 2018/19 Council Tax base of 57,611.55 equivalent Band D properties	18 January 2018
Scrutiny and Consultation Scrutiny Committees:- - Place - People - Policy & Resources Business and Voluntary sector consultation	29 January 2018 30 January 2018 31 January 2018 18 January 2018
Precept announcements Leigh-on-Sea Town Council Essex Fire & Rescue Services and Essex Police	16 January 2018 Police Fire and Crime Commissioner by 1 March 2018
Cabinet recommends the Revenue Budget, Council Tax, Fees & Charges, Capital	13 February 2018

Programme and HRA to Council	
Council approves the revenue and capital budget, Council Tax and HRA	22 February 2018

3.5. This report presents the draft General Fund revenue budget for 2018/19 for reference to the Scrutiny Committees and as the basis for consultation with the business and voluntary sectors.

3.6. A fuller report including the updated four year Medium Term Financial Strategy and the statutory statement by the Chief Finance Officer on the robustness of the estimates and adequacy of reserves under s25 of the Local Government Act 2003, will be presented to the Budget Cabinet at its meeting on 13 February 2018 and to Budget Council at its meeting on 22 February 2018.

4. Government Funding – Grant and Finance Settlement

4.1 Government funding of its main grant (formerly Formula Grant) is now the third ranked provider of funding for the Council's total general fund budget (excluding schools) after Council Tax and Business Rates. As such it represents a vastly reducing factor in determining the Council's revenue budget. The provisional Local Government Finance Settlement for 2018/19 was issued by the Department for Communities and Local Government (DCLG) on 19 December 2017 and this represents the Government's next two year spending plans.

4.2 The latest Finance Settlement maintains the key changes in the way that Local Government is now financed, which were introduced in April 2013. To recollect for Members the main changes arose from the launch of the Business Rates Retention (BRR) scheme as the principle form of local government funding. In previous years, the settlement announcement provided local authorities with their expected general revenue allocations for the following financial year. The settlement now provides authorities with a combination of provisional Revenue Support Grant (RSG) allocation and confirmation of Business Rates top up grant.

4.3 A key change in the 2017/18 settlement was the Government's recognition of the demand and demographic expenditure pressures on Adult Social Care and the ability for Local Authorities to implement an Adult Social Care precept of up to 2% to support the growing expenditure on Council budgets in this area.

4.4 The Adult Social Care precept is confirmed to continue, however, last year the Government introduced a flexibility to the precept in that the maximum 6% increase allowed over the three years (2017/18 to 2019/20) can be applied in any of the three years as long as the precept did not exceed an additional 3% in 2017/18 and 2018/19 and an additional 2% in 2019/20.

4.5 Additionally, the 2016/17 settlement introduced a minimum RSG settlement for 4 years up to 2019/20. This was conditional upon the Council submitting an Efficiency Plan by 14 October 2016, which was duly submitted by the due date.

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

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

- (i) The provisional Settlement Funding Assessment (SFA) (a combination of actual RSG and estimated business rates income) for 2018/19 is £44.269 million. This compares to an adjusted SFA of £47.642 million in respect of 2017/18 (a reduction of £3.373 million and equivalent to a 7.1% reduction);
- (ii) The RSG element for 2018/19 within the provisional SFA is £10.318 million. This compares to an adjusted RSG of £14.681 million in respect of 2017/18 (a reduction of £4.363 million and equivalent to a 29.7% reduction);
- (iii) The settlement provides indicative figures for a two year period (2018/19 to 2019/20);
- (iv) Some capital and specific grants are provisional and yet to be announced in full;
- (v) As last year there is no Council Tax freeze grant offered by the Government this year;
- (vi) The 2018/19 referendum limit for Council Tax increases has been announced at a level of 6%, being 3% for expenditure on adult social care and 3% for other expenditure (2017/18 this was set at 5%, being 3% and 2% respectively);
- (vii) A review is to be undertaken of the relative needs and resources of Local Authority's to provide an updated and more responsive distribution methodology of remaining Government funding. The results of the review will be introduced in 2020/21 to coincide with the move to 75% Business Rates Retention in the same year;
- (viii) For 2018/19, funding to support social care and benefit health is being continued through the Better Care Fund (BCF); a pooled budget between the Council and Southend Clinical Commissioning Group (CCG). The settlement for 2017/18 was a two year settlement to enable both the local authority and CCG to better plan future activity. The Council's share of the BCF for 2018/19 is expected to be £5.859 million for revenue services plus £1.406 million for disabled facility grants;
- (ix) In addition, as announced in the 2015 Spending Review, the Council is also due to receive the next tranche of a new "improved" BCF directly through a S31 grant to further assist with the inherent pressures in adult social care. The indicative sum for 2018/19 is £5.429 million;
- (x) Working against the increase in Adult Social Care Precept and Better Care Fund resources, the Government have confirmed the loss of the one-off £828,000 Adult Social Care grant received last year;

- (xi) There was a national revaluation of business rateable values on 1 April 2017. Nationally the revaluation has resulted in a net increase of RV's, although some areas and some business types have seen reductions. The Government intended to change the basis of determining the annual increase in the business rate multiplier in 2020/21 but has now brought this change forward to 2018/19. Essentially this means the multiplier increase is based on the CPI inflation figure rather than the RPI at September each year. The September 2017 CPI was 3.0% rather than the RPI at 3.9%. Local Authority's will be reimbursed the 0.9% difference through a S31 grant. Therefore, the provisional small business non-domestic rates multiplier has been set at 48.0p (2017/18=46.6p) with the associated non-domestic multiplier has been set at 49.3p (2017/18=47.9p);
- (xii) Non-domestic rates are set nationally by the Government and collected locally by Councils (billing authorities). Under the current arrangements for the localisation of business rates a sum of 50% is returned to Government who then reappportion this sum back to Local Government as part of their main grant settlement. The remaining 50% is retained 49% by the Council and 1% is distributed to the Essex Fire Authority. The Council's actual income from business rates is therefore dependent upon the performance of the local economy, the success of any rating appeals and collection rates. The Police Authority receive their funding separately;
- (xiii) The Government has also announced that they will not proceed with their intention of moving to 100% business rates retention but to now move to 75% business rates retention for Councils for 2020/21. To enable this switch to occur this will see the removal of the Public Health grant and adjustments to the final elements of Revenue Support Grant;
- (xiv) The Public Health service grant allocation for 2018/19 has been notified as £9.462 million (a reduction of £0.25million on 2017/18). Additionally an indicative allocation of £9.212 million has been announced for 2019/20 (a further reduction of £0.25 million on 2018/19);
- (xv) The consultation on the provisional finance settlement ended on 16 January 2018. The actual timing of the final announcement has yet to be announced, but would normally follow shortly after the consultation period has ended. The provisional settlement does refer to February for the final settlement. A verbal update will be given to Cabinet on any further information surrounding the final finance settlement and any implication on the setting of the Budget.

5. Government Funding – Dedicated Schools Grant (DSG)

- 5.1 The Dedicated Schools Grant (DSG) was introduced in 2006/07, as a 100% specific grant to fund the Schools Budget. It excludes post-16 funding (with the exception of Special Educational Needs) and other specific education grants such as pupil premium.
- 5.2 2018/19 sees the introduction of the Government's National Funding Formula (NFF) as the methodology for distributing national resources down to each education authority. That methodology sees the introduction of a four block model.
- Schools Block
 - High Needs Block
 - Early Years Block
 - Central School Services Block
- 5.3 The DSG allocation is released in late December, based on information provided through the previous October schools census. However the Early Years allocation is an estimate, as this ultimately is based on actual participation rather than a fixed budgetary amount.
- 5.4 The current estimated total DSG for 2018/19 is £147.7 million (latest allocation for 2017/18 = £143.7 million). In practice the final DSG will exclude funding for Academies and is estimated to reduce by at least £90.9 million to £56.8 million.

6. Schools Budget

- 6.1 The Schools Budget consists of delegated funding to schools and early years providers, the funding of some central services, and the funding related to individual children such as for children with special educational needs (SEN) also known as 'High Needs'.
- 6.2 The Schools Budget is funded from the DSG. In addition, funding for post 16 students in schools is received from the Education Funding Agency.
- 6.3 The Department for Education (DfE) announced on 19 December 2017 the funding details for 2018/19 which are summarised below:

Block	Amount (£'s)	Detail
Schools Block	117,420,800	Allowing for 15,046 primary pupils @ £3,944,78 and 10,656 secondary pupils @ £5,228.74, plus growth, premises and mobility funding
Early Years Block (Provisional)	10,376,572	Allowing for 3,511.03 PTE 3 – 4 year old children @ £4.40 per hour, and 476.10 PTE 2 year old children @ £5.24 per hour
High Needs Block	18,208,999	Includes placement and top up funding

Central Schools Services Block	1,738,147	Includes Education Support Grant and historic funding for Council support to education through schools admissions, school improvement, children's partnership and early help
Total DSG 2018/19	147,744,518	

- 6.4 The Department for Education has included a minimum funding increase of 0.5% in pupil led (i.e. ignoring premises related expenditure) funding within the settlement, together with a minimum per pupil amount of funding of £3,300 / £4,600 for primary / secondary schools respectively. These minimum per pupil amounts are set to rise further to £3,500 / £4,800 in 2019/20. This will see every school receiving an increase in their funding rates, with the more poorly funded, as measured by the national formula methodology, receiving larger increases.
- 6.6 Although the total quantum of DSG is now calculated by a national formula, that indicates the amount of funding each school should receive, it currently remains a local decision as to how each block of funding is allocated. Education Board (meeting as the Schools Forum) met on 5th December 2017, and confirmed that it wished to implement the NFF locally, although it agreed to accelerate the delivery of the minimum per pupil funding to 2019/20 levels for the lowest funded schools.
- 6.7 Decisions on the allocation of the DSG are effectively made by the Education Board (meeting as the Schools Forum), although their recommendations still need to be confirmed by the Council. The Education Board met on 5 December 2017 and 16 January 2018 to consider the Schools Budget. Subject to Cabinet approval, budget allocations to schools will be determined by the recommendations from the Board
- 6.7 In addition to funding from the DSG, schools will receive Pupil Premium grant, which will provide £1,320 / £935 of funding per primary / secondary pupil who have been registered for free school meals in any of the past 6 years. These rates are unchanged from 2017/18. Based on estimates the Pupil Premium will provide an additional £7.8 million for schools in Southend-on-Sea (both Maintained and Academy schools).
- 6.8 As a percentage of their total budget, the overall cash funding for schools will see an increase of circa 2.2% due to pupil number growth and the minimum funding guarantees. The change in budget for individual schools will vary depending upon pupil numbers and pupil funding factors such as free school meals registration, with some seeing a larger change than 2.2% and some less.

6.9 Following the recommendation of the Education Board on 16 January 2018, Appendix 14 and 14(i) show the detailed breakdown of the 2018/19 Schools budget. The schools position for 2018/19 will now be submitted to the People Scrutiny Committee on 30 January 2018, through to Budget Cabinet on 13 February 2018, and then to the Budget Council on 22 February 2018 for final agreement of the Schools Budget, based on the recommendations from the Education Board and the comments from the Scrutiny Committee. Following this process, final budgets will be issued to schools.

7. Medium Term Financial Strategy (MTFS)

7.1 The Medium Term Financial Strategy that was approved in February 2017 was for a four year period up to the financial year 2020/21. It is now in need of updating as a result of the latest Local Government Finance Settlement, changes to the projections in the current financial planning figures and a review of our service delivery plans and corporate priorities.

7.2 It is good practice to update the rolling MTFS as part of setting the Council budget and Council Tax to ensure our financial planning is fully aligned and integrated.

7.3 The MTFS for the next four year period 2018/19 to 2021/22 will, therefore, be presented as part of the budget proposals for Budget Cabinet on 13 February 2018 and Budget Council on 22 February 2018.

8. 2018/19 Budget Proposals

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

8.2 In addition, it continues to be based upon the Government's significant funding reform for Local Government that has been the most radical in generations. As a result of both the significant contraction of available funding and the financial reforms there is a consequent need to continue to find a significant level of revenue savings over the next four financial years.

8.3 Using portfolio holder input a detailed draft budget has been prepared by senior officers for the Cabinet to put forward that addresses the need for significant savings to be addressed and to set a balanced and robust budget. The various budget consultations have also assisted in informing the compilation of the Council's budget.

8.4 The draft 2018/19 General Fund revenue base budget requirement before savings and on-going investments is £128.232 million. Available funding, including Council Tax, Adult Social Care precept, estimated Business Rates and Government grant is £120.489 million. A high level budget summary of the position is set out at Appendix 1. The draft 2018/19 revenue budgets for each Portfolio are then set out in Appendices 2 - 9 and show the original budget and probable outturn for 2017/18 and the 2018/19 base budget before savings and on-going investments.

- 8.5 The budget identifies a number of on-going investments being faced by the Council, which need funding and these total £3.775 million. These are set out in detail in Appendices 10 and 11. After applying the required on-going investments of £3.775 million to the base budget there is a budget gap to find in 2018/19 of £11.518 million through departmental savings, corporate contingencies and earmarked reserves.
- 8.6 Along with all other Local Authorities the Council is facing continued extreme demand and cost pressure in Adult Social Care and Children spending. The Local Government Association (LGA) estimates that Adult Social Care faces a national funding gap of £1.3 billion by 2019/20 (even with the measures announced in the 2015 Spending Review) based on pressures caused by demography, inflation and the National Living Wage. In addition to this, LGA analysis of “fair price” of care calculations developed by provider organisations suggests that the scale of the immediate challenge could be in the order of at least £1.3 billion. This is the minimum requirement to stabilise the provider market meaning that a total of at least £2.6 billion is needed by the end of the decade.
- 8.7 The Council’s budget setting needs to recognise these spending pressures to ensure that a robust budget is set alongside managing the risks of service delivery in these areas.
- 8.8 The Budget on-going investment proposals recognise these known cost pressures the Council is currently facing. For Adult Social Care spending, a number of the pressures can be financed by the increase in the Adult Social Care Precept and the Better Care Fund. However, Children’s cost pressures will need to be financed by the Council Tax. Both areas of required funding have been recognised in the proposed draft budget. The Adult Social Care and Children cost pressures identified for the 2018/19 proposed draft budget reflect the realignment of the respective base budgets to ensure there is adequate budget to manage the required service demands and delivery.
- 8.9 Additionally, given the volatile national picture outlined above, it is recommended that within the earmarked reserves that specific reserves are identified to act as a precaution to any further in year demands on Adult Social Care and Children spending. The identification of these reserves will form part of the S.151 Officers statement on the adequacy of balances and the robustness of the budget in the final budget to be presented to Cabinet on 13 February 2018.
- 8.10 In 2017/18, the totality of the £3.375 million Adult Social Care Precept was used to support the Adult Social Care budget, through a combination of service enhancements, meeting cost and demographic pressures and financing the preservation of existing services. It is proposed that, as last year, the £1.135 million increase in the Adult Social Care precept available (bringing the total precept to £4.510 million) will in part support the on-going investment in the Adult Social Care service. The total on-going investment into Adult Social Care is £2.110 million, so it is further proposed to use some of the increase in BCF resources to meet the remaining £0.975 million. In addition the BCF will be used to compensate for the loss of the adult social care grant, bringing the total use of new BCF resources to support the budget to £1.803 million.

- 8.11 The use of a proportion of the BCF in this way will reduce the budget gap of £11.518 million to £9.715 million.
- 8.12 The budget gap is then reduced further by various savings proposals, which total £7.215 million set out fully in departmental order in Appendices 12 and 13.
- 8.13 By agreeing the proposed savings of £7.215 million (excluding Public Health savings of £0.379 million, as these savings are ring fenced against the Public Health grant allocation) the budget gap falls to £2.500 million. Rather than make more savings to balance the budget, it is proposed to use £2.500 million of the collection fund surplus to balance the budget to allow the smoothing of the three year budget gap.
- 8.14 This will result in a balanced draft 2018/19 revenue budget of £122.989 million (2017/18 £123.153 million).
- 8.15 As part of the budget proposals, there are also some one-off investment items that are proposed to be funded for their temporary nature by the use of earmarked reserves. The items of revenue growth are;
- Homelessness - £75,000 for 2018/19. This funding is to explore and research options to help combat and support the prevention of homelessness;
 - Ofsted Improvement Plan £150,000 for 2018/19. Arising from the 2016 Ofsted inspection, further time limited resources are required to ensure delivery of the agreed improvement plan;
 - Southend and South Essex Visions 2050 - £75,000 pa for 2018/19 and 2019/20. This funding is to support the development of the Southend Vision 2050 and also to contribute to the six authority partnership to develop the South Essex vision 2050;
 - Edge of Care - £250,000 for 2019/20. This funding is for continued preventive work to reduce the number of children being taken into care by supporting the family to keep the child safe at home;
 - Economic Development - £100,000 for 2019/20. This is to further enable one-off research and staff support for the promotion of the town;
 - School Improvement - £200,000 for 2019/20. This funding is to continue school improvement support including support for pupils to attain Grammar School entrance.
- 8.16 A total of £0.925 million of earmarked reserves are being used to fund the above items of one-off project spending (of which £0.300 million is in 2018/19).
- 8.17 It is recommended that the draft budget is referred to all Scrutiny Committees and their comments considered by the Budget Cabinet on 13 February 2018 to enable the Budget Cabinet to make its recommendation on the 2018/19 budget to full Budget Council on 22 February 2018.

9. Staffing implications of budget savings proposals

- 9.1 The saving proposals outlined in this report will delete 6.0 full time equivalent (fte) posts across the Council, of which 5.0 (83%) are currently vacant.
- 9.2 Formal redundancy consultation with the recognised Trades Unions has commenced and all staff have been fully briefed on the implications of these proposals.
- 9.3 In addition, within the People Department there is a transformation project called adult social care transformation programme (savings proposal PE6), which has the potential to displace staff. Once the transformation plans are fully scoped, the appropriate formal staff consultation processes for these areas will also take place.
- 9.4 The staffing reductions will be managed in accordance with the Councils policies on the Managing Organisational Change and Redundancy.
- 9.5 The Council's Workforce Planning Panel will continue to control recruitment to vacant posts (permanent and temporary) and, wherever possible, staff identified as 'at risk' of redundancy will be redeployed through the Talent Pool. In addition, the Council will be working with other Essex authorities and partners in order to maximise redeployment opportunities across the county region.
- 9.6 Volunteers for redundancy have already been sought and will be further sought in order to minimise the number of compulsory redundancies.
- 9.7 A comprehensive package of support for all staff but particularly those directly affected by these proposals has been put into place. This includes coaching and counselling, as well as practical support with job applications and money management.

10. Southend 2050 and business planning framework

- 10.1 The Council has begun a process of developing a fresh vision for the borough, one that will provide a strong narrative of what Southend could be like by 2050, and one which will be developed closely with stakeholders and the wider community. It is intended that the 'Southend 2050' vision will be in place by Autumn 2018 and will align with other complementary processes, already underway, notably the development of a new Local Plan and the Council's transformation agenda.
- 10.2 The process for a new borough vision will also see a revised approach to the Council's business planning framework. This is likely to include the development of a Corporate Plan, with a five year horizon, that will outline how the Council will champion the borough and lead in making the vision a reality. The plan will shape the Council's Medium Term Financial Strategy, ensuring resources are aligned with the Council's agreed priorities. The Corporate Plan will be underpinned by a delivery plan, or plans, that will more specifically set out key activity over the forthcoming year to meet the Council's ambitions.
- 10.3 In the interim, therefore, as the vision and other plans are developed, the current Council vision, five aims and 15 corporate priorities attached at

Appendix 15 will remain in place.

11. Budget Consultation

- 11.1 There is an expectation that local authorities will engage communities in the difficult decisions that will determine what services are delivered by the Council and how.
- 11.2 The Council has undertaken a number of targeted consultations which have focused on service redesign and renewal of contracts for commissioned services to implement previously agreed savings, improve the service offer and help inform budget proposals for 2018/19. Such consultations with service users and wider stakeholders have included those on: Council Tax Reduction Scheme; community commissioning prospectus; services to parents and young people with special educational needs and disabilities; passenger transport review; a skills and labour strategy for Southend; air quality action plan, coastal defences; school admission proposals; training provision for Southend Adult social care providers; pharmaceutical needs assessment; hate incident reporting; CCTV provision; South Essex Active Travel programme as well as the development of the Queensway regeneration project.
- 11.3 Alongside the targeted consultations, Our Town Our Future, a community visioning exercise, that will help shape the development of a vision of the Borough up to 2050, has been taking place throughout 2017.
- 11.4 The overall results and comments from the consultation have continued to help inform the preparation of the 2018/19 revenue budget.

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

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

13. Council Tax Base 2018/19 and Estimated Collection Fund Surplus/Deficit 2017/18

- 13.1 The Council has to formally determine the Council Tax Base (the number of Band D equivalent properties) for 2018/19 and any estimated Collection Fund balance at the end of 2017/18. The Council Tax Base for 2018/19 is as reported in a separate report on this agenda for approval as delegated by Council at 57,611.55 (equivalent Band D properties) including Leigh-on-Sea Town Council.
- 13.2 The tax base for Leigh-on-Sea Town Council has been calculated for 2018/19 as 8,779.95 Band D equivalents.
- 13.3 The Council Tax base for Southend-on-Sea has increased as a result of a combination of a number of new properties on the list coupled with the on-going impact of the agreed discounts and exemptions.
- 13.4 The estimated balance on the Collection Fund in respect of Council Tax at the end of 2017/18 will be reported formally to the Budget Cabinet on 13 February 2018. The draft budget and Council Tax implications are currently based on the use of £2.5 million of the projected surplus attributable to the Council.

14. Council Tax (including Precepts)

- 14.1 The draft budget assumes a Council Tax increase at 2.99% for general use on the Southend-on-Sea element of the total Council Tax. There are no implications arising from this increase for a Council Tax freeze grant, as the Government has again not offered one this year.
- 14.2 The proposed Council Tax increase for general use of 2.99% will mean a Band D level of £1,244.53 per annum on the Southend-on-Sea element of the Council Tax (2017/18 the Band D level is £1,206.18). This equates to an annual increase of £37.89 and a weekly increase of 73p.
- 14.3 The Cabinet (and Scrutiny Committees) may wish to bear in mind that a 1% change in Southend-on-Sea Borough Council's element of the Council Tax is £12.69 per annum for a Band D property. This equates to an amount of circa £0.730 million in the revenue budget for each 1% change.
- 14.4 The total Council Tax payable by tax payers consists of Southend-on-Sea Borough Council precept, the Adult Social Care precept and the precepts for Essex Fire & Rescue Services Authority and Essex Police Authority. Where applicable it also includes the Leigh-on-Sea Town Council precept.
- 14.5 At this stage the precepts from the major precepting authorities (Fire and Police) are not yet finalised. Also, the Leigh-on-Sea Town Council precept is not yet finalised.
- 14.6 Essex Fire & Rescue Services and Essex Police through the Police, Fire and Crime Commissioner has by law to set both precepts no later than 1 March 2018 (after consideration by the Essex Police, Fire and Crime Panel on 22 January 2018). No indication has been given of either of the relevant precept levels for 2018/19.

- 14.7 Leigh-on-Sea Town Council is due to set its precept at its Council meeting on 16 January 2018. No indication has been given of the relevant precept level for 2018/19.
- 14.8 The precepts will form part of the formal Council Tax setting at Budget Council on 22 February 2018. As part of the draft budget, estimations have been made of the expected precept levels pending formal approval by the precepting authorities. Any variances from that contained in the draft budget are expected to be minimal and will be contained within the overall budget proposals that will be presented to Budget Council.
- 14.9 In addition, the draft budget also assumes the continuation of the Adult Social Care precept a level of 6.5% of the main council tax (an increase of 1.5% over the previous year). The ability to apply this precept was introduced by the Government as part of the 2016/17 Local Government finance settlement. It was introduced to assist with the increasing demand and demographic expenditure pressures from Adult Social Care that Local Government has been experiencing and are continuing to face. The proposed increase of 1.5% equates to an annual increase of £1.135 million (from £59.30 to £78.29) equivalent to a weekly increase of 36p. It is proposed that the Adult Social Care precept be used to support the service for a mixture of existing and new spending, as set out above in Section 8.

15. 2019/20 and Beyond

- 15.1 In addressing the national economic situation the Government has continued to emphasise the need to look further at a programme of public sector spending restraint and reconfiguration. This was reinforced in the Chancellor's Autumn Budget Statement on 22 November 2017 with further restriction placed on the Government's public spending plans up to 2021 with the commitment to its departmental spending plans set out in the Spending Review 2015. The tightening and reduction of Government funding contributions to local government funding along with the Government's previous changes from April 2013 and the proposed changes for the funding of Local Government, means that the current financial challenges for 2019/20 and beyond will continue. This needs to be seen as part of a continued period of financial retrenchment that Local Government has already encountered and that councils will need to consider a much longer spending reduction programme than previously identified by Central Government and which also links into the impending need for Council's financial self-sustainability.
- 15.2 This report predominantly addresses, as we are required to do, a detailed budget for 2018/19 but it is also appropriate to identify the areas the Council should continue to explore in order to meet the budget constraints of future years and also tailor the services it provides and review its role within national policy and local circumstances. As we develop the Councils vision 2050 and the South Essex vision 2050 we need to be mindful of how we align and prioritise our resources to achieve these visions but also ensure we focus on delivering our required outcomes.

- 15.3 Like all local authorities in England, Southend-on-Sea Borough Council is facing unprecedented financial challenges. The Council has, over a number of years, addressed significant funding gaps whilst also achieving improved efficiency and service delivery. In the current, and forecast, period of national financial stringency the scale of financial contraction is such as to challenge the scale, nature and purpose of the role of the Council.
- 15.4 Traditionally, and particularly over recent years, the nature of Council activity has seen an increase in the level of directly delivered services for the local populace and for local businesses and visitors. Many services have been delivered on a universal basis and free or at limited cost. As funding continues to reduce greater pressure is being placed upon the services provided by the Council and also the way in which these are delivered.
- 15.5 Since the beginning of the national fiscal situation the Council has striven to sustain its full range of services but it is increasingly likely that this approach will be unviable.
- 15.6 The Council will increasingly focus the delivery of its services in a targeted way, concentrating on delivering services to those residents who need the Council's help. The Council will also adopt this as an approach in tailoring the delivery of its many statutory services. To underpin this approach the Council will also reposition its role as one to help the community, its residents and businesses, to take personal control of as many factors affecting their lives as is possible.
- 15.7 The Council will continue to adopt an increasing approach of working, and delivering services, in partnership with other agencies, the voluntary and commercial sectors, and the community itself. As part of this approach the Council will encourage the sustenance of community services in collaboration with the local communities, encouraging community capacity to operate in appropriate circumstances.
- 15.8 The Council will also seek to address critical issues such as equality, disadvantage, lack of attainment and poverty by working with communities themselves, seeking enhanced training and opportunity and by fostering and promoting the local economy and thereby enhancing opportunities for aspiration, attainment, household income and personal achievement.
- 15.9 The Council will also seek to explore innovative income generation opportunities that will assist with increasing the Council's revenue sources to assist with bridging the significant budget gap the Council has to deliver. In addition, there is the intention to look greater at commercial opportunities for services of the Council. Both will assist in supporting the financial self-sustainability of the authority as we move into a period of final withdrawal of central government funding.

- 15.10 Given the financial challenge we have and are to continue to face for a number of years, a continued programme of corporate working will continue with this efficiency drive and to help support the identification of savings for future years. This will allow us to have a programme driving transformational change in the organisation and will allow a clear focus on delivery of the required savings that will be required over this period. A recent corporate transformation review is identifying how the council can work differently and transform services in an efficient manner whilst also delivering key savings for the annual budget.
- 15.11 Over the coming year it will be extremely important to consider future year potential savings proposals in anticipation of delivering tailored services for the community whilst addressing the known budget reductions required from our total budget and reflecting the estimated significant government grant reductions. It is currently anticipated arising from the Autumn Budget Statement in late 2017, that further savings in the order of £15 million will be required from the Council's circa £218 million annual gross budget (after excluding Schools, HRA and Benefits) for the three years 2019/20 to 2021/22.
- 15.12 It is clear that the budget savings presented for 2018/19 cannot be continually repeated in successive years without the Council considering how it delivers services across the borough to avoid duplication of overheads, achieve economic delivery and still provide facilities and services valued by the community.

16. Corporate Implications

16.1 Contribution to Council's Vision & Critical Priorities

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

16.2 Financial Implications

As set out in the body of the report.

16.3 Legal Implications

None at this stage.

16.4 People Implications

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

16.5 Property Implications

None

16.6 Consultation

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

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

Staff have been kept abreast of progress and opportunities for contributions through personal briefings by the Chief Executive and Director of Finance & Resources and through written briefings.

16.7 Equalities Impact Assessment

Assessments have been carried out for proposed savings in the 2018/19 draft revenue budget and an overarching EIA is attached as an Appendix to this report.

16.8 Risk Assessment

The budget proposals will be subject to the Deputy Chief Executives and Directors review of risk and robustness. This will inform the Director of Finance & Resources' Section 25 statement on the robustness of estimates and adequacy of reserves to be reported to the Budget Cabinet on 13 February 2018 and Budget Council on 22 February 2018.

16.9 Value for Money

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

16.10 Community Safety Implications

Assessments have been carried out for all revenue proposals.

16.11 Environmental Impact

Assessments have been carried out for all revenue proposals.

17. Background Papers

17.1 The provisional finance settlement 2018/19, DCLG

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

17.3 Equality Impact Assessments

18. Appendices

Appendix 1	Summary of Draft 2018/19 General Fund Revenue Budget
Appendix 2	2018/19 Draft budget - Leader
Appendix 3	2018/19 Draft budget – Corporate & Community Support Services
Appendix 4	2018/19 Draft budget – Culture, Tourism & the Economy
Appendix 5	2018/19 Draft budget – Transport, Waste & Regulatory Services
Appendix 6	2018/19 Draft budget – Housing, Planning & Sustainability
Appendix 7	2018/19 Draft budget – Children & Learning
Appendix 8	2018/19 Draft budget – Health & Adult Social Care
Appendix 9	2018/19 Draft budget - Technology
Appendix 10	Schedule of Proposed Investments
Appendix 11	Description of Proposed Investments
Appendix 12	Schedule of Proposed Savings
Appendix 13	Description of Proposed Savings
Appendix 14	Schools Budget
Appendix 14(i)	Schools Budget
Appendix 15	Corporate Priorities 2018/19
Appendix 16	Equality Analyses supporting budget proposals

**SUMMARY OF GENERAL FUND
REVENUE BUDGET 2018/19**

**SOUTHEND ON SEA BOROUGH COUNCIL ESTIMATE FOR THE
GENERAL FUND YEAR ENDING 31 MARCH 2019**

SUMMARY OF GENERAL FUND REVENUE ESTIMATES

	Appendix	Original Estimate 2017/18	Probable Outturn 2017/18	Original Estimate 2018/19	Budget 2018/19
		£000	£000	£000	£000
Portfolios					
Leader	2	2,387	2,229	2,676	2,676
Corporate & Community Support Services	3	12,056	11,572	11,980	11,980
Culture, Tourism & the Economy	4	12,593	13,275	12,646	12,646
Transport, Waste & Regulatory Services	5	22,394	21,847	22,406	22,406
Housing, Planning & Sustainability	6	5,122	5,199	5,303	5,303
Children & Learning	7	26,237	28,518	26,569	26,569
Health & Adult Social Care	8	38,948	39,260	39,120	39,120
Technology	9	4,383	4,593	4,467	4,467
Sub Total		124,120	126,493	125,167	125,167
Capital Financing Removed		(18,831)	(18,831)	(18,851)	(18,851)
Portfolio Net Expenditure		105,289	107,662	106,316	106,316
Levies		590	590	638	638
Contingency - General		2,088	1,906	2,088	2,088
- Pensions & Apprenticeship Levy		650	650	0	0
- Transformation		1,500	1,500	1,500	1,500
- Benefits		0	300	300	300
- Inflation		990	666	1,906	1,906
Pensions Upfront Funding		7,467	7,467	(3,734)	(3,734)
Financing costs		16,594	7,516	11,380	11,380
Total net expenditure		135,168	128,257	120,394	120,394
Contribution to /(from) earmarked reserves		(12,282)	(9,277)	7,590	7,590
Revenue Contribution to Capital		3,804	7,710	2,101	2,101
Corporate on-going Investments	10 & 11	0	0	0	3,775
Use of Better Care Fund Resources to fund Investments and loss of grant		0	0	0	(1,803)
Proposed Savings	12 & 13	0	0	0	(7,215)
Non Service Specific Grants		(3,537)	(3,537)	(1,853)	(1,853)
Total Budget Requirement		123,153	123,153	128,232	122,989
Met from:					
Revenue Support Grant		14,681			10,318
New Homes Bonus Returned Grant		78			0
Business Rates		20,375			21,924
Business Rates Top up Grant		11,685			12,038
Council Tax		68,678			71,699
Adult Social Care Precept		3,375			4,510
		118,872			120,489
Collection Fund Surplus		500			2,500
		119,372			122,989
Use of Earmarked Reserves		3,781			0
		123,153			122,989

LEADER
REVENUE BUDGET 2018/19

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2019**

Leader Portfolio

Objective Summary	2017/18						2018/19		
	Original			Probable Outturn			Budget		
	Gross Expenditure	Total Income	Net Expenditure / (Income)	Gross Expenditure	Total Income	Net Expenditure / (Income)	Gross Expenditure	Total Income	Net Expenditure / (Income)
£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s
Corporate Subscriptions	73	0	73	73	0	73	85	0	85
Corporate and Non Distributable Costs	1,764	(180)	1,584	1,485	(180)	1,305	2,001	(184)	1,817
Emergency Planning	85	0	85	85	0	85	82	0	82
Strategy and Performance	645	0	645	766	0	766	692	0	692
Net Expenditure/(Income)	2,567	(180)	2,387	2,409	(180)	2,229	2,860	(184)	2,676

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2019**

Leader Portfolio

Subjective Summary	2017/18		2018/19
	Original	Probable Outturn	Budget
	£000s	£000s	£000s
Expenditure			
Employees	1,536	1,592	1,819
Premises	3	3	3
Transport	4	8	7
Supplies & Services	621	608	633
Third Party Payments	190	0	190
Transfer Payments	0	0	0
Depreciation	8	8	8
Special Items	205	190	200
Gross Expenditure	2,567	2,409	2,860
Income			
Government Grants	0	0	0
Other Grants & Reimbursements	0	0	0
Sales	0	0	0
Fees & Charges	0	0	0
Rents	0	0	0
Interest	0	0	0
Investment Asset Revaluation Gain	0	0	0
Government Capital Grants	0	0	0
Recharges to Housing Revenue Account	(180)	(180)	(184)
Other Internal Charges	0	0	0
Total Income	(180)	(180)	(184)
Net Expenditure/(Income)	2,387	2,229	2,676

CORPORATE AND COMMUNITY SUPPORT SERVICES

REVENUE BUDGET 2018/19

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2019**

Corporate and Community Support Services Portfolio

Objective Summary	2017/18						2018/19		
	Original			Probable Outturn			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Department of the Chief Executive	771	0	771	599	0	599	634	0	634
Accountancy	2,071	(352)	1,719	2,012	(368)	1,644	2,131	(295)	1,836
Accounts Payable	126	(5)	121	106	(5)	101	119	(4)	115
Accounts Receivable	185	(75)	110	185	(75)	110	190	(77)	113
Insurance	155	(245)	(90)	155	(245)	(90)	162	(247)	(85)
Asset Management	383	(5)	378	354	(16)	338	416	(16)	400
Community Centres and Club 60	104	(1)	103	104	(1)	103	104	(1)	103
Corporate and Industrial Estates	430	(2,611)	(2,181)	459	(2,861)	(2,402)	458	(2,919)	(2,461)
Council Tax Admin	854	(595)	259	974	(805)	169	869	(607)	262
Non Domestic Rates Collection	165	(305)	(140)	185	(305)	(120)	199	(306)	(107)
Housing Benefit and Council Tax Benefit Admin	1,990	(1,195)	795	1,803	(1,241)	562	1,711	(1,195)	516
Rent Benefit Payments	98,947	(99,050)	(103)	91,582	(91,685)	(103)	91,582	(91,685)	(103)
Internal Audit	835	(188)	647	835	(188)	647	999	(323)	676
Buildings Management	2,779	(114)	2,665	3,061	(114)	2,947	3,008	(116)	2,892
Cemeteries and Crematorium	1,263	(2,525)	(1,262)	1,282	(2,475)	(1,193)	1,287	(2,566)	(1,279)
Customer Services Centre	1,985	(290)	1,695	1,969	(290)	1,679	2,065	(295)	1,770
Dial A Ride Service	122	(19)	103	106	(19)	87	105	(19)	86
Registration of Births Deaths and Marriages	329	(371)	(42)	329	(371)	(42)	330	(378)	(48)
Transport Management	26	0	26	26	0	26	6	0	6
Vehicle Fleet	527	(344)	183	523	(344)	179	548	(344)	204

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2019**

Corporate and Community Support Services Portfolio

Objective Summary	2017/18						2018/19		
	Original			Probable Outturn			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Partnership Team	277	0	277	266	0	266	231	0	231
Support To Voluntary Sector	779	0	779	764	0	764	811	0	811
Human Resources	1,745	(497)	1,248	1,833	(505)	1,328	1,815	(505)	1,310
People and Organisational Development	406	(91)	315	430	(115)	315	414	(115)	299
Tickfield Training Centre	290	(97)	193	291	(97)	194	373	(150)	223
Democratic Services Support	354	0	354	349	0	349	371	0	371
Mayoralty	185	0	185	204	0	204	179	0	179
Member Support	705	0	705	710	0	710	730	0	730
Elections and Electoral Registration	352	0	352	276	0	276	354	0	354
Local Land Charges	192	(297)	(105)	192	(297)	(105)	197	(297)	(100)
Legal Services	1,170	(243)	927	1,351	(233)	1,118	1,308	(245)	1,063
Corporate Procurement	610	0	610	610	0	610	621	0	621
Property Management and Maintenance	568	(109)	459	411	(109)	302	469	(111)	358
Net Expenditure/(Income)	121,680	(109,624)	12,056	114,336	(102,764)	11,572	114,796	(102,816)	11,980

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2019**

Corporate and Community Support Services Portfolio

Subjective Summary	2017/18		2018/19
	Original	Probable Outturn	Budget
	£000s	£000s	£000s
Expenditure			
Employees	14,531	14,380	15,095
Premises	1,765	1,950	1,847
Transport	387	387	388
Supplies & Services	4,639	4,981	4,886
Third Party Payments	126	271	213
Transfer Payments	98,504	90,639	90,639
Depreciation	1,728	1,728	1,728
Gross Expenditure	121,680	114,336	114,796
Income			
Government Grants	(95,958)	(88,312)	(88,311)
Other Grants & Reimbursements	(4,791)	(4,909)	(4,832)
Sales	(40)	(40)	(5)
Fees & Charges	(5,447)	(5,839)	(5,958)
Rents	(2,626)	(2,876)	(2,934)
Interest	0	0	0
Government Capital Grants	0	0	0
Recharges to Housing Revenue Account	(237)	(237)	(242)
Other Internal Charges	(525)	(551)	(534)
Total Income	(109,624)	(102,764)	(102,816)
Net Expenditure/(Income)	12,056	11,572	11,980

CULTURE, TOURISM AND THE ECONOMY

REVENUE BUDGET 2018/19

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2019**

Culture, Tourism and the Economy Portfolio

Objective Summary	2017/18						2018/19		
	Original			Probable Outturn			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Arts Development	554	(305)	249	533	(262)	271	501	(233)	268
Amenity Services Organisation	3,615	(670)	2,945	3,683	(634)	3,049	3,673	(683)	2,990
Culture Management	66	(6)	60	305	(14)	291	146	(6)	140
Library Service	3,395	(394)	3,001	3,418	(394)	3,024	3,395	(397)	2,998
Museums And Art Gallery	1,135	(68)	1,067	1,121	(68)	1,053	1,169	(69)	1,100
Parks And Amenities Management	1,693	(665)	1,028	1,584	(450)	1,134	1,686	(677)	1,009
Sports Development	53	0	53	53	0	53	54	0	54
Sport and Leisure Facilities	615	(304)	311	615	(304)	311	617	(304)	313
Southend Theatres	849	(27)	822	849	(27)	822	849	(27)	822
Resort Services Pier and Foreshore and Southend Marine Activity Centre	2,689	(884)	1,805	2,814	(934)	1,880	2,721	(902)	1,819
Tourism	136	(18)	118	58	(18)	40	58	(18)	40
Economic Development	571	(250)	321	622	(250)	372	1,041	(689)	352
Town Centre	210	(59)	151	208	(59)	149	210	(59)	151
Better Queensway	0	0	0	44	0	44	0	0	0
Climate Change	106	(43)	63	203	(5)	198	111	(139)	(28)
Closed Circuit Television	450	(32)	418	450	(32)	418	467	(33)	434
Community Safety	213	(32)	181	198	(32)	166	216	(32)	184
Net Expenditure/(Income)	16,350	(3,757)	12,593	16,758	(3,483)	13,275	16,914	(4,268)	12,646

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2019**

Culture, Tourism and the Economy Portfolio

Subjective Summary	2017/18		2018/19
	Original	Probable Outturn	Budget
	£000s	£000s	£000s
Expenditure			
Employees	7,800	7,682	8,504
Premises	1,775	1,914	1,790
Transport	519	520	441
Supplies & Services	1,662	1,969	1,608
Third Party Payments	1,103	1,182	1,080
Transfer Payments	0	0	0
Depreciation	3,491	3,491	3,491
Gross Expenditure	16,350	16,758	16,914
Income			
Government Grants	0	0	0
Other Grants & Reimbursements	(772)	(728)	(1,138)
Sales	(137)	(142)	(138)
Fees & Charges	(2,777)	(2,542)	(2,926)
Rents	(19)	(19)	(14)
Interest	0	0	0
Government Capital Grants	(52)	(52)	(52)
Recharges to Housing Revenue Account	0	0	0
Other Internal Charges	0	0	0
Total Income	(3,757)	(3,483)	(4,268)
Net Expenditure/(Income)	12,593	13,275	12,646

TRANSPORT, WASTE and REGULATORY SERVICES

REVENUE BUDGET 2018/19

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2019**

Transport, Waste & Regulatory Services Portfolio

Objective Summary	2017/18						2018/19		
	Original			Probable Outturn			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Transport									
Highways Maintenance	9,830	(2,048)	7,782	9,943	(1,994)	7,949	10,048	(2,049)	7,999
Bridges and Structural Engineering	412	0	412	412	0	412	412	0	412
Decriminalised Parking	1,157	(1,666)	(509)	1,301	(1,666)	(365)	1,171	(1,699)	(528)
Car Parking Management	1,031	(6,485)	(5,454)	1,266	(6,640)	(5,374)	1,121	(6,617)	(5,496)
Concessionary Fares	3,217	0	3,217	3,307	0	3,307	3,307	0	3,307
Passenger Transport	400	(64)	336	485	(49)	436	396	(65)	331
Road Safety and School Crossing	234	0	234	206	0	206	229	0	229
Transport Planning	599	(854)	(255)	1,713	(1,869)	(156)	1,672	(1,990)	(318)
Traffic and Parking Management	503	(5)	498	537	(5)	532	470	(5)	465
Waste and Cleansing									
Public Conveniences	550	0	550	520	0	520	555	0	555
Waste Collection	4,393	0	4,393	4,815	0	4,815	4,395	0	4,395
Waste Disposal	5,533	0	5,533	4,395	(20)	4,375	5,375	0	5,375
Street Cleansing	1,381	(7)	1,374	1,361	0	1,361	1,361	0	1,361
Household Recycling	486	0	486	477	(7)	470	477	(7)	470
Environmental Care	386	(4)	382	215	(4)	211	242	(4)	238
Waste Management	487	0	487	288	(490)	(202)	485	0	485
Other Services									
Flood and Sea Defence	745	(11)	734	816	(11)	805	813	(11)	802
Enterprise Tourism and Environment Central Pool	1,354	0	1,354	1,425	0	1,425	1,451	0	1,451

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2019**

Transport, Waste & Regulatory Services Portfolio

Objective Summary	2017/18						2018/19		
	Original			Probable Outturn			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Regulatory Services									
Regulatory Business	523	(11)	512	534	0	534	523	(11)	512
Regulatory Licensing	304	(433)	(129)	331	(232)	99	328	(442)	(114)
Regulatory Management	227	0	227	227	0	227	244	0	244
Regulatory Protection	244	(14)	230	273	(13)	260	244	(13)	231
Net Expenditure/(Income)	33,996	(11,602)	22,394	34,847	(13,000)	21,847	35,319	(12,913)	22,406

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2019**

Transport, Waste & Regulatory Services Portfolio

Subjective Summary	2017/18		2018/19
	Original	Probable Outturn	Budget
	£000s	£000s	£000s
Expenditure			
Employees	4,646	5,170	5,197
Premises	1,166	1,481	1,255
Transport	99	111	113
Supplies & Services	594	859	740
Third Party Payments	18,410	18,145	18,933
Transfer Payments	0	0	0
Depreciation	9,081	9,081	9,081
Gross Expenditure	33,996	34,847	35,319
Income			
Government Grants	(11)	(1,090)	(1,130)
Other Grants & Reimbursements	(40)	(518)	(40)
Sales	(4)	(4)	(2)
Fees & Charges	(9,773)	(9,607)	(9,959)
Rents	(1)	(8)	(9)
Interest	0	0	0
Government Capital Grants	(1,773)	(1,773)	(1,773)
Recharges to Housing Revenue Account	0	0	0
Other Internal Charges	0	0	0
Total Income	(11,602)	(13,000)	(12,913)
Net Expenditure/(Income)	22,394	21,847	22,406

HOUSING, PLANNING and SUSTAINABILITY

REVENUE BUDGET 2018/19

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2019**

Housing, Planning and Sustainability Portfolio

219

Objective Summary	2017/18						2018/19		
	Original			Probable Outturn			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Housing									
Strategy and Planning for Housing	164	0	164	239	(115)	124	224	(117)	107
Private Sector Housing	2,734	(1,056)	1,678	2,764	(961)	1,803	2,863	(1,012)	1,851
Housing Needs and Homelessness	822	(534)	288	831	(588)	243	919	(658)	261
Supporting People	2,508	0	2,508	2,533	0	2,533	2,533	0	2,533
Planning and Sustainability									
Building Control	400	(410)	(10)	493	(450)	43	443	(440)	3
Development Control	862	(603)	259	901	(690)	211	895	(631)	264
Regional And Local Town Plan	235	0	235	242	0	242	284	0	284
Net Expenditure/(Income)	7,725	(2,603)	5,122	8,003	(2,804)	5,199	8,161	(2,858)	5,303

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2019**

Housing, Planning and Sustainability Portfolio

Subjective Summary	2017/18		2018/19
	Original	Probable Outturn	Budget
	£000s	£000s	£000s
Expenditure			
Employees	2,657	2,907	2,983
Premises	3	5	69
Transport	26	19	26
Supplies & Services	2,783	2,808	2,827
Third Party Payments	0	8	0
Transfer Payments	0	0	0
Depreciation	2,256	2,256	2,256
Gross Expenditure	7,725	8,003	8,161
Income			
Government Grants	(50)	(56)	(50)
Other Grants & Reimbursements	(150)	(150)	(150)
Sales	0	0	0
Fees & Charges	(1,080)	(1,160)	(1,139)
Rents	0	0	(75)
Interest	0	0	0
Government Capital Grants	(893)	(894)	(894)
Recharges to Housing Revenue Account	(430)	(544)	(550)
Other Internal Charges	0	0	0
Total Income	(2,603)	(2,804)	(2,858)
Net Expenditure/(Income)	5,122	5,199	5,303

CHILDREN & LEARNING
REVENUE BUDGET 2018/19

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2019**

Children & Learning Portfolio

Objective Summary	2017/18						2018/19		
	Original			Probable Outturn			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Childrens Social Care									
Children Fieldwork Services	4,246	(5)	4,241	4,543	0	4,543	4,301	(5)	4,296
Children with Disabilities	1,149	(169)	980	1,207	(197)	1,010	1,175	(183)	992
Childrens Specialist Support and Commissioning	2,456	(104)	2,352	2,778	(153)	2,625	2,369	(164)	2,205
Inhouse Fostering and Adoption	4,546	(186)	4,360	5,079	(236)	4,843	4,661	(236)	4,425
Leaving Care Placements and Resources	1,031	(115)	916	1,511	(450)	1,061	1,154	(232)	922
Private Voluntary Independent Provider Placements	3,475	(120)	3,355	3,925	0	3,925	3,475	(120)	3,355
Youth and Family Support									
Early Help and Family Support	1,534	(1,081)	453	1,992	(1,190)	802	1,723	(1,101)	622
Youth Offending Service	1,906	(632)	1,274	1,772	(554)	1,218	1,894	(632)	1,262
Youth Service	1,067	(403)	664	1,087	(432)	655	1,067	(387)	680
Education and Schools									
School Support and Education Transport	9,894	(4,376)	5,518	9,823	(4,309)	5,514	10,013	(4,364)	5,649
Early Years Development and Child Care Partnership	10,769	(9,562)	1,207	10,828	(9,571)	1,257	11,147	(9,939)	1,208
High Needs Educational Funding	15,052	(14,342)	710	15,182	(14,324)	858	12,754	(12,008)	746
Southend Adult Community College	3,393	(3,186)	207	3,393	(3,186)	207	3,393	(3,186)	207
Total Retained	60,518	(34,281)	26,237	63,120	(34,602)	28,518	59,126	(32,557)	26,569

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2019**

Children & Learning Portfolio

Objective Summary	2017/18						2018/19		
	Original			Probable Outturn			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Maintained Schools Delegated									
Maintained Schools Delegated Budgets	39,421	(39,421)	0	39,421	(39,421)	0	32,454	(32,454)	0
Pupil Premium	5,289	(5,289)	0	5,429	(5,429)	0	2,920	(2,920)	0
Total Delegated	44,710	(44,710)	0	44,850	(44,850)	0	35,374	(35,374)	0
Net Expenditure/(Income)	105,228	(78,991)	26,237	107,970	(79,452)	28,518	94,500	(67,931)	26,569

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2019**

Children & Learning Portfolio

Subjective Summary	2017/18		2018/19
	Original	Probable Outturn	Budget
	£000s	£000s	£000s
Expenditure			
Employees	14,458	15,115	14,817
Premises	270	307	314
Transport	646	602	553
Supplies & Services	20,625	21,558	17,922
Third Party Payments	13,039	14,192	16,097
Transfer Payments	50,957	50,961	39,564
Depreciation	5,233	5,234	5,233
Gross Expenditure	105,228	107,970	94,500
Income			
Government Grants	(75,362)	(75,911)	(64,126)
Other Grants & Reimbursements	(765)	(588)	(889)
Sales	(46)	(119)	(49)
Fees & Charges	(908)	(863)	(899)
Rents	0	(61)	(58)
Interest	0	0	0
Government Capital Grants	(1,910)	(1,910)	(1,910)
Recharges to Housing Revenue Account	0	0	0
Other Internal Charges	0	0	0
Total Income	(78,991)	(79,452)	(67,931)
Net Expenditure/(Income)	26,237	28,518	26,569

HEALTH and ADULT SOCIAL CARE
REVENUE BUDGET 2018/19

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2019**

Health and Adult Social Care Portfolio

Objective Summary	2017/18						2018/19		
	Original			Probable Outturn			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Adult Social Care									
Adult Support Services and Management	224	0	224	287	(63)	224	298	0	298
Commissioning Team	2,120	(346)	1,774	1,806	(153)	1,653	1,826	(184)	1,642
Strategy and Development	1,797	(215)	1,582	2,045	(502)	1,543	2,228	(590)	1,638
People with a Learning Disability	14,383	(1,421)	12,962	14,375	(1,699)	12,676	14,232	(1,422)	12,810
People with Mental Health Needs	3,350	(167)	3,183	3,908	(313)	3,595	3,647	(198)	3,449
Older People	28,807	(14,592)	14,215	29,047	(14,696)	14,351	29,287	(15,182)	14,105
Other Community Services	2,522	(865)	1,657	3,100	(1,277)	1,823	6,227	(4,424)	1,803
People with a Physical or Sensory Impairment	4,572	(1,211)	3,361	4,454	(1,089)	3,365	4,608	(1,222)	3,386
Service Strategy and Regulation	124	(69)	55	124	(69)	55	124	(69)	55
Health									
Public Health	6,991	(7,141)	(150)	6,639	(6,810)	(171)	6,323	(6,480)	(157)
Drug and Alcohol Action Team	2,313	(2,230)	83	2,428	(2,284)	144	2,270	(2,187)	83
Young Persons Drug and Alcohol Team	267	(265)	2	267	(265)	2	273	(265)	8
Net Expenditure/(Income)	67,470	(28,522)	38,948	68,480	(29,220)	39,260	71,343	(32,223)	39,120

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2019**

Health and Adult Social Care Portfolio

Subjective Summary	2017/18		2018/19
	Original	Probable Outturn	Budget
	£000s	£000s	£000s
Expenditure			
Employees	17,271	13,306	13,475
Premises	451	299	258
Transport	493	506	317
Supplies & Services	4,447	4,606	3,917
Third Party Payments	43,686	49,641	53,254
Transfer Payments	1,000	0	0
Depreciation	122	122	122
Gross Expenditure	67,470	68,480	71,343
Income			
Government Grants	(10,123)	(10,136)	(9,744)
Other Grants & Reimbursements	(7,588)	(9,222)	(11,614)
Sales	(20)	0	0
Fees & Charges	(10,668)	(9,854)	(10,857)
Rents	(8)	(8)	(8)
Interest	0	0	0
Government Capital Grants	0	0	0
Recharges to Housing Revenue Account	(115)	0	0
Other Internal Charges	0	0	0
Total Income	(28,522)	(29,220)	(32,223)
Net Expenditure/(Income)	38,948	39,260	39,120

TECHNOLOGY
REVENUE BUDGET 2018/19

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2019**

Technology Portfolio

Objective Summary	2017/18						2018/19		
	Original			Probable Outturn			Budget		
	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s	Gross Expenditure £000s	Total Income £000s	Net Expenditure / (Income) £000s
Information Communications and Technology	5,354	(971)	4,383	5,630	(1,037)	4,593	5,524	(1,057)	4,467
Net Expenditure/(Income)	5,354	(971)	4,383	5,630	(1,037)	4,593	5,524	(1,057)	4,467

**SOUTHEND ON SEA BOROUGH COUNCIL
GENERAL FUND YEAR ENDING 31 MARCH 2019**

Technology Portfolio

Subjective Summary	2017/18		2018/19
	Original	Probable Outturn	Budget
	£000s	£000s	£000s
Expenditure			
Employees	2,488	2,694	2,638
Premises	1	1	1
Transport	8	8	8
Supplies & Services	1,456	1,526	1,484
Third Party Payments	8	8	0
Transfer Payments	0	0	0
Depreciation	1,393	1,393	1,393
Gross Expenditure	5,354	5,630	5,524
Income			
Government Grants	0	0	0
Other Grants & Reimbursements	0	0	0
Sales	0	0	0
Fees & Charges	(802)	(868)	(886)
Rents	0	0	0
Interest	0	0	0
Government Capital Grants	0	0	0
Recharges to Housing Revenue Account	(117)	(117)	(119)
Other Internal Charges	(52)	(52)	(52)
Total Income	(971)	(1,037)	(1,057)
Net Expenditure/(Income)	4,383	4,593	4,467

Investment Proposals 2018/19 - All Council Services (excluding schools)

		<u>Chief Executive £'000</u>	<u>People £'000</u>	<u>Place £'000</u>	<u>Proposed Total £'000</u>
No.	<u>Proposed Pressures</u>				
11	Housing Benefit/Localised Council Tax Scheme Administration Grant	90			90
Sub-total Chief Executive		90			90
21	Delivering on our statutory duties for learners with SEND		95		95
31	PVI placements and In-house Fostering Care		1,200		1,200
41	Learning Disabilities costs of transitions		500		500
51	Deprivation of Liberty Assessments		150		150
61	Older People Demographics		500		500
71	National Living Wage		960		960
Sub-total People			3,405		3,405
81	Liquid Logic System (application support)			60	60
91	CCTV service			130	130
101	Support and Maintenance Provisions to the Council's New Data Centre			40	40
111	Wide Area Network links for Business Continuity Plan			50	50
Sub-total Place				280	280
Proposed Investments Total 2018/19		90	3,405	280	3,775

This page is intentionally left blank

2018/19 BUDGET INVESTMENT – ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

DEPARTMENT OF THE CHIEF EXECUTIVE

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

This Government grant income provides funding support to the Local Authority for the administrative running of the national Housing Benefit and Localised Council Tax Scheme. The Department for Works and Pensions (DWP) announces annually the Local Authority allocations for the above grant. Nationally the total available for distribution for this overall grant has reduced year on year and the consequent reduction in the Council's annual grant for 2018/19 from the DWP is £90,000.

Given the high risks around the recent introduction of Universal Credit and its implications for benefits staffing in dealing with this new process coupled with the need to ensure that housing benefit subsidy is maximised for administrative delay and local authority error it is important that the grant income reduction is addressed by this investment.

Sub-total Department of the Chief Executive

£90,000

2018/19 BUDGET INVESTMENT – ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

DEPARTMENT FOR PEOPLE

21 Delivering on our statutory duties for learners with SEND – £95,000

The current performance in delivering SEND statutory duties, especially with regard to EHCP timeliness is the focus of rapid improvement by the Council. subject to a rapid improvement plan. The considerable increase in the number of EHCP requests that we are facing is predicted to continue as parents seek support for their children and this investment will ensure that firstly the statutory deadline of transfers of statement to ECHP will be met in full by the deadline of March 2018, and secondly to ensure that we deliver good services to learners and their families going forwards. Currently there are staff employed through the use of the SEND Education Reform Grant (ERG). In March 2018 all LAs face the removal of the ERG which will significantly impact staffing numbers in the SEND teams associated with delivering this vital service. This investment will ensure continued improvement and sustained performance in this area.

31 PVI placements and In-house Fostering Care - £1,200,000

This pressure comes from a significant increase in care numbers due to several large sibling groups being brought into care as well as high cost secure placements. Despite improved recruitment of in-house foster carers, we are currently running at around 118% capacity with in house carers. In addition to this there is an additional national capacity problem in respect of PVI fostering provision. Over the past six months external foster placements for older young people are often not found which results in emergency residential placements which increases the cost by on average £2,500 per week and on some occasions much higher.

In addition, there is a shortage of residential placements, which has led to an increase in prices for residential care as demand outstrips supply. Although we have actions in place to prevent overspend and invest in projects such as Edge of Care which supports more children returning home, we require additional investment to meet these nationally driven demand.

41 Learning Disabilities costs of transitions - £500,000

There is a requirement for additional budget to fund the transition costs of supporting individuals with a Learning Disability who will reach the age of 18 and meet the eligibility criteria for adult social care interventions. This additional support will consider the person's skills and ambitions and contribute to positive outcomes in their lives. We have seen an increase in the number of individuals being supported over previous years and based on transition from children's and historical trend we estimate an additional

2018/19 BUDGET INVESTMENT – ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

36 people will require supporting for 2018/19. This finding is based on the council's contribution to these additional 36 individuals and we expect this to be a reasonable estimate of the expenditure that will be required to support these additional clients.

51 Deprivation of Liberty Assessments - £150,000

There is a requirement for additional budget to cover the increased demand for the Deprivation of Liberty Safeguards. This follows the 2014 High Court Ruling which considerably widened the applicability of the deprivation of liberty safeguards and increased the number of requests for Best Interest Assessments/S12 psychiatrist assessments and separately, for people living in supported living/extra care housing, to make applications to the Court of Protection. It is a statutory function of the local authority to carry out DOLS assessment within the prescribed timescales. Additional investment is based on historical increases in referrals, which we estimate to continue to increase.

61 Older People Demographics - £500,000

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

Between 15/16 and 16/17 we have seen a 3.4% increase in the cost of direct payment provision and an 11.7% increase in the cost of community homecare provision. These increases in demand, which coincide with the increasing population of older people in Southend, which continues through 17/18 and 18/19 will put added pressure on community service investment. Over the longer term Southend will experience higher growth of older population than England.

2018/19 BUDGET INVESTMENT – ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

71 National Living Wage - £960,000

There is a requirement for additional investment to cover the forthcoming increase in the cost of care provision due to the increase of the national living wage. The increase in wage costs for care providers will have an impact on the amount paid for care by the Council.

This investment relates to the council's duty to assist vulnerable adults who meet the criteria for social care intervention.

Sub-total Department for People

£3,405,000

Adult Social Care Resources will fund the four proposals (4I to 7I) totalling £2,110,000

DEPARTMENT FOR PLACE

8I Liquid Logic System (application support) - £60,000

The Application Support team in the ICT service will require a further member of staff at level 9 to provide the required ICT support to the new adults and children care system.

9I CCTV service - £130,000

The Council's CCTV service is being both modernised and extended. Currently the support and maintenance agreement on the existing cameras costs £43k pa. but this is estimated to grow to £113k pa. (an increase of £70k) as the cameras are improved in specification and increased in number.

The new CCTV service will also require additional support from ICT. It is estimated that this will be a level 9 role and report within the applications support team.

2018/19 BUDGET INVESTMENT – ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

10I Support and Maintenance Provisions to the Council’s New Data Centre - £40,000

The Council's increasing reliance on data and information systems increases year on year. Growth of data is also increasing at a rapid rate as we do things digitally rather than through paper process.

Contracts to manage and maintain the warranty of computer equipment used have increased in value over the last five years. There is also a need for fix times to be reduced and be available 24x7 365 as opposed to next business day to meet the needs of our reliance on information systems.

11I Wide Area Network links for Business Continuity Plan - £50,000

To ensure phones, computers and business systems are readily available, we are using Thurrock's data centre and partner sites to backup data in the event of failure. While new systems have been purchased to enable this to happen, there are ongoing connectivity charges to ensure the sites are connected together and have sufficient bandwidth to take over in the event of site failures. This funding is required to enable the telephony and network connections to be of sufficient size and design to handle the Council's Business Continuity plans.

<u>Sub-total Department for Place</u>	<u>£280,000</u>
--	------------------------

<u>TOTAL INVESTMENT</u>	<u>£3,775,000</u>
--------------------------------	--------------------------

This page is intentionally left blank

No.	<u>Proposed Savings</u>	<u>Chief Executive</u> <u>£'000</u>	<u>People</u> <u>£'000</u>	<u>Place</u> <u>£'000</u>	<u>Public Health</u> <u>£'000</u>	<u>Proposed Total</u> <u>£'000</u>
Department of the Chief Executive						
CE1	Asset rental and leases	100				100
CE2	Commercial property income	300				300
CE3	Customer Service staffing	40				40
CE4	Minimum Revenue Provision review	2,100				2,100
CE5	Investment Income	200				200
CE6	Wider Channel shift	90				90
Sub-Total Department of the Chief Executive		2,830				2,830
People						
PE1	Budget efficiencies/Back office reviews		50			50
PE2	Review of placements		150			150
PE3	Troubled families		100			100
PE4	Transport review		50			50
PE5	Education savings		250			250
PE6	Adult Social Care Transformation programme		1,500			1,500
PE7	Utilisation of Better Care Fund/Integrated Health		500			500
PE8	Procurement plan		250			250
PE9	Innovations in Housing		50			50
PE10	Children's services transformation		100			100
PE11	Children's services savings		165			165
Sub-Total People			3,165			3,165

No.	Proposed Savings	Chief Executive	People	Place	Public Health	Proposed Total
		£'000	£'000	£'000	£'000	£'000
	Place					
PL1	Car Parking income			700		700
PL2	Cost reductions in Highways Infrastructure			100		100
PL3	Pier income			55		55
PL4	Libraries and museums income			10		10
PL5	Library system license			15		15
PL6	Parks income			10		10
PL7	Business Improvement District (BID)			4		4
PL8	Facilities Management restructure and contract			50		50
PL9	Trade Licence to use Public Highway			15		15
PL10	Street Furniture Concession Licence Income			12		12
PL11	Food Hygiene Rating Scheme Re-assessment			3		3
PL12	Cessation of Silver Number Fallback hire			40		40
PL13	ICT provisions for South Essex Homes (SEH)			20		20
PL14	Occupancy of the Council owned Data Centre by City Fibre			15		15
PL15	Provision of Full Fibre broadband to schools			80		80
PL16	Ducting rental charge			6		6
PL17	Advertising revenue through Public wifi			5		5
PL18	Print Contract Saving			80		80
Sub-Total Place				1,220		1,220
	Public Health					
PH1	Sexual Health				67	67
PH2	0-5 Children's Public Health Service				95	95
PH3	Health Improvement Initiatives				44	44
PH4	NHS Health Checks				6	6
PH5	Stop Smoking				20	20
PH6	Back Office Efficiencies				50	50
PH7	Drugs & Alcohol				97	97
Sub-Total Public Health					379	379
Proposed Savings Total 2018/19		2,830	3,165	1,220	379	7,594

2018/19 BUDGET SAVINGS - ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

DEPARTMENT OF THE CHIEF EXECUTIVE

CE1 Asset rental and leases - £100,000

The budget has over achieved in recent years through close review and monitoring of rentals and leases and this adjustment allows the budget to be realigned to income being generated.

CE2 Commercial property income - £300,000

As a result of a recent commercial acquisition, a resultant annual lease income of £300,000 will be generated in a full year from 2018/19.

CE3 Customer Service Staffing - £40,000

No planned restructures generally but an agreed voluntary redundancy in customer services will generate savings of £40k in 2018/19.

CE4 Minimum Revenue Provision review - £2,100,000

The Authority is required by statute to make a charge to its General Fund to provide for the repayment of debt resulting from capital expenditure, known as the Minimum Revenue Provision (MRP). Our Treasury Management advisers, Link Asset Services, have undertaken a full review of the historic MRP liability and its implication for the current and future liability.

The revised historic MRP calculations and amendment to the current MRP policy would lead to a one off underspend against the current budget enabling a transfer into earmarked reserves. The amendments to future MRP policy would lead to an on-going budget saving and the sum of £2.1m is the amount our financing charges can be reduced by to meet the criteria of the new MRP policy.

CE5 Investment Income - £200,000

Some of the Council's cash balances are invested over the medium and long term with the aim of realising higher yields than short term investments. The price of units can rise and fall and in some quarters the returns are good but in other quarters there may be losses. The interest equalisation reserve is used to meet any temporary losses against the annual investment income budget and the amounts contributed to/from this reserve will depend on the actual annual investment performance against the budget.

The setting of the correct level of budget is therefore important as it should allow for sufficient reserves to be built up in preparation for any temporary losses, but not to build up too high a level. There have been contributions to the interest equalisation reserve in recent years that has given a balance sufficient to allow the increase in the underlying income budget by £200,000 without impacting on the Council's ability to meet temporary losses.

2018/19 BUDGET SAVINGS - ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

CE6 Wider Channel shift - £90,000

The council's channel shift action plan has been refreshed and is underway.

The current phase includes the replacement of the Revenues and Benefits administrative and customer access platform (not the main processing system Northgate) as well as introducing access to the platform for reporting Highways issues.

Savings have been identified for 2018/19 of £80k in the reduction of IT systems maintenance costs and £10k staffing in the contact centre. Further savings from 2019/20 onwards will be identified and verified as the project develops into future phases.

Sub-Total Department of the Chief Executive

£2,830,000

2018/19 BUDGET SAVINGS - ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

DEPARTMENT FOR PEOPLE

- PE1 Budget efficiencies/Back office reviews - £50,000**
 Whole system review of the business support and administrative functions to ensure there is a resilient pool of skilled business support staff who can provide the appropriate level of assistance to the whole department in an efficient and effective way.
- PE2 Review of placements - £150,000**
 Work carried out by the Edge of Care Team will result in more children returning home from care and a reduction in cost of placements.
- PE3 Troubled families - £100,000**
 This proposal involves a potential increase of additional Payment by Results (PBR) monies for the Troubled Families programme. The Troubled Families agenda is part funded by PBR and it is anticipated that implementation of our new action plan will generate additional income over the next two years.
- PE4 Transport review - £50,000**
 Review of transport services, including policies, eligibility, and charging criteria with potential to deliver various efficiencies.
- PE5 Education savings - £250,000**
 Savings in 2018/19 will be met through a combination of further efficiencies such as additional targeted income, and a review of the remaining vacant posts held within Learning.
- PE6 Adult Social Care Transformation programme - £1,500,000**
 The transformation programme will continue to ensure that an asset based approach is adopted. This includes working with the third sector and social work students at the university, mapping assets and continuing with staff training to increase awareness of how we enhance a person's strengths. Other initiatives include High cost care package evaluation around using an enablement approach, re-enablement in a residential environment and continuation of embedding a discharge to assess model.

2018/19 BUDGET SAVINGS - ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

Details of projects

- Care package evaluation using an enablement approach - £300K
- Review of high cost supported living placements - £100k
- Re-ablement in a residential environment - £100k
- Community Asset based approach/Single Point of Access (SPOA redesign) - £250K
- Asset based approach/robust front door in Learning Disabilities - £200k
- Development of an enablement domiciliary care contract - £200K
- Introduction of Portals via Liquidlogic - £50K
- Use of Innovative equipment to enhance independence - £150K
- Integrated approach to complex cases - £150K

PE7 Utilisation of Better Care Fund/Integrated Health - £500,000

The transformation team will continue to work closely with the CCG, primary care and community health colleagues to support with embedding an integrated locality approach across the borough. Integrated children's service & children's transformation programme and continued working within GP practices.

PE8 Procurement plan - £250,000

Corporate Procurement will deliver efficiencies through contract re-negotiations, re-tendering of services, the expansion of existing frameworks to increase competition and also the re-modelling of services to improve outcomes for vulnerable adults and thus increase their independence.

Contracts identified are;

LD 18 to 64 - £100K

Care Leavers - £50K

Supporting Housing and floating support (formerly Supporting People) contracts - £100K

PE9 Innovations in Housing - £50,000

A major review will be undertaken of the Council's overall approach to housing and this will include a review of the Council's allocation policy and homelessness in light of new legislation. Policies and processes within the Housing service to meet new legislation are also under review, and we expect to achieve savings within staffing of the Housing Group.

2018/19 BUDGET SAVINGS - ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

PE10	Children's services transformation - £100,000 Implementation of strategy for Children's services which will integrate services and deliver transformational change in support of national agendas and local priorities.
PE11	Children's services savings - £165,000 Package of various savings within children's services including reduction in agency spend, review of 'staying put' placements for young people over 18 and a review of supervised contact arrangements
<u>Sub-Total Department for People</u>	<u>£3,165,000</u>

2018/19 BUDGET SAVINGS - ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

DEPARTMENT FOR PLACE

PL1 Car Parking income - £700,000

This proposal results from an independent review of the Council's existing parking charge structure undertaken by external advisers as part of the work they have done on the Parking & Access Strategy. As part of this work parking tariffs, charging bands, differential charging and permits have all been reviewed and compared against neighbouring Councils and comparator seaside resorts. This analysis evidences that with a more targeted approach increased revenue can be generated from this important asset.

The proposed saving is achieved from £550K from parking charges and £150K from permit fees.

PL2 Cost reductions in Highways Infrastructure - £100,000

The Council has approved a Highways Infrastructure Asset Management Plan which is based on lifecycle planning. This supports a more proactive approach to maintenance of the highway network enables a reduction in the revenue maintenance budget to be achieved without a significant deterioration in the condition of the highway.

The current combined maintenance budget is £1.295 million and the saving therefore reflects a 7.7% reduction.

It is important to reflect that there are funds contained in the Council's Capital Programme which also support the management and maintenance of the highway network.

PL3 Pier income - £55,000

This additional income is achieved by raising the price of the train fares on the Pier by 20p. This retains the pier only entry fee at the current levels having separated them from the trains in current year's budget. This will generate a sum of £25,000 above the required level of 2% in the MTFP.

Additional commercial activity started in 2017 combined with that planned for 2018 is forecast to generate £30,000 p.a.

PL4 Libraries and museums income- £10,000

Weddings and other events being better promoted and supported will generate additional income.

2018/19 BUDGET SAVINGS - ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

- PL5 Library system license - £15,000**
 The library system supplier has been changed from Essex County Council to South East regional supplier which will deliver an annual revenue saving.
- PL6 Parks income - £10,000**
 Expanding the successful Make Southend Sparkle project to include roundabout sponsorship and the introduction of advertising in parks.
- PL7 Business Improvement District (BID) - £4,000**
 Continuing reductions in the grant to the BID through its second term and increased BID contributions towards the BID Manager.
- PL8 Facilities Management restructure and contract - £50,000**
 This saving is achieved as a result of jointly contracting FM activity with South Essex Homes and by removing a vacant post from the establishment.
- PL9 Trade Licence to use Public Highway – £15,000**
 It is proposed to licence general trading activity on the public highway to ensure such activity is managed responsibly and without presenting risk or inconvenience to other highway users. This will include business use in terms of displaying goods / products on the highway outside trading premises and will include premises such as green grocers, furniture shops, card shops.
- A new policy will be necessary to define the parameters of the permission.
- PL10 Street Furniture Concession Licence Income - £12,000**
 As part of the agreement with Intechology to deploy public Wifi at areas of high footfall around the borough the Council will receive an income for each street furniture duct used. Intechology will pay SBC £150 pa. for each duct used and approximately 80 items of street furniture will be used.
- PL11 Food Hygiene Rating Scheme Re-assessment – £3,000**
 This is a new proposal to consider cost recovery for national food hygiene rating scheme re-inspection requests. The Food Standards Agency has recently amended its guidance on the Brand Standard and has assessed the provision to charge for these re-inspections as being compliant with the Localism Act 2011.

2018/19 BUDGET SAVINGS - ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

- PL12 Cessation of Silver Number Fallback hire – £40,000**
 The Council has kept a bank of DDI telephone numbers to be used in case of emergency. The increased reliability of the Council's data centre / telephone function reduces the reliance of these numbers as well as uptake of mobile phones within the Council. The cessation of these ISDN lines which host these numbers will not impact the silver number range used by the Customers Service Centre.
- PL13 ICT provisions for South Essex Homes (SEH) - £20,000**
 The Council will receive ongoing additional income from the increase in IT services commissioned by SEH.
 This includes the award of the contract for Sheltered Accommodation PC Support which was previously awarded to an external IT company. The contract will be delivered within the existing support arrangements and resources of the Council.
- PL14 Occupancy of the Council owned Data Centre by City Fibre - £15,000**
 The fibre serving the Borough will need to connect to the internet through a local 'Point of Presence' (POP). The Council has provided this facility for City Fibre through its own Data Centre.
- PL15 Provision of Full Fibre broadband to schools - £80,000**
 The full fibre broadband which now also serves 48 of the Boroughs 51 schools is now provided and agreed in the Council's ICT service. This role was formally contracted from Udata (Capita) who adapted and managed BT Open Reach Infrastructure. The fee to each school served by the fibre includes a sum to enable this management by the Council's ICT service. In 2018/19, when the fibre connections will all be up and running the increased income to ICT from all 48 combined for the provision of this service will be £80k.
- PL16 Ducting rental charge - £6,000**
 As part of the full fibre deployment across the Borough, City Fibre will be paying for the right to use SBC owned ducting.

2018/19 BUDGET SAVINGS - ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

PL17	Advertising revenue through Public wifi - £5,000 The public wifi provides an income to its provider Intechnology through advertising. As part of the agreement with the Council Intechnology is contracted to give 25% of its growth revenue derived from advertising to the local authority.
PL18	Print Contract Saving - £80,000 This is a residual sum following the re-procurement of print services in the previous financial year. The residual saving is from the whole contract so across all services.
<u>Sub-Total Department for Place</u>	
	<u>£1,220,000</u>

2018/19 BUDGET SAVINGS - ALL COUNCIL SERVICES
(EXCLUDING SCHOOLS)

PUBLIC HEALTH

PH1 Sexual Health - £67,000

A review of the integrated sexual health service has been undertaken, following which Essex Partnership University NHS Foundation Trust has produced proposals to deliver a more targeted and efficient service which will also enable savings to be made.

PH2 0-5 Children's Public Health Service - £95,000

A review of the 0-5 children's public health service has been undertaken and there is potential through collaborative commissioning across the council and with NHS Southend CCG, to release efficiencies. However, in order to tie in with a wider review of 0-19 health services, the existing contract for 0-5 children's public health service will be extended on the current terms for one year. The associated savings of £95k will be delayed by one year and funded from the Public Health Reserve.

PH3 Health Improvement Initiatives - £44,000

Health improvement initiatives will deliver £44k of savings, in most cases projects are continuing with revised outcomes:

- Reducing expenditure on Social Prescribing Service (£20k);
- Dance to Health Project (£10k);
- Dementia Friendly Communities (£4k). This work has been picked up through refreshed SET Dementia Action plan;
- Domestic Abuse Perpetrator Pilot (£10k). This work has been picked up following a successful bid by Southend, Essex & Thurrock DA Joint Commissioning Group to DCLG for funding.

PH4 NHS Health Checks - £6,000

A review of activity and budget allocation for NHS Health Checks services has identified efficiencies on the delivery of this mandated service.

PH5 Stop Smoking - £20,000

There has been a reduction in smoking prevalence in adults in Southend and more smokers are choosing not to quit through traditional stop smoking services. The four week target has been reduced accordingly enabling savings to be met.

PH6 Back Office Efficiencies - £50,000

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

This page is intentionally left blank

**Dedicated Schools Grant budget 2018/19
Education Board 5th December 2017**

1 Purpose of Report

To present a draft 2018/19 Dedicated Schools Grant (DSG) budget

2 Recommendation

- 2.1 That the proposed 2018/19 Dedicated Schools Grant Budget be agreed and recommended to the Council for approval.

3 Background

- 3.1 This report sets out the proposed Dedicated Schools Grant Budget for the financial year 2018/19, to be set by the Council as part of its budget making in January 2018.
- 3.2 This report follows the Department for Education (DfE) DSG 2018/19 funding block announcements made on 19th December 2017, and release of the 2018/19 DfE Authority Proforma Tool on the 15th December 2017, which enables the Education Board agreed distribution of 2018/19 school block funds to individual schools using the latest October 2017 census data.
- 3.3 As agreed at the previous Education Board meeting on the 5th December 2017, individual school budget allocations for 2018/19 have been set, implementing the 2019/20 National Funding Formulae (NFF) basic minimum funding rates per pupil of £3,500 for primary and £4,800 for secondary. Delegated and centrally retained funding budgets have also been set in accordance with the approval of the previous Education Board meeting.

4 Dedicated Schools Grant Allocations 2018/19

- 4.1 The Department for Education (DfE) has set out the following funding blocks for Southend's Dedicated Schools Grant for 2018/19;

Schools Block	£117.421 Million
Central Block	£1.738 Million
High Need Block (provisional)	£18.209 Million
Early Years Block (provisional)	£10.377 Million
Total	£147.745 Million

Appendix 14(i) – DSG budget 2018/19, provides a detailed allocation including budget movement from 2017/18.

- 4.2 For pupil led funding, the Schools block is based on a confirmed payment of £3,944.78 per primary pupil and £5,228.74 per secondary pupil. For information average per pupil funding for selected areas is given below;

	Primary unit of funding per pupil £	Secondary unit of funding per pupil £
Southend-on-Sea	3,944.78	5,228.74
Thurrock	3,863.25	5,143.35
Essex	3,776.95	4,975.98
Statistical Neighbour Group	3,872.38	5,038.01
London	4,664.47	6,116.78
East of England	3,887.79	5,035.53
South East England	3,786.42	4,907.34
England	4,057.87	5,228.74

- 4.3 The provisional high needs block funding for 2018/19 has increased by £0.425 Million to £18.209 Million. Of this £7.182 Million will be deducted for high needs places funded directly by the EFA, leaving the locally available sum for distribution at £11.027 Million. The high needs block is still provisional, as the DfE will be updating the final funding allocations for import/export adjustments using the January 2018 school census, February 2018 R06 Individualised Learner Records (ILR) data and hospital education funding. However, as these final adjustments, will not be known until early summer, High Needs funding distribution for 2018/19 has to now be planned on this provisional allocation.

- 4.4 The DfE Early Years funding rates for 2018/19 are the same as 2017/18, confirmed at £4.40 per hour for 3 & 4 year olds and £5.24 per hour for 2 year olds. The Early years block is also provisional for 2018/19, as 2018/19 DfE allocations for take up of provision will be updated during 2018/19 and 2019/20, based on January 2018 and January 2019 census data.

5 Schools Block

- 5.1 As agreed, at the last Education Board meeting, and in accordance with National Funding Formulae principles, Individual Schools budget have been set for 2018/19, awarding the 2019/20 basic minimum funding per pupil of £3,500 for primary and £4,800 for secondary. All other remaining schools have received the same small % uplift in their per pupil led funding.

- 5.2 Basic entitlement has been set, as per the NFF, at;

Primary	£2,756.52
Key Stage 3	£3,876.05
Key Stage 4	£4,401.03

- 5.3 This Primary to Secondary funding ratio is now set at 1:1.38.

- 5.4 The allocations to each school for 2018/19 have also been produced. The total modelled in the 2018/19 funding formula is £116,230,800 before de-delegation, (£116,219,655 after de-delegation).

5.5 In addition to funding from the DSG, schools will receive 2018/19 Pupil Premium grant, which will provide £1,320 / £935 of funding per primary / secondary pupil (2017/18 = £1,320 / £935 per pupil) who have been registered for free school meals in any of the past 6 years.

6 Centrally Retained Funding

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

6.2 In 2018/19 there is a slight increase adjustment to the funding allocation in the central block of £6,345, which is incorporated within the Education Support Grant (ESG) retained duties. This is mainly due to the slight increase in school pupil head count from 2017/18, where a proportion of the central block funding is based on the October school pupil census count.

6.3 The final amounts are therefore confirmed as;

	Amount
De-delegated budgets	£9,085
<i>Being:</i>	
<i>Licences</i>	£1,015
<i>Staff Costs (TU)</i>	£8,070
CLA/MPA Licences	£122,297
Combined Budgets	£941,288
Growth Fund	£690,000
Schools Admissions	£236,300
Servicing of Schools Forum	£18,700
ESG Retained Duties	£419,562

7 Early Years Block (Provisional)

7.1 For 2 year old funding, and 3 & 4 year old universal entitlement, the DfE have provisionally set the 2018/19 Early Years Block on the same basis as the latest 2017/18 Early Years Block allocation, with the same funding rates, and anticipating part time equivalent (PTE) support to 476 2 year olds and 2,744 3 & 4 years old accessing the universal entitlement, where PTE assumes they all access the full 15hrs per week support over 38 weeks.

7.2 2018/19 will be the first full financial year of the 3 & 4 year old additional entitlement funding for eligible working parents, as it was originally implemented from September 2017. The DfE have therefore provisionally awarded an additional £0.843 Million to the Early Years block, based on a full financial year entitlement of this funding and anticipating support to 737 PTE 3&4 year olds.

- 7.3 As previously highlighted at the Education Board, the Early Years' service will be presenting an options paper to the March 2018 Education Board on the benefits of sustaining the provision of services funded from the £0.500 Million transfer in 2018/19, and options to consider the funding of those services from 2019/20, given the now highly likely loss of the £0.500 Million from the Schools block in 2019/20, and therefore ability to retain this transfer in 2019/20.
- 7.4 The Early Years' service will also be presenting a paper in the March 2018 Education board, with regards to an alternative methodology for the statutory distribution of supplementary funds passed onto providers for deprivation.

8 High Needs Block (Provisional)

- 8.1 The 2018/19 High Needs block under NFF, has seen much needed provisional confirmed growth in funding from the DfE of £0.425 Million, and further indicative growth of £0.346 Million in 2019/20. However, given 2017/18 is the second year of continuing spending pressure on the High Needs block, which will leave DSG balances in a deficit at the end of 2017/18, the message remains the same as presented at the last Education Board, that a cash freeze in funding for all high needs settings and providers would have been the best case scenario for 2018/19.
- 8.2 However, now given the level of additional provisional funding awarded in 2018/19 and what is anticipated in 2019/20, in order to enable DSG financial recovery to be achieved by the end of 2019/20 which includes the restoration of depleted DSG reserves and moves High Needs funding towards a sustainable financial position, at a minimum further estimated cashable high need savings of £0.200 Million (or equivalent 1.1% of total 2018/19 High Needs block funding) in 2018/19 are now required. This cashable saving has to be an estimate, as it is based on the latest 2017/18 High Needs forecast spend position, rolling into future years, which are of course subject to further volatility in demand and cost.
- 8.3 The DfE decision, in relation to the disapplication of Minimum Funding Guarantee (MFG) for the special schools is expected to be announced by the end of January 2018. As highlighted at previous Education Board meetings, should the DfE request be granted, it will only be evoked with the agreement of the Education Board if there is no alternative way of balancing the High Needs budget including the recovery of DSG reserves by the end of 2019/20. It is therefore hoped that the work of the Vulnerable Learners Sub Group, in conjunction with the Council's high needs team are successful in finding alternative workable and sustainable solutions to assist in balancing the high needs budget without invoking any granted disapplication of MFG.
- 8.4 As previously agreed the detailed line level funding allocation for the High Need block in 2018/19 needs to be presented to the March 2018 Education Board. This paper will be prepared by Council Officers, following the consideration and work of the Vulnerable Learners Sub Group. It is also strongly recommended that this work involves the creation of a contingency budget within high needs to assist with coping with in-year financial pressures, and ensure High Needs is sustainable within its own block funding allocation.

9 Conclusion

- 9.1 The overall position set out for 2018/19 is a balanced schools budget. Following agreement by the Education Board, this budget will be recommended to the Council for approval.
- 9.2 The Education Board, note, that the detailed 2018/19 funding allocation for High Needs block funding will be presented for approval in the March 2018 Education Board meeting.

This page is intentionally left blank

Appendix 14(i) - DSG Original Budget 201819

Block	S251 Line	Summary Line	£	£	£	£	£	Comments
			2017/18 DSG Schools Budget *1	2017/18 Forecast Outturn *1	Variance	Proposed Budget for 2018/19	2018/19 Change to 2017/18 Budget	
Schools Block	1.0.1	Maintained - Primary	29,253,192	29,253,192	-	29,375,114	121,922	
	1.0.1	Maintained - Secondary	3,148,269	3,148,269	-	3,079,139	(69,130)	
	1.0.1	Academy Recoupment - Primary	29,305,273	29,285,273	(20,000)	30,646,584	1,341,311	
	1.0.1	Academy Recoupment - Secondary	51,662,877	51,662,877	-	53,120,878	1,458,001	
Schools Block Total			113,369,611	113,349,611	(20,000)	116,221,715	2,852,104	
Early Years	1.0.1	2 year old provision	1,422,015	1,422,015	-	1,422,015	-	
	1.0.1	3 and 4 y/o provision - Universal	6,881,534	6,881,534	-	6,881,534	-	
	1.0.1	3 and 4 y/o provision - Additional	1,081,450	1,081,450	-	1,924,138	842,688	
	1.0.1	Disability Access Fund	43,050	43,050	-	42,435	(615)	
	1.0.1	Early Years Pupil Premium	106,450	106,450	-	106,450	-	
	1.3.1	Central Expenditure on Children under 5	500,000	500,000	-	500,000	-	
Early Years Block Total			10,034,499	10,034,499	-	10,876,572	842,073	Early years - Provisional 2018/19 allocations *2
High Needs	1.0.1	Place Funding - Special Schools	1,047,587	1,047,587	-	120,000	(927,587)	
	1.0.1	Place Funding - Special Schools Recouped	4,252,413	4,252,413	-	5,180,000	927,587	
	1.0.1	Place Funding - PRU	202,521	202,521	-	-	(202,521)	
	1.0.1	Place Funding - PRU Recouped	607,479	607,479	-	810,000	202,521	
	1.0.1	Place Funding - Special Units	200,000	200,000	-	120,000	(80,000)	
	1.0.1	Place Funding - Special Units Recouped	330,000	330,000	-	198,000	(132,000)	Special base *3
	1.0.1	Place Funding - Free School Recouped	367,500	367,500	-	430,000	62,500	
	1.0.1	Place Funding - CCP and FE Recouped	564,000	564,000	-	564,000	-	
Subtotal Place funding			7,571,500	7,571,500	-	7,422,000	(149,500)	
	1.0.1	Special School - flexible place funding	80,000	80,000	-		(80,000)	
	1.2.1 / 1.2.2	Special School Top ups	4,287,535	4,332,550	45,015		(4,287,535)	
	1.2.1 / 1.2.2	Special Units Top ups	230,432	226,341	(4,091)		(230,432)	
	1.2.2	PRU Top ups	326,716	300,000	(26,716)		(326,716)	
	1.2.1	EHCP Early years Top ups	44,000	44,000	-		(44,000)	
	1.2.1 / 1.2.2	EHCP Inborough Mainstream - Primary Top ups	1,250,000	1,360,000	110,000		(1,250,000)	
	1.2.1 / 1.2.2	EHCP Inborough Mainstream - Secondary Top ups	460,000	480,000	20,000		(460,000)	
	1.2.2	EHCP Top ups - out of Borough	610,000	600,000	(10,000)		(610,000)	
	1.2.2	EHCP Top ups - post 16 providers	560,000	600,000	40,000		(560,000)	
	1.2.3	EHCP funding - Independent providers	900,000	1,200,000	300,000		(900,000)	
	1.2.4	HN targeted LCHI funding	50,000	50,000	-		(50,000)	
	1.2.6	Hospital Education provision	70,800	100,000	29,200		(70,800)	
	1.2.7	Individual Tuition service	153,100	153,100	-		(153,100)	
	1.2.5	SEN Team - DSG	422,479	422,479	-		(422,479)	
	1.2.5	SEN Support Services - special units in schools	214,000	214,000	-		(214,000)	
	1.2.8	Behaviour & Reintegration Support (outreach) - DSG	322,000	322,000	-		(322,000)	
	1.2.8	Outreach Harbour Development Centre	161,000	161,000	-		(161,000)	
	1.2.7	Elective Home Education Costs	8,000	8,000	-		(8,000)	
	1.2.7	Commissioned Preventative Pathway AP service	192,000	172,000	(20,000)		(192,000)	
		2017/18 High needs SLA unallocated savings target	(130,000)	-	130,000		130,000	
Subtotal High Need Non-Place funding			10,212,062	10,825,470	613,408		(10,212,062)	
High Need Non-Place funding 2018/19						10,786,999	10,786,999	HN Funding block *4
High Needs Block Total			17,783,562	18,396,970	613,408	18,208,999	425,437	
		2018/19 High Need block targetted cashable saving					(200,000)	
		Final High Needs budget available for distribution to settings/providers in 2018/19					18,008,999	
Centrally Retained	1.1.2	De-delegated - Behaviour Support	75,000	75,000	-	-	(75,000)	
	1.1.7	De-delegated - Licenses Subscriptions	1,245	1,245	-	1,015	(230)	
	1.1.8	De-delegated - Staff costs	9,900	9,900	-	8,070	(1,830)	
	1.4.1	Contribution to combined budgets	941,288	941,288	-	941,288	-	
	1.4.10	Growth Fund	690,000	606,991	(83,009)	690,000	-	
	1.4.13	CLA/MPA License	122,297	122,297	-	122,297	-	
	1.4.2	School Admissions	236,300	236,300	-	236,300	-	
	1.4.3	Servicing of School Forums	18,700	18,700	-	18,700	-	
	1.5.1/1.5.2/1.5.3	ESG Retained	413,217	413,217	-	419,562	6,345	
Centrally Retained Total			2,507,947	2,424,938	(83,009)	2,437,232	(70,715)	Centrally Retained as approved by Education Board 5 December 2017
Grand Total			143,695,619	144,206,018	510,399	147,544,518	4,048,899	
DSG - Funding		Schools Block	(35,408,619)	(35,408,619)	-	(33,653,338)	1,755,281	
		Schools Block - Academy Recoupment	(80,968,150)	(80,968,150)	-	(83,767,462)	(2,799,312)	
		Central Block	-	-	-	(1,738,147)	(1,738,147)	
		Early Years Block (2 year olds)	(1,422,015)	(1,422,015)	-	(1,422,015)	-	
		Early Years Block (3&4 yr olds - Universal)	(6,881,534)	(6,881,534)	-	(6,881,534)	-	
		Early Years Block (3&4 yr olds - Additional)	(1,081,450)	(1,081,450)	-	(1,924,138)	(842,688)	
		Early Years 1617 funding adjustment	-	422,000	422,000	-	-	
		Early Years Disability Access Fund	(43,050)	(43,050)	-	(42,435)	615	
		Early Years Pupil Premium	(106,450)	(106,450)	-	(106,450)	-	
		High Needs Funding Block	(11,662,170)	(11,662,170)	-	(11,026,999)	635,171	HN Funding block *4
		High Needs Recoupment	(6,121,392)	(6,121,392)	-	(7,182,000)	(1,060,608)	
		DSG Brought Forward - to balance	(789)	(789)	-	-	789	
DSG Funding Total			(143,695,619)	(143,273,619)	422,000	(147,744,518)	(4,048,899)	
Net DSG Schools Budget			-	932,399	932,399	(200,000)	-	
		DSG B/FWD Surplus / (Deficit)	325,202	325,202		(607,986)		
		(Issued to Above) / Drawn from above	(789)	(789)		200,000		
		2017/18 Forecast Overspend	-	(932,399)		-		
		DSG C/Fwd Surplus / (Deficit)	324,413	(607,986)		(407,986)		

*1 latest 2017/18 budget as advised by DfE in Nov-17, and forecast outturn as presented to the Education Board in Nov-17

*2 DfE - Early years allocation for 2018/19 is Provisional and based on Jan 17 census data, allocation will be updated based on Jan 18 and Jan 19 Census

*3 DfE - From April 18 - Mainstream Special base units pupils have now been incorporated as pupils on roll of the school. High Needs from Apr-18 provides additional place funding at £6k per place

*4 DfE - High Needs block allocation for 2018/19 is still Provisional until DfE have updated the import/export adjustment on the January 17 Census and Feb R06 ILR data

This page is intentionally left blank

Southend-on-Sea Borough Council's Corporate Priorities 2018-19

The Corporate Priorities support the aims and vision of the Council along with the objectives of Southend partnerships to improve the quality of life, prosperity and life chances for residents, businesses and wider community. The Council has begun the process of developing a fresh vision for the borough, one that will provide a strong narrative of what Southend could be like by 2050 and one which will be developed closely with stakeholders and the wider community. It is intended that the new vision will be in place by Autumn 2018.

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

This page is intentionally left blank

Appendix 16: Summary of Equality Analyses supporting budget proposals 2018/19

Outlined below is a summary Equality Analyses (EA) which supports specific budget proposals for 2018/19, which may have a direct equalities impact for equality groups with protected characteristics. The summary outlines, where mitigating action is undertaken to meet the risks of proposals and has been endorsed by the Council's Corporate Management Team. Findings highlight where a full equality analysis will be undertaken to accompany consideration, and implementation, of the proposals. All service restructures that impact on staff are required to be subject to an EA.

Department/ savings no.	Proposal (figures relate to 2018/19 savings proposals – unless stated)	Analysis findings
Chief Executive		
CE6 265	Wider Channel Shift - £90,000	More extensive use of My Southend for core council services will enable greater self-service by residents at times convenient to them and enable customers to better track progress on their service request. The Council will continue to provide alternative means of reporting for those who do not use new technology, or with no access (mainly the very elderly or socially excluded) until My Southend becomes further established. Staff will continue to provide support to residents visiting the Civic Centre and signpost residents to appropriate support agencies including the community hubs.

11 (investment)	Housing Benefit/Localised Council Tax Scheme Administration Grant - £90,000	<p>The additional resources will mitigate the loss of central government support for this grant. It will help to support the administration of key benefits to some of the most vulnerable residents in the borough, helping to reduce delays in payments and in doing so prevent potential homelessness from non-payment of rent. An equality analysis will be undertaken to assess more specific implications, taking into account the consequences of the introduction of Universal Credit.</p>
People		
PE2 266	Review of placements - £150,000	<p>The saving reflects the work of the Edge of Care Team in helping prevent children going into care and potentially experiencing a less favourable quality of life as a result. Saving will not result in any loss of service, therefore, there will be no impact in relation to equality groups.</p>
PE3	Troubled families - £100,000	<p>Saving will not result in any loss of service. Implementation of new action plan should result in more income from payment by results.</p>

<p>PE4</p> <p>267</p>	<p>Transport review - £50,000</p>	<p>Equality Analyses have been undertaken in relation to policy changes for passenger transport provision agreed by Cabinet on 7.11.17, following the transport review. These are for: home to school for pre and post-16 students with special educational needs and disabilities (SEND); Adults with learning disabilities and older adults attending day centres and activities; Looked After Children and Dial-a-Ride.</p> <p>The proposed new travel assistance policy and EAs were informed by the public consultation undertaken from July-October 2017, to obtain views from social workers, foster carers, parents of Looked After Children, transport operators and the wider public. The EAs will continue to be reviewed and updated.</p> <p>A further equality analysis will be undertaken as part of the process to take forward the proposed joint venture delivery vehicle for future transport provision.</p>
<p>PE6</p>	<p>Adult Social Care Transformation programme - £1,500,000</p> <p><u>Details of projects</u></p> <ul style="list-style-type: none"> • Care package evaluation using an enablement approach 300K • Review of high cost supported living placements - £100k • Re-ablement in a residential environment 100k • Community Asset based approach/Single Point of Access (SPOA redesign) 250k • Asset based approach/robust front door in LD - £200k • Development of an enablement domiciliary care contract - £200k 	<p>Measures designed to progress the Transforming Care agenda – promoting a more enabling approach, with the emphasis on prevention and maximising independence, for older people, those with long term conditions and those with a learning or sensory disability. A new domiciliary care contract has seen a new model of service provision from May 2017 with more customised provision to clients.</p> <p>Introduction of portals via Liquidlogic will enable people to access relevant information, advice and guidance and take themselves through stage one of a care assessment on-line. There will be a specific impact on those who find use of on-line access more difficult, notably the elderly and those with</p>

	<ul style="list-style-type: none"> • Introduction of Portals via Liquidlogic - £50k • Use of Innovative equipment to enhance independence 150k • Integrated approach to complex cases £150k 	<p>physical and learning disabilities. Alternative access and support to services will continue to be provided for those unable to use on-line systems.</p> <p>A high level generic equality analysis will be undertaken, with specific EAs undertaken on particular projects where required.</p>
268	<p>PE7</p> <p>Utilisation of Better Care Fund/Integrated Health - £500,000</p>	<p>The measures promote the localities approach for the borough, aimed at achieving improved outcomes for local people through more integrated health and social care delivery systems. The localities model should enable the delivery of more tailored services to increasingly diverse local populations with differing needs, across the borough.</p>
	<p>PE8</p> <p>Procurement plan - £250,000</p> <p>Contracts identified are; LD 18 to 64 - £100K Care Leavers - £50K Supporting Housing and floating support (formerly Supporting People) contracts - £100K</p>	<p>Efficiencies aimed at enhancing independence for vulnerable adults through re-modelling of services through contract re-negotiation, re-tendering and enhancing competition. Separate equality analyses will be undertaken for each contract.</p>
	<p>PE9</p> <p>Innovations in Housing - £50,000</p>	<p>Overarching equality analysis required for a refreshed Housing Strategy. More specific equality analyses will be undertaken for revised housing policies, particularly in relation to allocations and homelessness, where issues relating to social deprivation, age, disability, mental health, ethnicity, sexuality</p>

		and gender will be key considerations.
PE10	Children's services transformation - £100,000	Reflects service transformation programme, to move to more joined up working across council services and with partner agencies to obtain a more holistic picture of children in need of support and enable investment in child protection to help limit numbers of looked after children. EAs to be undertaken against specific areas of the programme.
PE11	Children's services savings - £165,000	Reduction in use of agency staff should provide a better service for children, as a result of greater stability of the services provided. Review of 'staying put' service may result in changes to allowances received by some foster carers, that could enable greater support to younger foster placements. Any changes are likely to bring arrangements more into line with neighbouring authorities. Review of supervised contact arrangements may lead, in some cases, to a more flexible approach to supervised contact that may enhance the experience, while ensuring safety is the paramount consideration. Minimal impact on equality groups, however, a specific equality analysis will be undertaken.
6I (investment)	Older People Demographics - £500,000	Additional funding goes some way to meet the growing demographic pressures from a growing older population and mitigating savings proposals.

269

Public Health		
PH1	Sexual Health - £67,000	Reflects service transformation with a move to more online testing and targeted outreach. These changes should make sexual health services more accessible to Southend residents, particularly those that don't normally attend services. However, a full Equality Analysis will be undertaken to assess the impact of the proposed service changes on BME populations and all age groups.
PH3	<p>Health Improvement Initiatives - £44,000 Health improvement initiatives will deliver £44k of savings, in most cases projects are continuing with revised outcomes:</p> <ul style="list-style-type: none"> • Reducing expenditure on Social Prescribing Service (£20k); • Dance to Health Project (£10k); • Dementia Friendly Communities (£4k). This work has been picked up through refreshed SET Dementia Action plan; • Domestic Abuse Perpetrator Pilot (£10k). This work has been picked up following a successful bid by Southend, Essex & Thurrock DA Joint Commissioning Group to DCLG for funding. 	<p>Saving on social prescribing may impact on the number of referrals to services. However, alternative national funding is currently being sought.</p> <p>Options will be explored on the delivery of a dance based programme, including creating effective pathways for falls prevention and social isolation, that will support the target client group, mainly the elderly and those with mobility issues. It should be noted that 'Staying Steady' (Postural Stability Instruction) is the main commissioned service for falls prevention.</p> <p>Other savings will see work picked up via alternative provision.</p>
PH5	Stop Smoking - £20,000	Reflects reduction in target for numbers of quitters – no specific equality implications.
PH7	Drugs & Alcohol - £97,000	New contracts are being negotiated with providers which will ensure the continuation of current service levels for people

270

		requiring structured support and medical treatment. A growth in the delivery of volunteer- and peer-led recovery will support this, alongside some business process re-engineering. Service delivery capacity will continue, with savings being derived from non-client facing service components. There are no equality implications.
Place		
PL1	Car Parking income - £700,000	Impact of changes to general parking charges will be felt by vehicle users from all equality groups. The charge for blue badge holders from outside the borough, will remain.
PL4	Pier income - £55,000	Some increase to cost of using the pier train. The Advantage Card remains in place and offers discounts on entry fees. The card is available at discounted rates for adults on low income, under 17s, the over 60s and carers.

271

This page is intentionally left blank

MONTHLY PERFORMANCE REPORT

10

November 2017

Contents

Section 1

Pages 1 - 6

2017-18 Exceptions – Current Month’s Performance

Current Month’s performance information for indicators rated Red or Amber and highlighted Green indicators with commentary.
(Green PIs)

November’s green PIs with a comment are:

CP 5.2 – Govmetric

CP 1.5 – Child Protection Plans

CP 3.3 – Delayed transfers of care

CP 3.5 – Adults with a learning disability in paid employment

CP 4.9 – Children in good or outstanding schools

CP 1.7 – Concluded section 42 enquiries (safeguarding)

Section 2

Pages 7 - 10

2017-18 Corporate Performance Indicators

Performance Information for all Corporate Priority Indicators

Section 3

Pages 11 - 23

Detail of Indicators Rated Red or Amber

Performance detail for indicators rated Red or Amber

Section 4

Pages 23 - 28

Partnership Indicators

Health Wellbeing Indicators

Local Economy Indicators

Community Safety Indicators

Section 5

Pages 29 - 62

Revenue Budget Monitoring – Period 8

Section 6

Pages 63 - 78







Capital Programme Budget Monitoring – Period 8

Version: **V1.0**

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 2017/18	Annual target for 2017/18
<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 (31/03/2018)</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**

Published by the Policy, Engagement & Communication Team

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

Section 1: 2017-2018 Exceptions - Current Month Performance



Comments on Indicators rated Red or Amber

Generated on: 21 December 2017 12:30

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 2017/18	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	November 2017	4.60	4.27	7.20			The Corporate sickness target was met for the month of November 2017 however the year to date sickness levels continue to be above the year to date target. HR continues to provide detailed sickness absence statistic to Directors and managers to promote early intervention from Occupational Health. HR also have been providing some short absence sessions for line managers.	Policy & Resources Scrutiny

275

Expected Outcome At risk of missing target
Responsible OUs Department for People

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 3.10	Percentage of Initial Child Protection Conferences that took place with 15 working days of the initial strategy discussion. [Cumulative YTD]	Aim to Maximise	November 2017	53.7%	90%	90%			In November there were 22 children who were the subject of Initial Child Protection Conferences (ICPC). Of these 21 took place within 15 days and the remaining case took 17 days to move to ICPC. This is 95.4% and meets target for this month.	People Scrutiny

Expected Outcome At risk of missing target
Responsible OUs Department for Place

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	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	November 2017	-	-	-	-	-	Discussions with the contractor currently taking place, in relation to relevant data and need to rebalance targets.	Place Scrutiny





Expected Outcome At risk of missing target
Responsible OUs Public Health









MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 3.8	Number of people successfully completing 4 week stop smoking course [Cumulative]	Aim to Maximise	November 2017	461	650	1,100			Department of Health guidelines state that quit attempts can be registered up to 42 days after a "quit date" is set. Therefore final data will not be available for this period for a further two months. Currently behind trajectory, 4-week-quit recovery plan is being implemented. Recent statistics show smoking prevalence in adults has fallen to 17.2% and footfall through stop smoking continues to decline.	People Scrutiny
CP 3.9	Take up of the NHS Health Check programme - by those eligible [Cumulative]	Aim to Maximise	November 2017	2,842	3,920	5,740			Continuing to work with large GP practices to encourage patients to attend for their NHS Health Checks. Still awaiting data from the outreach provider.	People Scrutiny

Expected Outcome At risk of missing target
 Cannot group these rows by Responsible OUs

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 1.6	Rate of Children in Need per 10,000 (including CiN, CPP and LAC and Care Leavers). [Monthly Snapshot]	Aim to Minimise	November 2017	347	296.6	296.6			This has reduced slightly this month due to considerable work being undertaken to bring LCS up to date. This will continue over the coming month and it is expected that this will reduce further due to this work.	People Scrutiny
CP 4.10	Total number of households in temporary accommodation.	Aim to Minimise	November 2017	116	100	100			Lack of available properties continues to have an impact on temporary accommodation occupancy. One factor is the reduction in availability of 2-bedroom properties. It is also difficult to source affordable properties in the private sector due to a combination of high rents that far exceed LHA levels and landlord's reluctance to accept benefit dependant tenants. In order to address these issues a number of activities have been put in place. A project has been agreed to contact private landlords and agents to see how we can improve the offer with a view to have a wider range of properties to work with. We have further started to reshape the service in readiness of the impending Homelessness Reduction Act 2017, focussing on dealing with people earlier in the process before they become homeless.	Policy & Resources Scrutiny



Expected Outcome Some slippage against target
Responsible OUs Department for People

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	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	Rate of children subject to a Child Protection Plan per 10,000 population under the age of 18. [Monthly Snapshot]	Goldilocks	November 2017	36.1	50.4-55.7	50.4-55.7			As previously identified the number of children subject to child protection plans has been decreasing from a high level although there has only been a slight reduction since October. The rate of children subject to plans continues to reduce and this is partly explained by increasing resources in Early Help and the use of other preventative interventions such as Family Group Conferences. However, we do envisage the rate to increase given current work within the Assessment and Intervention team and increasing concerns in relation to CSE.	People Scrutiny
277 CP 1.2	Rate of Looked After Children per 10,000 population under the age of 18. [Monthly Snapshot]	Aim to Minimise	November 2017	73.1	66	66			<p>The rate of children looked after remains above target and there has been a slight increase since last month. Whilst the data produced from Liquidlogic may not yet be 100% accurate, Group Managers, Service Managers and Team Managers have strong oversight and are reviewing the case list on a regular basis to identify any discrepancies, with the support of the data team. Whilst this indicator is some way off target we expect that the drop in child protection numbers will start to impact this indicator. In addition to this we are carrying out a piece of detailed analysis on the flow of children in this area with the support of Research in Practice to help us understand where any improvements might be made.</p> <p>Other than children who need to become looked after in an emergency, the decision for a child to become looked after is made by the Placement Panel to ensure that all other options are considered before care is agreed. The Panel process has prevented the numbers escalating and, where safely possible, put other measures in place to support the family. Planned work around reunification should ensure that children do not remain in care for longer than necessary.</p>	People Scrutiny





MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	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	Percentage of children who have been LAC for at least 5 working days, who have had a visit in the 6 weeks (30 working days), prior to the last day of the month.	Aim to Maximise	November 2017	86.9%	90%	90%			This is an improvement on previous months. Group Managers have been reassured that children who have not been visited in timescales are safe and have been visited or have a visit planned. This is an area of continued focus to ensure that improvements continue.	People Scrutiny
CP 3.2	Proportion of older people (65 and over) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services. [ASCOF 2B(1) [Rolling Quarter]	Aim to Maximise	November 2017	82.2%	88.6%	88.6%			For the November reporting cohort of 118 adults using the reablement service, 97 were independent or being supported in the community. Of the 21 not at home, three had been admitted back into hospital, four into nursing care, six into residential care and eight (7%) had died. The demand on reablement services has increased again this month in line with patients being identified as becoming fit for discharge from Southend Hospital. Current performance remains better than at the same time last year when it was 79.1%. The national benchmark is 82.5%.	People Scrutiny
278 CP 3.4	The proportion of people who use services who receive direct payments (ASCOF 1C (2A)) [YTD Snapshot]	Aim to Maximise	November 2017	29.9%	33.5%	33.5%			At the end of November, 524 of 1,753 long term service clients were receiving a Direct Payment. Performance on this indicator continues to fluctuate around 30% and this is anticipated to be the case for this financial year. Performance remains above the national benchmark of 28.3% and above the regional benchmark of 28.2%.	People Scrutiny
CP 5.6	Percentage of new Education Health and Care (EHC) plans issued within 20 weeks including exception cases. [Cumulative YTD]	Aim to Maximise	November 2017	48.6%	56%	56%			As a result of the current performance an action plan is in place for this indicator and has been presented to Executive DMT which will be monitored on a monthly basis. Between Apr-17 and Nov-17, 84 out of 173 EHC plans were issued within the 20 week timescale, an improvement of 3.2% over last month. As an example of how performance has improved in the later part of the year 87.2% of EHC's between Sep-17 and Nov-17 were completed in time. The national benchmark is 55.7%	People Scrutiny





Expected Outcome: Indicators on course to achieve target (Greens)

Expected Outcome On course to achieve 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 2017/18	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 5.2	Govmetric Measurement of Satisfaction (3 Channels - Phones, Face 2 Face & Web) [Cumulative]	Aim to Maximise	November 2017	87.22%	80.00%	80.00%			Satisfaction continues to be high on telephony with 1099 calls and a figure of 97.88% satisfaction in November. Face to Face has fallen slightly to 68.57% on last month but there is no clear cause for dissatisfaction. Overall figure for the 3 customer services (including the web) in November is 90.26% exceeding our target of 80% with the Year to Date figure standing at 87.22%.	Policy & Resources Scrutiny



Expected Outcome On course to achieve target
Responsible OUs Department for People

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 1.5	Percentage of children who have had their Child Protection Plan for at least 20 working days and who have had a visit in the 20 working days prior to the last day of the month.	Aim to Maximise	November 2017	96.2%	90%	90%			Performance in November has improved significantly to be above target for the first time this financial year. It should be noted that small problems remain with Liquid Logic and as such the cohort used for this calculation is likely to be skewing the performance figure. Even so this is a continued area of focus for the service. There is a need to ensure that the improvements are sustained. There is an action plan to improve performance including proactive use of weekly reporting of performance by Team Managers. Group Managers have been reassured that children who have not been visited in timescales are safe and have been visited or have a visit planned.	People Scrutiny
CP 3.3	Delayed transfers of care (people) from hospital which are attributable to social care ONLY, per 100,000 population. [ASCOF 2C(2)] [YTD Average]	Aim to Minimise	November 2017	1.06	1.43	1.43			Performance is strong in relation to this indicator. In the last reporting month there has been one Social Care Acute Delay and nil Social Care Non-Acute Delays despite a record number of referrals being received by the Social Care Team (500+) in the month of November. The Hospital Social Care Team continue to	People Scrutiny

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
									ensure clients are moved from acute settings when medically stable, supporting the acute hospital through the winter demands. Winter plans are in place and the structure around DTOC in the acute setting is operationally stable. Work continues with EPUT (non-acute) to monitor the processes to ensure robust timeliness and that data is accurate with the joint sign off process with Social Care being robust.	
CP 3.5	Proportion of adults with a learning disability in paid employment. (ASCOF 1E) [Monthly Snapshot]	Aim to Maximise	November 2017	11.9%	10%	10%			Performance remains stable above target with no indication of change. 56 adults are in paid employment and The Learning Disability Team are working with local employers who are keen to support in offering employment opportunities to clients with Learning Disabilities. We are confident that this indicator will meet the annual target.	People Scrutiny
CP 4.9	Percentage of children in good or outstanding schools. [Monthly Snapshot]	Aim to Maximise	November 2017	85.6%	80%	80%			Chalkwell Hall Infants and Juniors had their Ofsted inspections published in November, retaining an overall rating of Good. Performance remains above target.	People Scrutiny

280

Expected Outcome On course to achieve target
Cannot group these rows by Responsible OUs

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 1.7	The proportion of concluded section 42 enquiries (safeguarding investigations) with an action and a result of either Risk Reduced or Risk Removed. [Cumulative YTD]	Aim to Maximise	November 2017	89.2%	74%	74%			Performance for this indicator continues to be strong, stable and be above the national benchmark of 67%. We expect this performance to continue and for the target to be met.	People Scrutiny

Section 2: 2017- 2018 Corporate Performance Indicators

Information for all 2013-2014 Corporate Priority Indicators

Generated on: 21 December 2017 12:30



Performance Data Expected Outcome: At risk of missing target 7 On course to achieve target 18 Some slippage against target 6 No Value 2

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 2017/18	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
CP 1.1	Rate of children subject to a Child Protection Plan per 10,000 population under the age of 18. [Monthly Snapshot]	Goldilocks	November 2017	36.1	50.4-55.7	50.4-55.7			John O'Loughlin	People Scrutiny
CP 1.2	Rate of Looked After Children per 10,000 population under the age of 18. [Monthly Snapshot]	Aim to Minimise	November 2017	73.1	66	66			John O'Loughlin	People Scrutiny
CP 1.4	Percentage of children who have been LAC for at least 5 working days, who have had a visit in the 6 weeks (30 working days), prior to the last day of the month.	Aim to Maximise	November 2017	86.9%	90%	90%			John O'Loughlin	People Scrutiny
CP 1.5	Percentage of children who have had their Child Protection Plan for at least 20 working days and who have had a visit in the 20 working days prior to the last day of the month.	Aim to Maximise	November 2017	96.2%	90%	90%			John O'Loughlin	People Scrutiny
CP 1.6	Rate of Children in Need per 10,000 (including CiN, CPP and LAC and Care Leavers). [Monthly Snapshot]	Aim to Minimise	November 2017	347	296.6	296.6			John O'Loughlin	People Scrutiny
CP 1.7	The proportion of concluded section 42 enquiries (safeguarding investigations) with an action and a result of either Risk Reduced or Risk Removed. [Cumulative YTD]	Aim to Maximise	November 2017	89.2%	74%	74%			Sharon Houlden	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 2017/18	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
CP 2.1	Number of reported missed collections per 100,000 [Monthly Snapshot]	Aim to Minimise	November 2017	39	45	45			Carl Robinson	Place Scrutiny
CP 2.2	% acceptable standard of cleanliness: litter [Cumulative]	Aim to Maximise	November 2017	98%	93%	93%			Carl Robinson	Place Scrutiny
CP 2.3	Percentage of household waste sent for reuse, recycling and composting [Cumulative]	Aim to Maximise	November 2017	-	-	-	-	-	Carl Robinson	Place Scrutiny

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

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
285 CP 3.1	Proportion of adults in contact with secondary mental health services who live independently with or without support. (ASCOF 1H) [Monthly Snapshot]	Aim to Maximise	November 2017	TBC	70%	70%	-	TBC	Sharon Houlden	People Scrutiny
CP 3.2	Proportion of older people (65 and over) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services. [ASCOF 2B(1) [Rolling Quarter]	Aim to Maximise	November 2017	82.2%	88.6%	88.6%			Sharon Houlden	People Scrutiny
CP 3.3	Delayed transfers of care (people) from hospital which are attributable to social care ONLY, per 100,000 population. [ASCOF 2C(2)] [YTD Average]	Aim to Minimise	November 2017	1.06	1.43	1.43			Sharon Houlden	People Scrutiny
CP 3.4	The proportion of people who use services who receive direct payments (ASCOF 1C (2A)) [YTD Snapshot]	Aim to Maximise	November 2017	29.9%	33.5%	33.5%			Sharon Houlden	People Scrutiny
CP 3.5	Proportion of adults with a learning disability in paid employment. (ASCOF 1E) [Monthly Snapshot]	Aim to Maximise	November 2017	11.9%	10%	10%			Sharon Houlden	People Scrutiny

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
CP 3.6	Participation and attendance at council owned / affiliated cultural and sporting activities and events and visits to the Pier [Cumulative]	Aim to Maximise	November 2017	4,891,531	2,900,000	4,350,000			Scott Dolling	Place Scrutiny
CP 3.7	Public Health Responsibility Deal [Cumulative]	Aim to Maximise	November 2017	38	26	40			Andrea Atherton	People Scrutiny
CP 3.8	Number of people successfully completing 4 week stop smoking course [Cumulative]	Aim to Maximise	November 2017	461	650	1,100			Lee Watson	People Scrutiny
CP 3.9	Take up of the NHS Health Check programme - by those eligible [Cumulative]	Aim to Maximise	November 2017	2,842	3,920	5,740			Andrea Atherton	People Scrutiny
CP 3.10	Percentage of Initial Child Protection Conferences that took place with 15 working days of the initial strategy discussion. [Cumulative YTD]	Aim to Maximise	November 2017	53.7%	90%	90%			John O'Loughlin	People Scrutiny
CP 283 2811	The number of Early Help Assessments closed with successful outcomes for the clients (excluding TACAF).	Aim to Maximise	November 2017	177	-	-	-	-	John O'Loughlin	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 businesses' and that new, developing and existing enterprise is nurtured and supported • Ensured 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 2017/18	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
CP 4.3	% of Council Tax for 2017/18 collected in year [Cumulative]	Aim to Maximise	November 2017	70.00%	69.80%	97.30%			Joe Chesterton	Policy & Resources Scrutiny
CP 4.4	% of Non-Domestic Rates for 2017/18 collected in year [Cumulative]	Aim to Maximise	November 2017	71.20%	70.60%	97.90%			Joe Chesterton	Policy & Resources Scrutiny
CP 4.5	Major planning applications determined in 13 weeks [Cumulative]	Aim to Maximise	November 2017	100.00%	79.00%	79.00%			Peter Geraghty	Place Scrutiny
CP 4.6	Minor planning applications determined in 8 weeks [Cumulative]	Aim to Maximise	November 2017	94.92%	84.00%	84.00%			Peter Geraghty	Place Scrutiny

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
CP 4.7	Other planning applications determined in 8 weeks [Cumulative]	Aim to Maximise	November 2017	94.45%	90.00%	90.00%			Peter Geraghty	Place Scrutiny
CP 4.8	Current Rent Arrears as % of rent due.	Aim to Minimise	November 2017	1.38%	1.77%	1.77%			Sharon Houlden	Policy and Resources Scrutiny
CP 4.9	Percentage of children in good or outstanding schools. [Monthly Snapshot]	Aim to Maximise	November 2017	85.6%	80%	80%			Brin Martin	People Scrutiny
CP 4.10	Total number of households in temporary accommodation.	Aim to Minimise	November 2017	116	100	100			Sharon Houlden	Policy & Resources 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 2017/18	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
CP 5.1	Number of hours delivered through volunteering within Culture, Tourism and Property, including Pier and Foreshore and Events. [Cumulative]	Aim to Maximise	November 2017	18,213	12,667	19,000			Scott Dolling	Place Scrutiny
CP 5.2	Govmetric Measurement of Satisfaction (3 Channels - Phones, Face 2 Face & Web) [Cumulative]	Aim to Maximise	November 2017	87.22%	80.00%	80.00%			Nick Corrigan; Joanna Ruffle	Policy & Resources Scrutiny
CP 5.4	Working days lost per FTE due to sickness - excluding school staff [Cumulative]	Aim to Minimise	November 2017	4.60	4.27	7.20			Joanna Ruffle	Policy & Resources Scrutiny
CP 5.5	Increase the number of people signed up to MySouthend to 35,000 [Cumulative]	Aim to Maximise	November 2017	33,298	30,000	35,000			Ellen Butler; Joanna Ruffle	Policy & Resources Scrutiny
CP 5.6	Percentage of new Education Health and Care (EHC) plans issued within 20 weeks including exception cases. [Cumulative YTD]	Aim to Maximise	November 2017	48.6%	56%	56%			Brin Martin	People Scrutiny

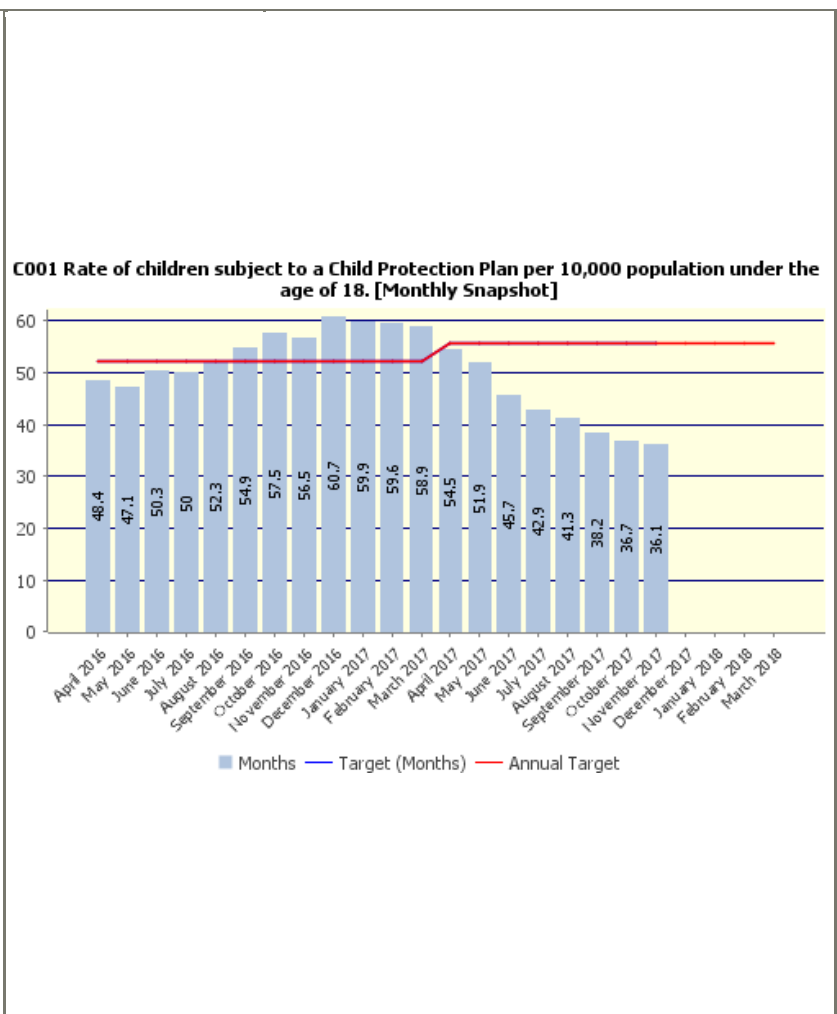
Section 3: Detail of indicators rated Red or Amber

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 1 Some slippage against target 3

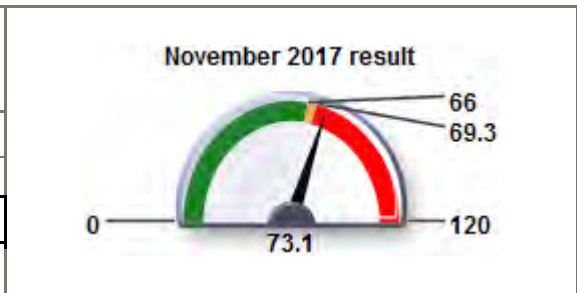
CP 1.1	Rate of children subject to a Child Protection Plan per 10,000 population under the age of 18. [Monthly Snapshot]			<p>November 2017 result</p> <p>45.7 52 59.4 65.7 80</p> <p>0 36.1</p>
Expected Outcome		Format	Goldilocks	
Managed By	John O'Loughlin			
Year Introduced	2014			

Date Range 1		
	Value	Target
April 2016	48.4	52.3
May 2016	47.1	52.3
June 2016	50.3	52.3
July 2016	50	52.3
August 2016	52.3	52.3
September 2016	54.9	52.3
October 2016	57.5	52.3
November 2016	56.5	52.3
December 2016	60.7	52.3
January 2017	59.9	52.3
February 2017	59.6	52.3
March 2017	58.9	52.3
April 2017	54.5	50.4 - 55.7
May 2017	51.9	50.4 - 55.7
June 2017	45.7	50.4 - 55.7
July 2017	42.9	50.4 - 55.7
August 2017	41.3	50.4 - 55.7
September 2017	38.2	50.4 - 55.7
October 2017	36.7	50.4 - 55.7
November 2017	36.1	50.4 - 55.7
December 2017		
January 2018		
February 2018		
March 2018		

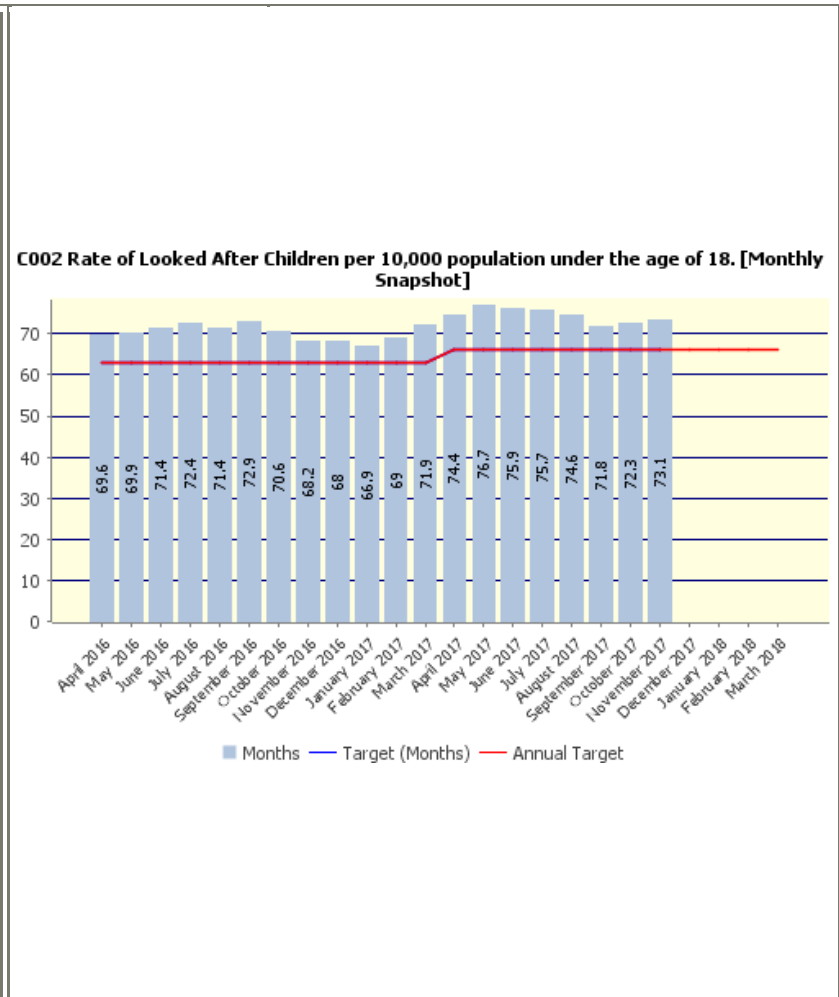


As previously identified the number of children subject to child protection plans has been decreasing from a high level although there has only been a slight reduction since October. The rate of children subject to plans continues to reduce and this is partly explained by increasing resources in Early Help and the use of other preventative interventions such as Family Group Conferences. However, we do envisage the rate to increase given current work within the Assessment and Intervention team and increasing concerns in relation to CSE.

CP 1.2	Rate of Looked After Children per 10,000 population under the age of 18. [Monthly Snapshot]		
Expected Outcome		Format	Aim to Minimise
Managed By	John O'Loughlin		
Year Introduced	2014		



Date Range 1		
	Value	Target
April 2016	69.6	63
May 2016	69.9	63
June 2016	71.4	63
July 2016	72.4	63
August 2016	71.4	63
September 2016	72.9	63
October 2016	70.6	63
November 2016	68.2	63
December 2016	68	63
January 2017	66.9	63
February 2017	69	63
March 2017	71.9	63
April 2017	74.4	66
May 2017	76.7	66
June 2017	75.9	66
July 2017	75.7	66
August 2017	74.6	66
September 2017	71.8	66
October 2017	72.3	66
November 2017	73.1	66
December 2017		
January 2018		
February 2018		
March 2018		

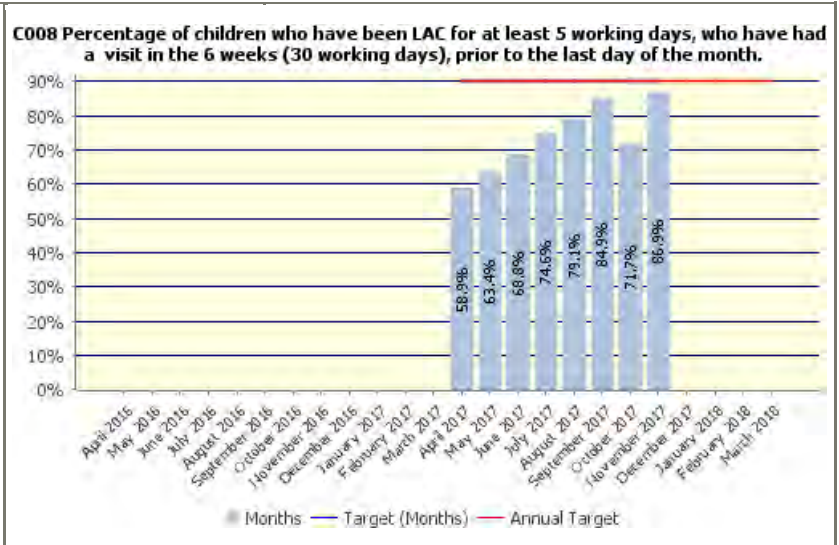


The rate of children looked after remains above target and there has been a slight increase since last month. Whilst the data produced from Liquidlogic may not yet be 100% accurate, Group Managers, Service Managers and Team Managers have strong oversight and are reviewing the case list on a regular basis to identify any discrepancies, with the support of the data team. Whilst this indicator is some way off target we expect that the drop in child protection numbers will start to impact this indicator. In addition to this we are carrying out a piece of detailed analysis on the flow of children in this area with the support of Research in Practice to help us understand where any improvements might be made.


Other than children who need to become looked after in an emergency, the decision for a child to become looked after is made by the Placement Panel to ensure that all other options are considered before care is agreed. The Panel process has prevented the numbers escalating and, where safely possible, put other measures in place to support the family. Planned work around reunification should ensure that children do not remain in care for longer than necessary.

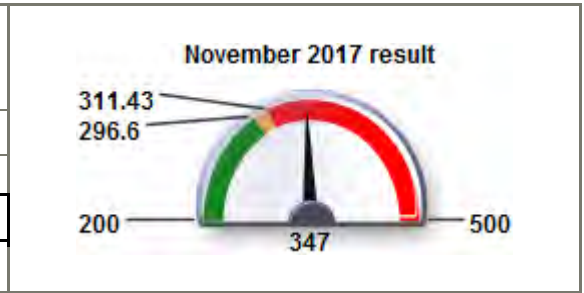
CP 1.4	Percentage of children who have been LAC for at least 5 working days, who have had a visit in the 6 weeks (30 working days), prior to the last day of the month.			<p style="text-align: center;">November 2017 result</p>
Expected Outcome		Format	Aim to Maximise	
Managed By	John O'Loughlin			
Year Introduced	2017			

Date Range 1		
	Value	Target
April 2017	58.9%	90%
May 2017	63.4%	90%
June 2017	68.8%	90%
July 2017	74.6%	90%
August 2017	79.1%	90%
September 2017	84.9%	90%
October 2017	71.7%	90%
November 2017	86.9%	90%
December 2017		
January 2018		
February 2018		
March 2018		

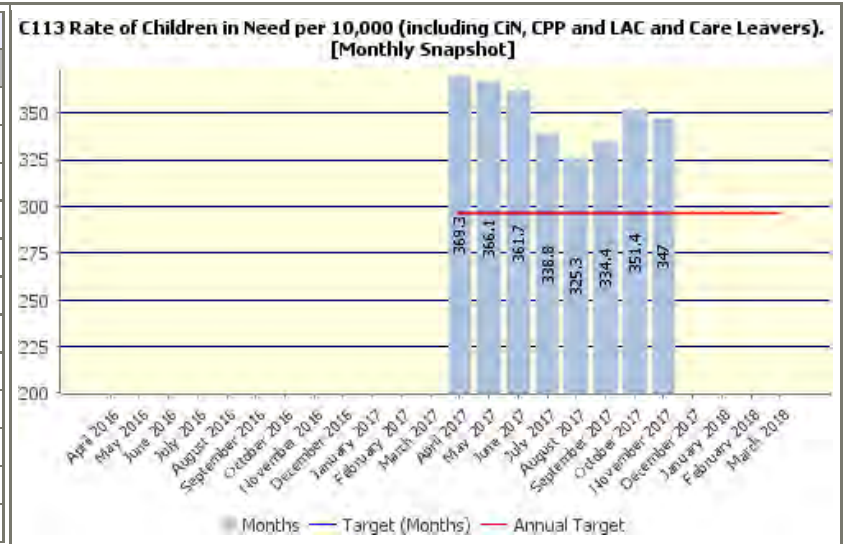


This is an improvement on previous months. Group Managers have been reassured that children who have not been visited in timescales are safe and have been visited or have a visit planned. This is an area of continued focus to ensure that improvements continue.

CP 1.6	Rate of Children in Need per 10,000 (including CiN, CPP and LAC and Care Leavers). [Monthly Snapshot]		
Expected Outcome		Format	Aim to Minimise
Managed By	John O'Loughlin		
Year Introduced	2017		



Date Range 1		
	Value	Target
April 2017	369.3	296.6
May 2017	366.1	296.6
June 2017	361.7	296.6
July 2017	338.8	296.6
August 2017	325.3	296.6
September 2017	334.4	296.6
October 2017	351.4	296.6
November 2017	347	296.6
December 2017		
January 2018		
February 2018		
March 2018		



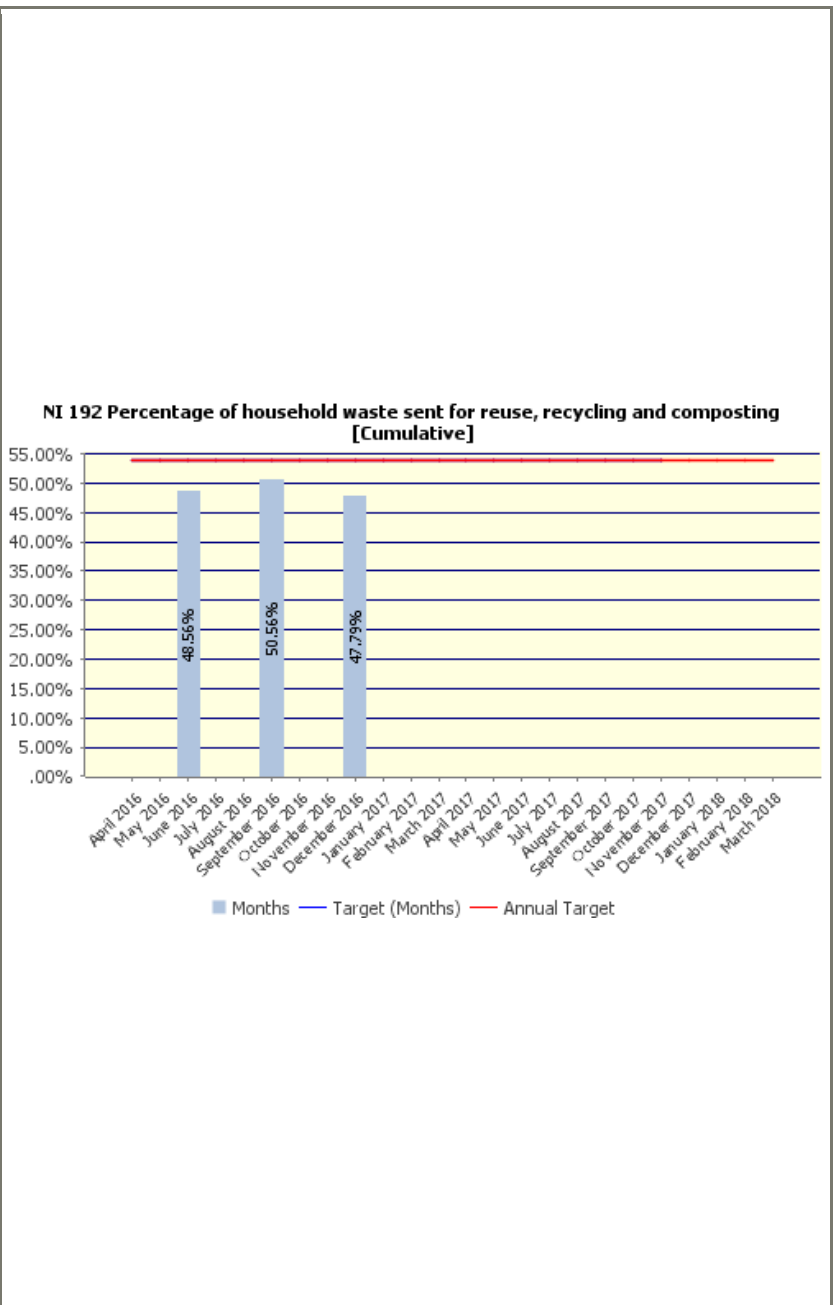
This has reduced slightly this month due to considerable work being undertaken to bring LCS up to date. This will continue over the coming month and it is expected that this will reduce further due to this work.

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]		November 2017 result N/A
Expected Outcome	●	Format Aim to Maximise	
Managed By	Carl Robinson		
Year Introduced	2008		

Date Range 1		
	Value	Target
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	N/A	54.00%
March 2017	N/A	54.00%
Q4 2016/17		
April 2017	N/A	TBC
May 2017	N/A	TBC
June 2017	N/A	TBC
Q1 2017/18		
July 2017	N/A	TBC
August 2017	N/A	TBC
September 2017	N/A	TBC
Q2 2017/18		
October 2017	N/A	TBC
November 2017	N/A	TBC
December 2017		
Q3 2017/18		
January 2018		
February 2018		
March 2018		
Q4 2017/18		



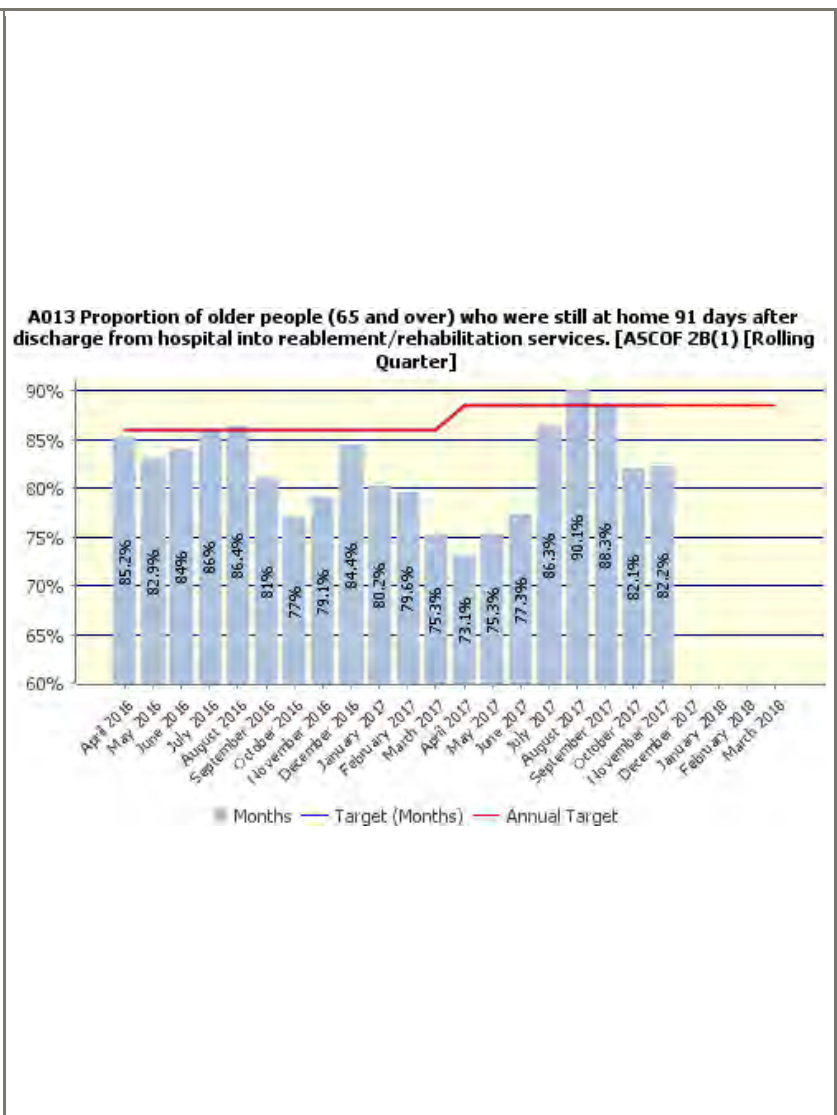
Discussions with the contractor currently taking place, in relation to relevant data and need to rebalance targets

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 3 Some slippage against target 2


CP 3.2	Proportion of older people (65 and over) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services. [ASCOF 2B(1) [Rolling Quarter]			<p>November 2017 result</p>
Expected Outcome		Format	Aim to Maximise	
Managed By	Sharon Houlden			
Year Introduced	2012			

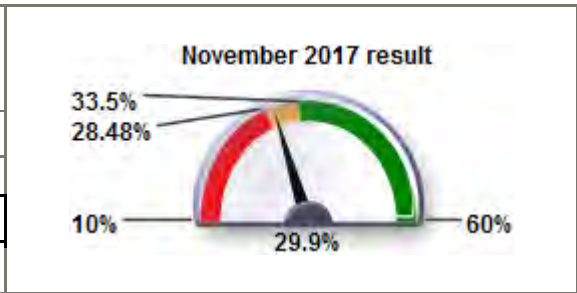
Date Range 1		
	Value	Target
April 2016	85.2%	86%
May 2016	82.9%	86%
June 2016	84%	86%
Q1 2016/17		
July 2016	86%	86%
August 2016	86.4%	86%
September 2016	81%	86%
Q2 2016/17		
October 2016	77%	86%
November 2016	79.1%	86%
December 2016	84.4%	86%
Q3 2016/17		
January 2017	80.2%	86%
February 2017	79.6%	86%
March 2017	75.3%	86%
Q4 2016/17		
April 2017	73.1%	88.6%
May 2017	75.3%	88.6%
June 2017	77.3%	88.6%
Q1 2017/18		
July 2017	86.3%	88.6%
August 2017	90.1%	88.6%
September 2017	88.3%	88.6%
Q2 2017/18		
October 2017	82.1%	88.6%
November 2017	82.2%	88.6%
December 2017		



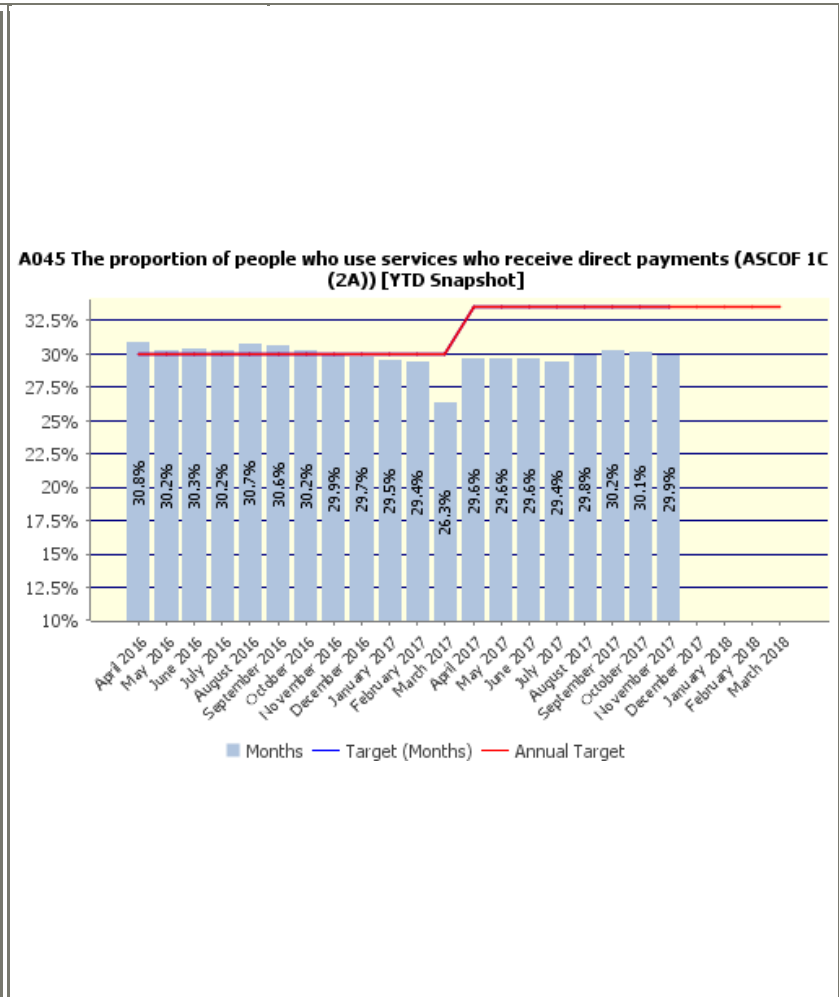
For the November reporting cohort of 118 adults using the reablement service, 97 were independent or being supported in the community. Of the 21 not at home, three had been admitted back into hospital, four into nursing care, six into residential care and eight (7%) had died.

The demand on reablement services has increased again this month in line with patients being identified as becoming fit for discharge from Southend Hospital. Current performance remains better than at the same time last year when it was 79.1%. The national benchmark is 82.5%.


CP 3.4	The proportion of people who use services who receive direct payments (ASCOF 1C (2A)) [YTD Snapshot]		
Expected Outcome		Format	Aim to Maximise
Managed By	Sharon Houlden		
Year Introduced	2015		



Date Range 1		
	Value	Target
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	29.4%	30%
March 2017	26.3%	30%
April 2017	29.6%	33.5%
May 2017	29.6%	33.5%
June 2017	29.6%	33.5%
July 2017	29.4%	33.5%
August 2017	29.8%	33.5%
September 2017	30.2%	33.5%
October 2017	30.1%	33.5%
November 2017	29.9%	33.5%
December 2017		
January 2018		
February 2018		
March 2018		

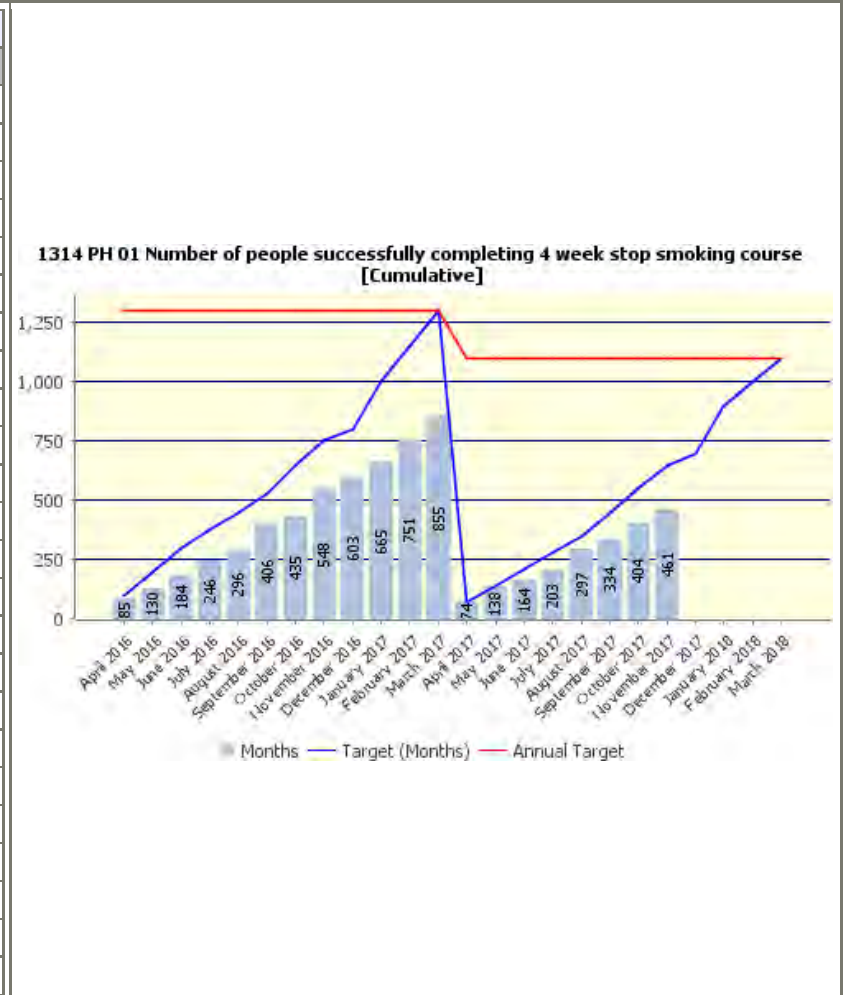


At the end of November, 524 of 1,753 long term service clients were receiving a Direct Payment. Performance on this indicator continues to fluctuate around 30% and this is anticipated to be the case for this financial year. Performance remains above the national benchmark of 28.3% and above the regional benchmark of 28.2%.


CP 3.8	Number of people successfully completing 4 week stop smoking course [Cumulative]		
Expected Outcome		Format	Aim to Maximise
Managed By	Lee Watson		
Year Introduced	2013		



Date Range 1		
	Value	Target
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	751	1,150
March 2017	855	1,300
April 2017	74	70
May 2017	138	140
June 2017	164	210
July 2017	203	280
August 2017	297	350
September 2017	334	450
October 2017	404	550
November 2017	461	650
December 2017		700
January 2018		900
February 2018		1,000
March 2018		1,100

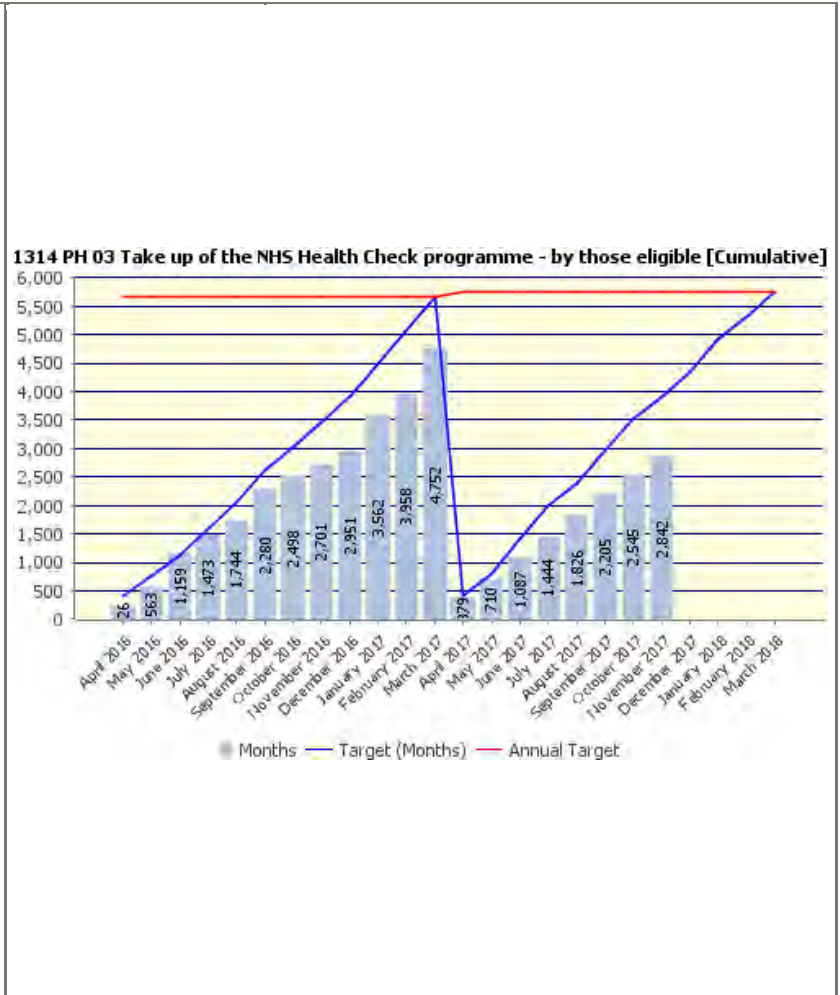


Department of Health guidelines state that quit attempts can be registered up to 42 days after a "quit date" is set. Therefore final data will not be available for this period for a further two months. Currently behind trajectory, 4-week-quit recovery plan is being implemented. Recent statistics show smoking prevalence in adults has fallen to 17.2% and footfall through stop smoking continues to decline.

CP 3.9	Take up of the NHS Health Check programme - by those eligible [Cumulative]		
Expected Outcome		Format	Aim to Maximise
Managed By	Andrea Atherton		
Year Introduced	2013		



Date Range 1		
	Value	Target
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	3,958	5,050
March 2017	4,752	5,673
April 2017	379	414
May 2017	710	828
June 2017	1,087	1,406
July 2017	1,444	1,984
August 2017	1,826	2,398
September 2017	2,205	2,976
October 2017	2,545	3,506
November 2017	2,842	3,920
December 2017		4,334
January 2018		4,912
February 2018		5,326
March 2018		5,740



Continuing to work with large GP practices to encourage patients to attend for their NHS Health Checks. Still awaiting data from the outreach provider.



CP 3.10	Percentage of Initial Child Protection Conferences that took place with 15 working days of the initial strategy discussion. [Cumulative YTD]		<p style="text-align: center;">November 2017 result</p>
Expected Outcome		Format Aim to Maximise	
Managed By	John O'Loughlin		
Year Introduced	2017		

Date Range 1			C006 Percentage of Initial Child Protection Conferences that took place with 15 working days of the initial strategy discussion. [Cumulative YTD]
	Value	Target	
April 2017	27.3%	90%	
May 2017	26.5%	90%	
June 2017	33.3%	90%	
July 2017	54.5%	90%	
August 2017	59.3%	90%	
September 2017	58.7%	90%	
October 2017	46.3%	90%	
November 2017	53.7%	90%	
December 2017			
January 2018			
February 2018			
March 2018			

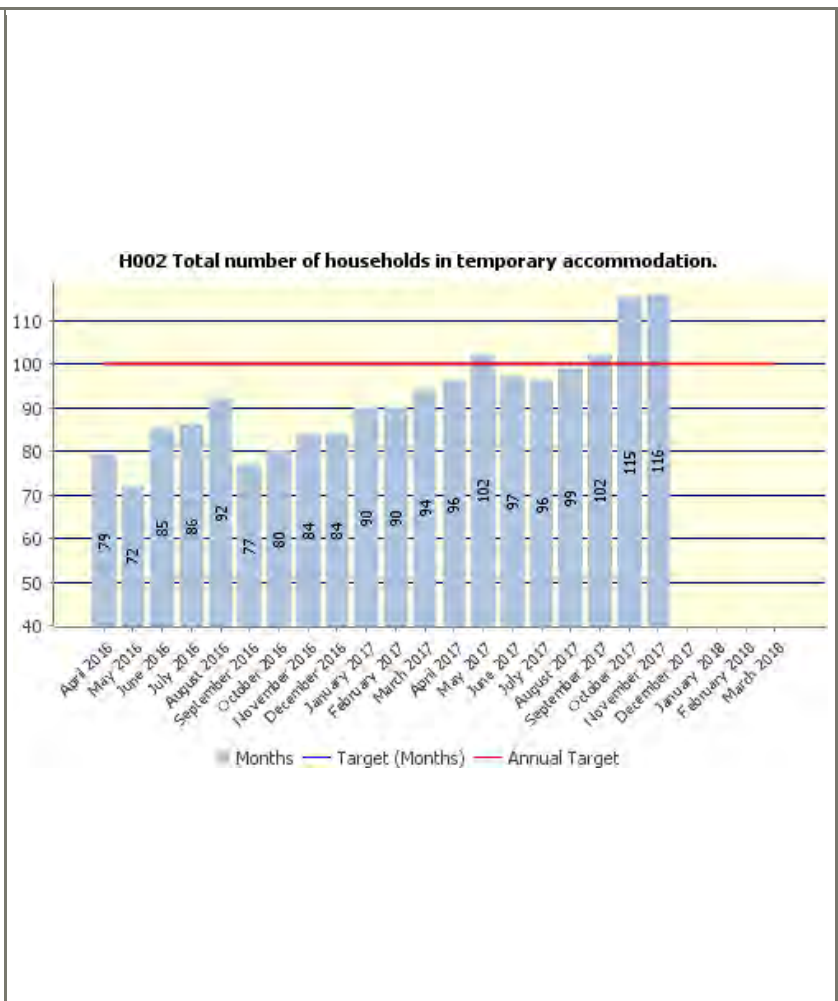
In Nov-17 there were 22 children who were the subject of Initial Child Protection Conferences (ICPC); Of these 21 took place within 15 days and the remaining case took 17 days to move to ICPC. This is 95.4% and meets target for this month.

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 businesses' and that new, developing and existing enterprise is nurtured and supported • Ensure continued regeneration of the town through a culture led agenda.

Expected Outcome: At risk of missing target 1

CP 4.10	Total number of households in temporary accommodation.		<p>November 2017 result</p> 
Expected Outcome		Format Aim to Minimise	
Managed By	Sharon Houlden		
Year Introduced			

Date Range 1		
	Value	Target
April 2016	79	100
May 2016	72	100
June 2016	85	100
July 2016	86	100
August 2016	92	100
September 2016	77	100
October 2016	80	100
November 2016	84	100
December 2016	84	100
January 2017	90	100
February 2017	90	100
March 2017	94	100
April 2017	96	100
May 2017	102	100
June 2017	97	100
July 2017	96	100
August 2017	99	100
September 2017	102	100
October 2017	115	100
November 2017	116	100
December 2017		
January 2018		
February 2018		
March 2018		



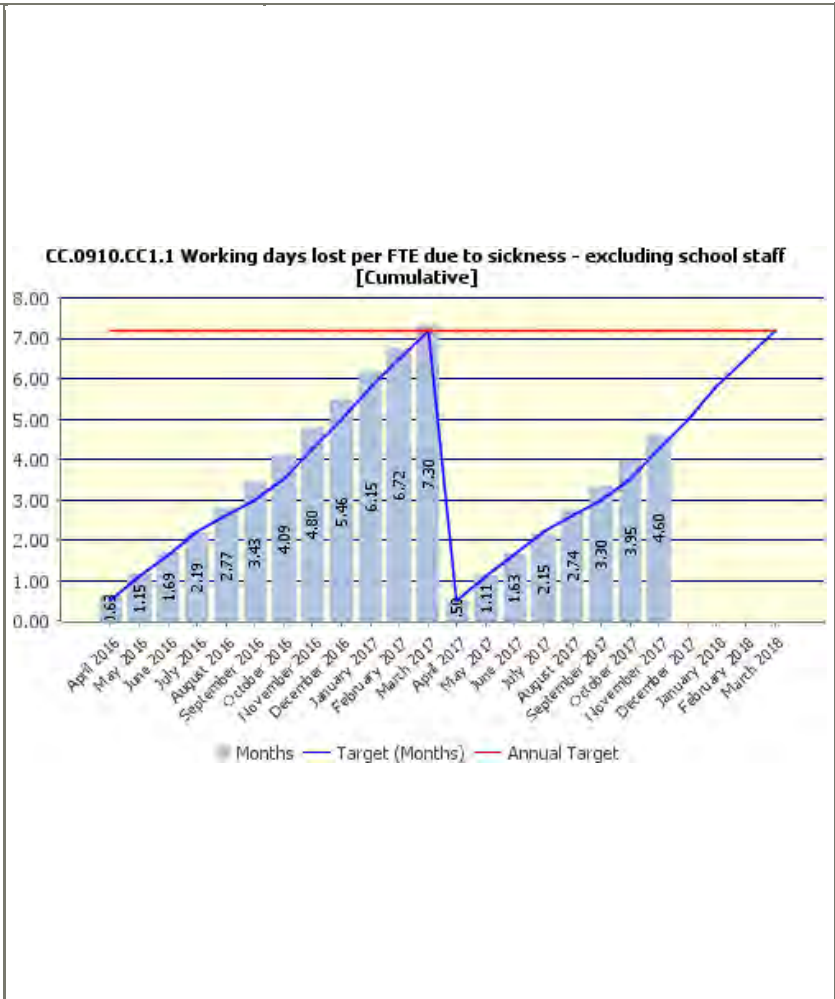
Lack of available properties continues to have an impact on temporary accommodation occupancy. One factor is the reduction in availability of 2-bedroom properties. It is also difficult to source affordable properties in the private sector due to a combination of high rents that far exceed LHA levels and landlord's reluctance to accept benefit dependant tenants. In order to address these issues a number of activities have been put in place. A project has been agreed to contact private landlords and agents to see how we can improve the offer with a view to have a wider range of properties to work with. We have further started to reshape the service in readiness of the impending Homelessness Reduction Act 2017, focussing on dealing with people earlier in the process before they become homeless.

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 Some slippage against target 1

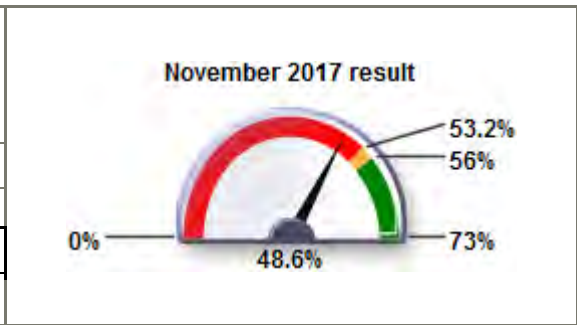
CP 5.4	Working days lost per FTE due to sickness - excluding school staff [Cumulative]		
Expected Outcome		Format Aim to Minimise	
Managed By	Joanna Ruffle		
Year Introduced	2009		

Date Range 1		
	Value	Target
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	6.72	6.49
March 2017	7.30	7.20
April 2017	0.50	0.51
May 2017	1.11	1.10
June 2017	1.63	1.65
July 2017	2.15	2.21
August 2017	2.74	2.61
September 2017	3.30	3.01
October 2017	3.95	3.51
November 2017	4.60	4.27
December 2017		4.99
January 2018		5.82
February 2018		6.49
March 2018		7.20

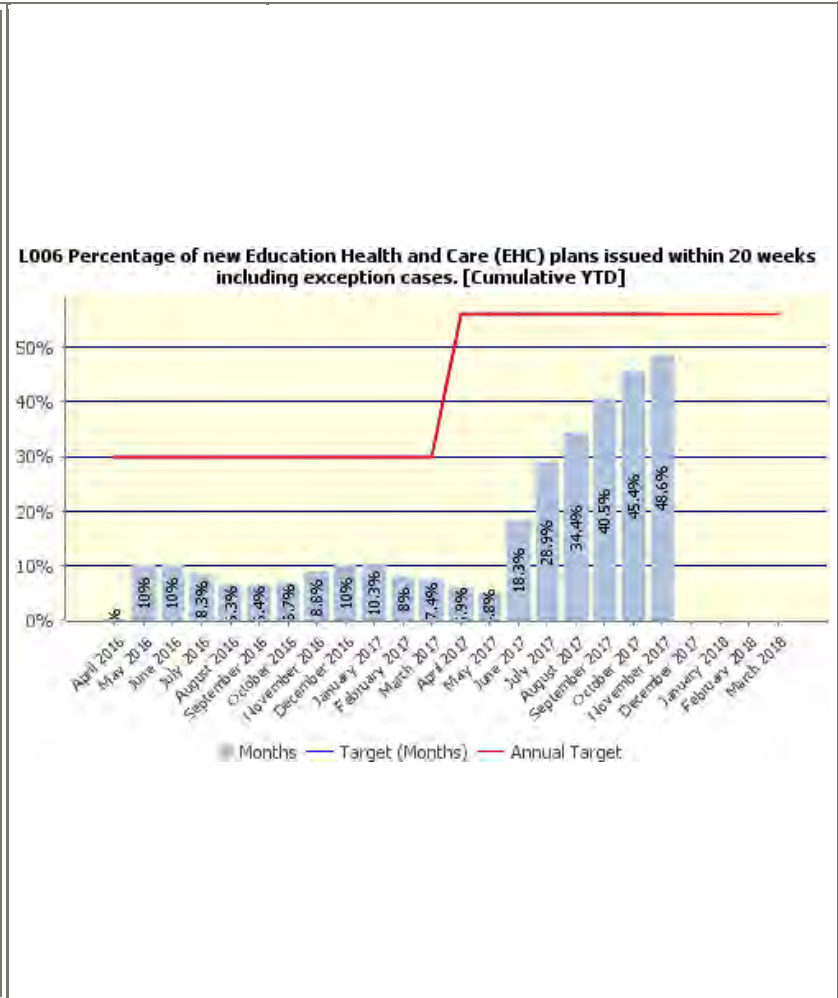


The Corporate sickness target was met for the month of November 2017 however the year to date sickness levels continue to be above the year to date target. HR continues to provide detailed sickness absence statistic to Directors and managers to promote early intervention from Occupational Health. HR also have been providing some short absence sessions for line managers.

CP 5.6	Percentage of new Education Health and Care (EHC) plans issued within 20 weeks including exception cases. [Cumulative YTD]		
Expected Outcome		Format	Aim to Maximise
Managed By	Brin Martin		
Year Introduced	2016		



Date Range 1		
	Value	Target
April 2016	0%	30%
May 2016	10%	30%
June 2016	10%	30%
July 2016	8.3%	30%
August 2016	6.3%	30%
September 2016	6.4%	30%
October 2016	6.7%	30%
November 2016	8.8%	30%
December 2016	10%	30%
January 2017	10.3%	30%
February 2017	8%	30%
March 2017	7.4%	30%
April 2017	5.9%	56%
May 2017	4.8%	56%
June 2017	18.3%	56%
July 2017	28.9%	56%
August 2017	34.4%	56%
September 2017	40.5%	56%
October 2017	45.4%	56%
November 2017	48.6%	56%
December 2017		
January 2018		
February 2018		
March 2018		



As a result of the current performance an action plan is in place for this indicator and has been presented to Executive DMT which will be monitored on a monthly basis. Between Apr-17 and Nov-17, 84 out of 173 EHC plans were issued within the 20 week timescale, an improvement of 3.2% over last month. As an example of how performance has improved in the later part of the year 87.2% of EHC's between Sep-17 and Nov-17 were completed in time. The national benchmark is 55.7%

SECTION 4 – Partnership Indicators

Health and Wellbeing Indicators

	Performance Measures	Rationale for inclusion	Latest Performance
1.	<p>Referral for treatment - % of patients referred from GP to hospital treatment within 18 weeks</p> <p>http://southendccg.nhs.uk/news-events/governing-body-papers/december-2017</p>	<p>National standard, providing a measurement of key area of performance and a key area of public concern. Can be produced monthly and is easy to benchmark.</p>	<p style="text-align: center;">85.30% (September - 2017)</p> <p>NHS Southend CCG was not compliant for July; with 31,411 pathways of which 4,622 were over 18 weeks and 21 were over 52 weeks.</p> <p>Against national target of 85%</p>
2.	<p>Cancer treatment - % patients treated within 62 days of GP urgent suspected cancer referral</p> <p>http://southendccg.nhs.uk/news-events/governing-body-papers/december-2017</p>	<p>National standard, providing a measurement of key area of performance and a key area of public concern. Can be produced monthly and is easy to benchmark.</p>	<p>62 Day Operational Standard 76% (August 2017)</p> <p>Against national average of 82.4%</p> <p>25 out of 33 patients were treated within 62 days.</p>
3.	<p>A&E - % of patients attending Southend Hospital A&E, seen and discharged in under 4 hours</p> <p>http://southendccg.nhs.uk/news-events/governing-body-papers/</p>	<p>National standard. Provides information relating to the effectiveness of the urgent care system. Can be produced monthly and is easy to benchmark.</p>	<p style="text-align: center;">89.38% (October)</p> <p style="text-align: center;">89.58% (Year to date)</p> <p style="text-align: center;">Against national target of 90%</p>
4.	<p>Mental health - Improving Access to Psychological Therapy (IAPT) - % of people with common mental health problems accessing the service and entering treatment in the current year</p> <p>http://southendccg.nhs.uk/news-events/governing-body-papers/december-2017/1968-item-10e-integrated-commissioning-and-performance-report-071217/file</p>	<p>Provides an indicator for a priority area for councillors and one of the HWB Strategy ambitions. Can be produced monthly and is easily benchmarked.</p>	<p>15.0% as at Q1 – Q3 2017, however aiming to exceed this and work to 15.8%.</p> <p>Which means that at least 278 people need to be entering treatment in the IAPT service each month.</p> <p>Based on performance over the rest of the year to date, it seems likely that the target will be close to the national NHS England target for 2017/18 of 16.8%.</p>

			Performance in Southend is on track to achieve or exceed at year end.
5.	<p>Dementia - % of people diagnosed with dementia against the estimated prevalence. (66.7% national ambition).</p> <p>http://southendccg.nhs.uk/news-events/governing-body-papers/december-2017/1968-item-10e-integrated-commissioning-and-performance-report-071217/file</p>	Issue of increasing prevalence and concern among the public. Can be produced monthly and is easy to benchmark.	<p>74.6% achieved in October 2017 (this is a 1.4% increase) - this is against the 66.7% diagnosis ambition target.</p> <p>Southend remains the only CCG in the East of England that is compliant with the national target.</p>
6.	<p>Primary Care – GP Patient Survey: - Overall experience of the GP surgery (very/fairly good; fairly/very poor; neither good nor poor)</p> <p>https://gp-patient.co.uk/surveys-and-reports</p>	Provides residents views on the quality of GP service in the borough. Survey is now produced annually.	<p>Overall experience of GP surgery – July 2017</p> <p>Very good – 42% Fairly good – 41% Neither good nor poor – 11% Fairly poor – 4% Very poor – 3%</p> <p>National Average of patients rating ‘Good’ is 85%</p>
7.	<p>End of life care - Preferred Place of Death (PPoD) – Percentage of patients referred to the Palliative Care Support Register (PCSE) who have expressed a preference for place of death and who achieve this preference. *</p>	Nationally accepted as a key performance indicator for end of life care; integral to Ambitions for Palliative and End of Life Care: a national framework for local action 2015-2020. Can be produced monthly.	<p>Southend: 75%</p> <p>The PPoD achievement for Southend in October 2017 is 56 out of 75.</p> <p>(no national target at present)</p>

*although patients make a preference for a place of death, often home, the reality of the last days/hours of life often prompts patients and/or relatives/carers to change their mind and seek what they consider to be a place of safety and support, which is invariably the acute trust. Patients are documented for PPoD as: Home; Hospital; Hospice; Care/Nursing Home; Community Hospital.

Local Economy Indicators

Performance Measures		Latest Performance Economic Scorecard Reported Quarterly										
1.	Average House Prices	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="width: 30%;"></th> <th style="width: 35%;">August 2016</th> <th style="width: 35%;">August 2017</th> </tr> </thead> <tbody> <tr> <td style="background-color: #d3d3d3;">Average Price</td> <td style="text-align: center;">£250,998</td> <td style="text-align: center;">£276,602</td> </tr> <tr> <td style="background-color: #d3d3d3;">% Change</td> <td style="text-align: center;">12.47% (Aug 15-16)</td> <td style="text-align: center;">10.20% (Aug 16-17)</td> </tr> </tbody> </table>			August 2016	August 2017	Average Price	£250,998	£276,602	% Change	12.47% (Aug 15-16)	10.20% (Aug 16-17)
	August 2016	August 2017										
Average Price	£250,998	£276,602										
% Change	12.47% (Aug 15-16)	10.20% (Aug 16-17)										
2.	Planning Applications	<table border="1" style="margin: auto; border-collapse: collapse;"> <tbody> <tr> <td style="width: 60%;">November 2017</td> <td style="width: 40%; text-align: center;">193</td> </tr> <tr> <td>November 2016</td> <td style="text-align: center;">158</td> </tr> </tbody> </table>		November 2017	193	November 2016	158					
November 2017	193											
November 2016	158											
3.	Job Seekers Allowance Claimants	<table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th style="width: 30%;"></th> <th style="width: 35%;">October 2016</th> <th style="width: 35%;">October 2017</th> </tr> </thead> <tbody> <tr> <td style="background-color: #d3d3d3;">JSA Claimants (Number)</td> <td style="text-align: center;">2,180</td> <td style="text-align: center;">2,330</td> </tr> <tr> <td style="background-color: #d3d3d3;">JSA Claimants %</td> <td style="text-align: center;">2.0%</td> <td style="text-align: center;">2.10%</td> </tr> </tbody> </table> <p style="margin-top: 10px; font-size: small;">Source: Office of National Statistics & Southend-on-Sea Borough Council</p>			October 2016	October 2017	JSA Claimants (Number)	2,180	2,330	JSA Claimants %	2.0%	2.10%
	October 2016	October 2017										
JSA Claimants (Number)	2,180	2,330										
JSA Claimants %	2.0%	2.10%										

Community Safety Indicators

Short name	Month's value (April-September cumulative)	Comment – explanation of current performance, actions to improve performance and anticipated future performance																											
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]	4688	<p>During the month of October there was a predictable increase in demand due to the Halloween festivities and half term period. The Community Policing Team ensured that additional resources were in place to meet the demand and made good use of dispersal powers granted under the Crime and ASB Act 2014. Dwelling Burglary continues to reduce which is positive, preventative measures are being taken to educate the community in an effort to prevent themselves becoming victims of this horrible crime. This has come in the form of social media campaigns, working with key community groups and advice being passed at Local Community Meetings. There has been a steep rise in missing person reports; there is no clear indication as to why this is the case. However, each episode is reviewed by our Missing Person Liaison Officer in an effort to reduce the likelihood of individuals being reported on multiple occasions. Whilst there has been an increase in the number of crimes compared to the previous period there is an excellent increase in positive outcomes. Through excellent partnership work the CSP has obtained 3 Criminal Behavioural Orders directly linked to those frequenting the Town Centre.</p> <p>October BCS Breakdown: Theft of a vehicle – 4%; Theft from a vehicle - 7% ; Vehicle interference – 1%; Burglary in a dwelling – 8%; Bicycle Theft – 4%; Theft from the person -2%; Criminal damage (exc 59) - 17%; HMIC Violence without injury – 35%; Wounding (Serious or Other) – 19%; Personal Robbery – 2%.</p>																											
Performance Measures	Rationale for inclusion	Latest Performance Available																											
10 BCS crimes	Provides a broad indication of the level of crime in the borough, is a familiar performance measure and is easy to benchmark.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Individual Components of 10 BCS Comparator Crime</th> <th style="text-align: center;">iQuanta (September 2017)</th> <th style="text-align: center;">Essex Police Performance Summary Offences (Rolling 12 months to September 2017)</th> </tr> </thead> <tbody> <tr> <td>10 BCS Crimes - total</td> <td style="text-align: center;">*</td> <td style="text-align: center;">7297</td> </tr> <tr> <td>Theft of a vehicle</td> <td style="text-align: center;">37</td> <td style="text-align: center;">380</td> </tr> <tr> <td>Theft from Vehicle</td> <td style="text-align: center;">77</td> <td style="text-align: center;">843</td> </tr> <tr> <td>Vehicle Interference</td> <td style="text-align: center;">15</td> <td style="text-align: center;">174</td> </tr> <tr> <td>Burglary in a dwelling</td> <td style="text-align: center;">69</td> <td style="text-align: center;">483</td> </tr> <tr> <td>Bicycle theft</td> <td style="text-align: center;">39</td> <td style="text-align: center;">395</td> </tr> <tr> <td>Theft from the person</td> <td style="text-align: center;">16</td> <td style="text-align: center;">229</td> </tr> <tr> <td>Criminal Damage (exc 59)</td> <td style="text-align: center;">119</td> <td style="text-align: center;">1715</td> </tr> </tbody> </table>	Individual Components of 10 BCS Comparator Crime	iQuanta (September 2017)	Essex Police Performance Summary Offences (Rolling 12 months to September 2017)	10 BCS Crimes - total	*	7297	Theft of a vehicle	37	380	Theft from Vehicle	77	843	Vehicle Interference	15	174	Burglary in a dwelling	69	483	Bicycle theft	39	395	Theft from the person	16	229	Criminal Damage (exc 59)	119	1715
Individual Components of 10 BCS Comparator Crime	iQuanta (September 2017)	Essex Police Performance Summary Offences (Rolling 12 months to September 2017)																											
10 BCS Crimes - total	*	7297																											
Theft of a vehicle	37	380																											
Theft from Vehicle	77	843																											
Vehicle Interference	15	174																											
Burglary in a dwelling	69	483																											
Bicycle theft	39	395																											
Theft from the person	16	229																											
Criminal Damage (exc 59)	119	1715																											

			Violence Without Injury	286	3143
			Wounding (Serious or Other)	157	*
			Robbery (Personal Property)	21	217
		<p>*Not recorded.</p> <p>**Solved rates show the ratio between the number of police-recorded crimes where the offender has received a formal sanction (includes; charges, cautions, penalty notices and cannabis warnings), and the total number of crimes recorded in the time period covered. (Solved rates do not include restorative justice or a community resolution.</p>			
Potential Performance Measures		Rationale for inclusion	Latest Performance		
			Number (01/11/2016 – 31/10/2017)		Increase/Decrease % (01/10/2016 – 30/09/2017)
2	Total number of crimes +/- incidents	Provides a broad indication of the level of crime in the borough, covering all crimes	Total number of Incidents	Total number of Crimes	Crimes - ↓1
			3812 (October)	15183 (October)	Incidents - ↑5
3	Anti-social Behaviour reported	A key concern of members and public that is not reflected in the 10 BCS crimes performance measure.	6681		↓1
4	Number of arrests (cumulative)	Provides key performance information relating to Police activity to tackle crime. However, the measure may be misleading as the number of arrests has been declining as a result of greater use of alternatives to formal charges (penalty notices, community resolution, cautions etc..) – a trend which is likely to continue.	499		↑9
5	'Positive disposals' (outcomes of crimes 'cleared up' other than a formal conviction –..)	Recognises the full range of possible outcomes taken following arrest, such as community resolution, cautions etc...	215		↓29
6	Number of domestic abuse incidents	High profile area of work and a demand pressure on resources.	2228		–
7	Number of incidents of missing people reported	High profile area of work and a demand pressure on resources.	110		↑60



Revenue Budget Monitoring 2017/18

Period 8

as at 30th November 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	15
Housing, Planning & Sustainability	20
Children & Learning	22
Health & Adult Social Care	25
Transport, Waste & Regulatory Services	27
Technology	31
Housing Revenue Account Summary Forecast	33

1. Commentary

This report outlines the budget monitoring position for the General Fund and Housing Revenue Account for 2017/18, based on the views of the Directors and their Management Teams, in light of expenditure and income to 30th November 2017.

The starting point for the budget monitoring is the original budget as agreed by Council in February 2017.

2. Overall Budget Performance – General Fund

As at the end of November, an underspend to the overall Council budget of £530,000 is currently being forecast for the year-end. This position reflects a projected overspend of £316,000 in Council departmental spending and a £846,000 underspend on financing costs. The variances which services are reporting are detailed in section 3. The forecast net underspend of £530,000 is currently expected to be transferred to earmarked reserves to ensure the General Fund balance remains at £11 million.

General Fund Portfolio Forecast Comparison 2017/18 at 30 November 2017 - Period 8

Portfolio	Latest Budget 2017/18 £000	Projected Outturn 2017/18 £000	November Forecast Variance £000	October Forecast Variance £000
Leader	2,314	2,229	(85)	(50)
Culture, Tourism & the Economy	13,055	13,275	220	50
Corporate and Community Support Services	11,546	11,572	26	(165)
Housing, Planning & Sustainability	5,181	5,199	18	12
Children & Learning	27,491	28,518	1,027	1,027
Health & Adult Social Care	39,044	39,260	216	234
Transport, Waste & Regulatory Services	22,953	21,847	(1,106)	(733)
Technology	4,593	4,593	0	0
Total Portfolio	126,177	126,493	316	375
Non-Service Areas	6,783	5,937	(846)	(2,622)
Earmarked Reserves	(9,807)	(9,277)	530	2,247
Net Expenditure / (Income)	123,153	123,153	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 - £316,000 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>				
Part year vacancy for Chief Executive post		(40)		(40)
Treasury Management costs		(15)		(10)
Vacant posts in the Strategy and Performance team		(30)		0
	0	(85)	(85)	(50)
<u>Culture, Tourism & the Economy</u>				
Pension opt-in costs	17			17
Grounds Maintenance income shortfall	70			50
Grounds Maintenance extension of seasonal workers	30			0
Part year vacancies within the Library Service		(50)		(50)
Saving in relation to a new library ICT system delayed for 1 year	50			50
Set up costs of the new library ICT system	50			50
Vacancy within the Museums service		(32)		(32)
Utility costs at the old Beecroft Gallery		(30)		(30)
Outdoor sports income shortfall	120			0
Part year vacancy within the Parks Service		(20)		(20)
Pier admission income		(50)		(50)
Water testing costs along the Pier and Foreshore	100			100
Part year vacancy in the Economic Development team		(20)		(20)
Staffing underspend due to maternity leave		(15)		(15)
	437	(217)	220	50
<u>Corporate and Community Support</u>				
Underspend on PA costs for Director of Legal and Democratic Services		(10)		(10)
Vacant posts in the Financial Planning and Control team		(60)		(60)
Vacant posts in the Accounts Payable team		(20)		(20)
Vacant post in Asset Management team		(50)		(50)
Additional rents (including Backrent) for SBC Properties		(50)		(50)
Income relating to Council Tax Court Costs		(90)		(90)
Unused budget in the NDR Collections team		(10)		(10)
Benefits Admin Team Staffing	50			50
Civic Centre contract cleaning	61			60
Income for Pergola Walk not achieved	50			50
Vacancies in the Customer Service team		(20)		(20)
Unused budget in the Partnership team		(20)		(20)
Vacant hours in the Voluntary Organisations team		(15)		(15)
Vacant hours in the Democratic Services team		(5)		
Members scrutiny and conference expenses		(10)		(10)
Overspend on running costs at Porters		10		10
Overtime for Mayoral Chauffeur		10		10
Underspend on Members N.I. and Hospitality Expenses		(20)		(20)
Unfunded Salary and Printing costs in Electoral Registration	45			
Vacant posts in Legal Team		(30)		0
Court Costs and Barrister Fees in Legal Team	200			30
Income for Legal Services	10			0
	416	(390)	26	(165)

...Continued				
Housing, Planning & Sustainability				
Capitalisation of salaries is lower than the target		30		0
Vacancies in the Private Sector Housing team		(20)		(10)
Agency costs and market supplements in the Building Control and Development Control teams	135			163
Additional income generated by the Building Control and Development Control teams		(127)		(141)
	135	(117)	18	12
Children and Learning				
Children with disabilities and associated cost of direct payments	30			30
Children's Placements - forecast for current cohort of PVI looked after children	568			568
Leaving Care accommodation costs and support costs	146			146
Staffing pressure costs in children services	211			211
Support costs for Children under Sect 17 and Sect 20		(74)		(74)
Home to School Transport		(50)		(50)
Funding pressures at the Marigold Assessment centre mostly attributable to transport costs	66			66
Forecast on current in-house fostering placements and impact of adoption referral income	130			130
	1,151	(124)	1,027	1,027
Health and Adult Social Care				
People with a Learning Disability - Lower than estimated residential care placements and day care services		(143)		(140)
People with Mental Health Needs - Higher than estimated residential care placements and direct payments	162			188
Older People - residential care packages and complex packages	162			229
Unachieved vacancy factor because social work teams are fully established	62			
Physical and Sensory Impairment - Higher than estimated residential care placements	22			20
Health contribution towards Integrated commissioning		(70)		(70)
Unachieved vacancy factor on Business Support team		21		7
	408	(192)	216	234

...Continued				
Transport, Waste & Regulatory Services				
Traffic signals maintenance contract		(25)		(25)
Shortfall in highways income	50			50
Drainage cleansing	20			20
Winter service stock carried forward from 2016/17		(80)		(80)
Parking enforcement contractor underperformance and PCN bad debt provision	144			144
Security costs incurred at the Travel Centre	68			68
License fee and maintenance of real time bus displays	25			0
Bus Shelter advertising income shortfall	10			0
Additional capitalisation of salaries in the Road Safety team		(28)		(28)
Staff time charged to grant funded projects		(15)		(15)
Additional streetwork inspectors above the budgeted establishment	66			66
Upgrades to streetwork inspectors equipment	11			11
Streetwork permit income shortfall	64			64
Transport Programme Manager post will be vacant for 6 months		(37)		0
Reduced capitalisation of salaries in the Traffic Management team	149			108
Traffic Management vacant post		(59)		0
Contribution to the Essex Safety Camera Partnership is now self-funded by the partnership		(53)		(80)
Electricity refunds due to updated meter readings		(15)		(15)
Public conveniences contractor underspend		(20)		(20)
Waste service contractor underspend		(100)		(100)
Waste MBT still in commissioning phase		(600)		(900)
Food processing now generates income rather than costs		(100)		(100)
Standby pay budget no longer required due to service		(28)		(28)
Income from Essex County Council in relation to the Waste Joint Working Agreement		(679)		0
Flood Defences pump station servicing	66			66
Flood Defences land licence	40			40
Vacant Flood Defence Engineer and Technician posts		(35)		(34)
Staffing saving in Business Support to be realised in 2018/19	20			20
Impact of the 2017/18 Pay Policy review	35			35
	768	(1,874)	(1,106)	(733)
Technology				
ICT agency cost to backfill secondments to capital projects	0			0
	0	0	0	0
Total	3,315	(2,999)	316	375

Non Service Variances (£846,000 forecast underspend)

Financing Costs – (£846,000)

This provision is forecast to be underspent against budget at the year-end for the following reasons:

- PWLB interest is lower due to reduced borrowing and interest on short term borrowing (£405,000)
- Investments from the property fund currently have a higher value than anticipated offset by in-house investments (£490,000)
- Other interest adjustments £49,000.

4. Appropriations to / from Earmarked Reserves

Net appropriations from Earmarked Reserves totalling £12,282,000 were agreed by Council when setting the 2017/18 budget in February 2017. The current outturn position allows for further in-year net appropriations to reserves totalling £3,005,590. Total net appropriations from/(to) reserves for 2017/18 will therefore equal £9,276,410.

- £3,827,000 from the Capital Reserve as agreed at Cabinet in November 2017
- (£6,036,000) to the Minimum Revenue Provision Reserve as a result of the MRP review
- (£2,196,000) to the Capital Reserve as a result of the MRP review
- £507,200 from the Business Transformation Reserve to enable the progression of projects
- £75,000 from the Public Health Reserve Grant Reserve
- £844,710 from the General Grants Reserve
- £20,500 from the Public Health DAAT Reserve
- £27,000 from the Adult Social Care Reserve
- £520,000 from the Children's Social Care Reserve
- (£125,000) to the Election Reserve (2017-18 is a fallow year)
- £260,000 from the Specific Corporate Projects Reserve
- (£200,000) to the Rental Equalisation Reserve
- (£530,000) appropriation to Reserves at the year end for projected year end underspend

(£3,005,590) Total from Reserves

5. Revenue Contributions to Capital Outlay (RCCO)

The original budget for 2017/18 included planned revenue contributions for capital investments, via the use of Earmarked Reserves, of £3,804,000. Due to additions to the capital programme agreed at Cabinet in November 2017, this budget has now increased to £7,710,000. Earmarked Reserves will fund £7,631,000 of this, with the remaining £79,000 funded from an underspend in the People Workforce Strategy Team and energy savings generated from energy efficiency projects.

6. Performance against Budget savings targets for 2017/18

As part of setting the Council budget for 2017/18, a schedule of Departmental and Corporate savings was approved totalling £7.502 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	785	205	990	990	0
People	671	751	3,119	4,541	3,428	(1,113)
Place	355	182	1,434	1,971	1,688	(283)
Total	1,026	1,718	4,758	7,502	6,106	(1,396)

Although the current forecast is showing a shortfall of £1,396,000 against the required savings total of £7.502 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 23rd February 2017 and anticipated that £3,392,000 would be appropriated to earmarked reserves in 2017/18.

The closing HRA balance as at 31st March 2017 was £3,502,000.

The current forecast is projecting higher than anticipated rental income of £350,000 due to a lower number of void properties than estimated in the budget. Other income is also over achieving compared to the original target because of an increase in users of the privately funded Careline. There is a £29,000 pressure due to resident patrol services in Victoria Ward and an £11,000 pressure on capital financing charges because the interest payable on the HRA's internal borrowing is higher than expected. The HRA's share of interest received on investments is higher than estimated in the budget by £23,000. The overall underspend of £433,000 will be transferred to the Capital Investment Reserve.

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	6,962	(6,962)
Virements over £50,000 previously reported	9,329	(9,329)
Virements approved under delegated authority	478	(478)
Total virements	16,769	(16,769)

The virements for Cabinet approval this period are:

- £666,000 Allocation of IBCF funding
- £145,500 Redesign of Adult Social Care Transformation Managers
- £133,850 Complex Care Team funded by the NHS
- £5,796,650 Re-align budgets for block contract with Southend Care Ltd
- £50,000 Southend Care SLA

£6,962,000 Total

Due to the changes made at Appointments Council, amendments have been made to the hierarchy structure within this report which has adjusted the opening budget shown from the original budget book. An additional exercise has been undertaken to ensure that all costs are allocated to the correct portfolio service within the Children & Learning Portfolio in line with CIPFA guidance.

General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Portfolio Holder Summary

Portfolio	Gross Expend £'000	Gross Income £'000	Original Budget £'000	Virement £'000	Latest Budget £'000	Expected Outturn £'000	Forecast Variance £'000	Budget to Date £'000	Spend to Date £'000	To Date Variance £'000
Leader	2,567	(180)	2,387	(73)	2,314	2,229	(85)	6,320	12,371	6,051
Culture, Tourism & the Economy	16,350	(3,757)	12,593	462	13,055	13,275	220	8,707	9,157	450
Corporate and Community Support Services	121,679	(109,623)	12,056	(510)	11,546	11,572	26	8,670	(4,449)	(13,119)
Housing, Planning & Sustainability	7,725	(2,603)	5,122	59	5,181	5,199	18	3,539	3,454	(85)
Children & Learning	105,228	(78,991)	26,237	1,254	27,491	28,518	1,027	18,427	20,469	2,042
Health & Adult Social Care	67,470	(28,522)	38,948	96	39,044	39,260	216	25,178	25,518	340
Transport, Waste & Regulatory Services	33,996	(11,602)	22,394	559	22,953	21,847	(1,106)	15,078	14,406	(672)
Technology	5,354	(971)	4,383	210	4,593	4,593	0	3,110	3,195	85
Portfolio Net Expenditure	360,369	(236,249)	124,120	2,057	126,177	126,493	316	89,029	84,121	(4,908)
Reversal of Depreciation	(23,460)	4,629	(18,831)	0	(18,831)	(18,831)	0	(12,554)	(12,460)	94
Levies	590	0	590	0	590	590	0	374	375	1
Financing Costs	16,594	0	16,594	(8,232)	8,362	7,516	(846)	8,773	6,585	(2,188)
Contingency	5,228	0	5,228	(206)	5,022	5,022	0	2,279	0	(2,279)
Pensions Upfront Funding	7,467	0	7,467	0	7,467	7,467	0	0	0	0
Miscellaneous Income	0	0	0	0	0	0	0	0	246	246
Sub Total	6,419	4,629	11,048	(8,438)	2,610	1,764	(846)	(1,128)	(5,254)	(4,126)
Net Operating Expenditure	366,788	(231,620)	135,168	(6,381)	128,787	128,257	(530)	87,901	78,867	(9,034)
General Grants	0	(3,537)	(3,537)	0	(3,537)	(3,537)	0	(2,085)	(2,367)	(282)
Corporate Savings	0	0	0	0	0	0	0	0	0	0
Revenue Contribution to Capital	3,804	0	3,804	3,906	7,710	7,710	0	2,536	0	(2,536)
Contribution to / (from) Earmarked Reserves	(12,282)	0	(12,282)	2,475	(9,807)	(9,277)	530	(12,118)	(17,597)	(5,479)
Contribution to / (from) General Reserves	0	0	0	0	0	0	0	0	0	0
Net Expenditure / (Income)	358,310	(235,157)	123,153	0	123,153	123,153	0	76,234	58,903	(17,331)

Use of General Reserves					
Balance as at 1 April 2017		11,000		11,000	0
Use in Year		0	0	0	0
Balance as at 31 March 2018		11,000	0	11,000	0

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Leader
Portfolio Holder - Cllr J Lamb**

Service	Gross Expend £'000	Gross Income £'000	Original Budget £'000	Virement £'000	Latest Budget £'000	Expected Outturn £'000	Forecast Variance £'000	Budget to Date £'000	Spend to Date £'000	To Date Variance £'000
a Corporate Subscriptions	73	0	73	0	73	73	0	48	79	31
b Corporate and Non Distributable Costs	1,764	(180)	1,584	(224)	1,360	1,305	(55)	5,677	11,734	6,057
c Emergency Planning	85	0	85	0	85	85	0	56	54	(2)
d Strategy & Performance	645	0	645	151	796	766	(30)	539	504	(35)
Total Net Budget for Portfolio	2,567	(180)	2,387	(73)	2,314	2,229	(85)	6,320	12,371	6,051

Virements

£000

Transfer from earmarked reserves
Allocation from Contingency
In year virements

50
101
(224)
(73)

312

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Leader
Portfolio Holder - Cllr J Lamb**

Forecast Outturn Variance	Year to Date Variance
a.	
b. The Chief Executive post was vacant for the first three months of the year, resulting in an expected underspend of £40k against budget. A forecast underspend of £15k on Debt Management Expenses (due to enhanced cash fees being deducted at source rather than by invoice).	Year to date budgets for Corporate Initiatives and Pension Costs are currently underspent however due to the ad-hoc and high value nature it is not possible to forecast outturn with any degree of confidence
c.	
d. Vacant post and hours	

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Culture, Tourism & 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	554	(305)	249	5	254	271	17	248	290	42
b Amenity Services Organisation	3,615	(670)	2,945	4	2,949	3,049	100	2,110	2,197	87
c Culture Management	67	(6)	61	230	291	291	0	250	250	0
d Library Service	3,394	(394)	3,000	(26)	2,974	3,024	50	2,208	2,212	4
e Museums and Art Gallery	1,135	(68)	1,067	48	1,115	1,053	(62)	757	720	(37)
f Parks And Amenities Management	1,693	(665)	1,028	6	1,034	1,134	100	595	634	39
g Sports Development	53	0	53	0	53	53	0	35	37	2
h Sport and Leisure Facilities	615	(304)	311	0	311	311	0	182	184	2
i Southend Theatres	849	(27)	822	0	822	822	0	557	601	44
j Resort Services Pier and Foreshore and Southend Marine Activity Centre	2,689	(884)	1,805	25	1,830	1,880	50	797	772	(25)
k Tourism	136	(18)	118	(78)	40	40	0	26	11	(15)
l Economic Development	571	(250)	321	71	392	372	(20)	240	515	275
m Town Centre	210	(59)	151	(2)	149	149	0	113	73	(40)
n Better Queensway	0	0	0	44	44	44	0	44	110	66
o Climate Change	106	(43)	63	135	198	198	0	148	133	(15)
p Closed Circuit Television	450	(32)	418	0	418	418	0	286	313	27
q Community Safety	213	(32)	181	0	181	166	(15)	111	105	(6)
Total Net Budget for Portfolio	16,350	(3,757)	12,593	462	13,055	13,275	220	8,707	9,157	450

Virements

£000

Transfer from earmarked reserves	290
Allocation from Contingency	47
In year virements	125
	<u>462</u>

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Culture, Tourism & the Economy
Portfolio Holder - Cllr A Holland**

Forecast Outturn Variance	Year to Date Variance
a. A member of staff opted into the pension scheme resulting in an unanticipated increase in costs. Furthermore, the opening of Unit 21 has resulted in the café incurring some running costs. A profit share arrangement is in place which it is anticipated will generate some income to compensate this.	
b. The entire Grounds Maintenance service was brought in-house in January 2016 and the staffing saving which was to be made took longer to deliver than anticipated, however this is now finalised and will be delivered in full this year. One of the biggest challenges this year has been income generation. The service has lost a number of large contracts in 2017 which it has struggled to replace but the cost base has not been reduced to compensate for this.	Bulk of supplies purchased at the start of the year for use throughout. There has also been a reduction in income received to date.
c.	
d. The Library service has recently procured a new library management system which will deliver significant savings once it is implemented. Capital implementation costs will be incurred this year but the running costs for operating the system will be reduced from February 2018. The staff in the service regularly amend their working hours and as a result there is an anticipated underspend on staffing costs.	
e. Staff vacancies are forecasted to result in an underspend within the service as the vacant roles have only recently been advertised. Furthermore, there is anticipated to be an underspend on utility costs at the old Beecroft site whilst it remains vacant.	
f. The income generated from outdoor sports including golf has not been as favourable as anticipated, in part due to the reduction in sports teams across the Borough. Staff vacancies within the year have resulted in an underspend against the establishment. These vacant posts have now been filled and the team is fully staffed.	
g.	
h.	
i.	
j. Pier admission figures are higher than anticipated so far resulting in	

315

increased income to date. However, the installation of City Beach created a revenue pressure in relation to water testing and repairs and maintenance requirements to ensure that the hugely popular fountains remain operational throughout the year. The vast majority of the capital project was funded externally; however no on-going budget for maintaining the fountains was identified.

k.

l. Staff vacancies are forecasted to result in an underspend as the current role is yet to be filled.

Grant funding is due to be received which will cover project expenditure.

m.

n.

o.

p.

q. There is a staffing underspend in the Community Safety team as a result of a member of staff being on maternity leave.

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Corporate and Community Support
Portfolio Holder - Cllr A Moring**

Service	Gross Expend £'000	Gross Income £'000	Original Budget £'000	Virement £'000	Latest Budget £'000	Expected Outturn £'000	Forecast Variance £'000	Budget to Date £'000	Spend to Date £'000	To Date Variance £'000
a Departmental Support for the Chief Executive	771	0	771	(162)	609	599	(10)	411	353	(58)
b Accountancy	2,071	(352)	1,719	(15)	1,704	1,644	(60)	1,146	1,098	(48)
c Accounts Payable	126	(5)	121	0	121	101	(20)	83	72	(11)
d Accounts Receivable	185	(75)	110	0	110	110	0	73	74	1
e Insurance	155	(245)	(90)	0	(90)	(90)	0	86	88	2
f Asset Management	383	(5)	378	10	388	338	(50)	257	244	(13)
g Community Centres and Club 60	104	(1)	103	0	103	103	0	63	61	(2)
h Corporate and Industrial Estates	430	(2,611)	(2,181)	(171)	(2,352)	(2,402)	(50)	(1,485)	(1,716)	(231)
i Council Tax Admin	854	(595)	259	0	259	169	(90)	174	85	(89)
j Non Domestic Rates Collection	165	(305)	(140)	30	(110)	(120)	(10)	86	67	(19)
k Housing Benefit and Council Tax Benefit Admin	1,990	(1,195)	795	(283)	512	562	50	344	196	(148)
l Rent Benefit Payments	98,947	(99,050)	(103)	0	(103)	(103)	0	25	(12,892)	(12,917)
m Internal Audit & Corporate Fraud	835	(188)	647	0	647	647	0	432	408	(24)
n Buildings Management	2,645	(113)	2,532	213	2,745	2,806	61	2,020	2,078	58
o Cemeteries and Crematorium	1,263	(2,525)	(1,262)	19	(1,243)	(1,193)	50	(790)	(661)	129
p Customer Services Centre	1,985	(290)	1,695	4	1,699	1,679	(20)	1,128	1,083	(45)
q Dial A Ride Service	122	(19)	103	(16)	87	87	0	57	40	(17)
r Registration of Births Deaths and Marriages	329	(371)	(42)	0	(42)	(42)	0	0	0	0
s Transport Management	160	0	160	7	167	167	0	112	103	(9)
t Vehicle Fleet	527	(344)	183	(4)	179	179	0	114	123	9
u Partnership Team	277	0	277	9	286	266	(20)	189	177	(12)
v Support To Voluntary Sector	779	0	779	0	779	764	(15)	518	512	(6)
w Human Resources	1,745	(497)	1,248	80	1,328	1,328	0	886	902	16
x People & Organisational Development	406	(91)	315	0	315	315	0	209	165	(44)
y Tickfield Training Centre	290	(97)	193	1	194	194	0	140	158	18
z Democratic Services Support	354	0	354	10	364	349	(15)	244	216	(28)
aa Mayoralty	185	0	185	(1)	184	204	20	129	137	8
ab Member Support	705	0	705	25	730	710	(20)	473	458	(15)
ac Elections and Electoral Registration	352	0	352	(121)	231	276	45	246	198	(48)

ad Local Land Charges	192	(297)	(105)	0	(105)	(105)	0	(52)	(66)	(14)
ae Legal Services	1,170	(243)	927	11	938	1,118	180	622	773	151
af Corporate Procurement	610	0	610	0	610	610	0	406	555	149
ag Property Management and Maintenance	567	(109)	458	(156)	302	302	0	324	462	138
Total Net Budget for Portfolio	121,679	(109,623)	12,056	(510)	11,546	11,572	26	8,670	(4,449)	(13,119)

Virements

£000

Transfer from earmarked reserves	(208)
Allocation from Contingency	(257)
In year virements	(45)
	<u>(510)</u>

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Corporate and Community Support
Portfolio Holder - Cllr A Moring**

Forecast Outturn Variance	Year to Date Variance
a. The full budget for the post of PA to the Director of Legal & Democratic Services will not be required.	
b. An underspend due to vacant posts in the Financial Planning and Control team which have now been filled	
c. Vacant post	
d.	
e.	
f. Vacant post	
g.	
h. Income for rentals is higher than forecast due to back-rent for the café at the Forum, the Cockle Sheds at Leigh, and Borough Combination Ground.	Increases in the on-going rental streams have not been accurately reflected in the profiling of the budget
i. Agency costs in the Council Tax team are putting pressure on the employee budget. Costs for the Essex-wide Counter Fraud software are exacerbating an overspend on IT costs however this is expected to be right-sized with income from higher than budgeted Court Costs income. After accounting for a corresponding increase to Bad Debt Provision, the current forecast for year-end is an underspend of £90k.	
j. Based on spend to date and an analysis of the previous year spend, there is expected to be a £10k underspend against NDR Collection.	
k. The DWP imposes targets to avoid Administration Delay and Errors to Housing Benefit claims. It is more cost effective for the service to incur agency and overtime costs than breach these targets. Due to the potential impact to workload once Universal Credit becomes established, it is felt that contractors and agency staff should be used instead of filling established posts.	The to date pressure is being offset by the Social Fund as income has been received from Thurrock and Essex County Council but not yet spent. Any Social Fund underspend will be transferred to the Reserve at the end of the year for use in the future.
l.	Period 8 Benefits Monitoring is indicating that there will be an underspend at year-end which is understandable given the work the team have put in to lower the error rate. Due to the correlative assumptions made in the calculation, no forecast has been made.
m.	

Forecast Outturn Variance	Year to Date Variance
n. Contract cleaning is forecast to overspend against budget. A review is currently underway to reduce this and any amendments will be reflected in future forecasts.	Security and Contract Cleaning are exceeding budget.
o. In 2017-18 the income budget was increased to reflect the new Pergola Walk project however due to various issues with the contractors, the start of this project has been delayed. It was hoped that additional income would compensate the shortfall however as at Period 8, this has not been realised so a pressure of £50k has been forecast.	The overspend is likely to reduce through the winter period when there is historically more demand on the service.
p. There is currently an underspend against salaries in the Customer Service team due to staff vacancies.	
q.	
r.	
s.	
t.	
u. The office expenses budget in the Partnership Team is unlikely to be spent which will result in an underspend to the team.	
v. Vacant hours	
w.	
x.	Although there is currently a year to date underspend, a fully funded restructure has yet to be finalised. Once in place increased income targets will need to be monitored closely to ensure they can be delivered in full.
y.	
z. At Period 8 there is no expenditure against the Members' Scrutiny and Conference Expenses budgets. This is in line with last year so is expected to result in an underspend at the end of the year.	
aa. Chauffeur overtime and running costs for Porters are being compensated by an underspend of Members Expenses	
ab. Members' National Insurance and Hospitality budgets and compensating an overspend on Mayoral Expenses	
ac. There is pressure on the Electoral Registrations budget due to unfunded staffing costs and an insufficient budget for Printing and Postage.	2017-18 is a fallow year for local elections with the exception of one by-election. As part of the budget process it was agreed that the underspend will be transferred to the Election Reserve at year-end to cover costs in future years.
ad.	

320

Forecast Outturn Variance	Year to Date Variance
ae. Due to an increase in Child Protection cases, there is a forecast pressure of £160k on Barristers' Fees and £40k on Court Costs. A further £10k of revenue is not expected to be achieved, mainly due to fewer schools buying into the service following academisation. This is being partially offset by an expected Salary underspend, resulting in an expected pressure of £180k by year-end.	
af.	
ag.	Staff time is still to be capitalised against a variety of capital projects.

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Housing, Planning & Sustainability
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
Housing										
a Strategy & Planning for Housing	164	0	164	(70)	94	124	30	62	64	2
b Private Sector Housing	2,734	(1,056)	1,678	145	1,823	1,803	(20)	1,210	1,176	(34)
c Housing Needs & Homelessness	822	(534)	288	(45)	243	243	0	160	237	77
d Supporting People	2,508	0	2,508	25	2,533	2,533	0	1,689	1,689	0
Planning										
e Building Control	400	(410)	(10)	2	(8)	43	51	(7)	35	42
f Development Control	862	(603)	259	2	261	211	(50)	196	46	(150)
g Regional and Local Town Plan	235	0	235	0	235	242	7	229	207	(22)
Total Net Budget for Portfolio	7,725	(2,603)	5,122	59	5,181	5,199	18	3,539	3,454	(85)

Virements

Transfer from earmarked reserves
Allocation from Contingency
In year virements

£000

0

30

29

59

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Housing, Planning & Sustainability
Portfolio Holder - Cllr M Flewitt**

Forecast Outturn Variance	Year to date Variance
a. Capitalisation of salaries is lower than the budgeted target as at the end of period 8, partly offset by a vacancy in the team.	
b. Vacancies in the Private Sector Housing team, reduced by an undercover of income.	
c.	
d.	
e. Pressure from agency staff costs and market supplements is likely to cause an overspend on the staffing budget in the Building Control team, This is being partially offset by income performing above expected levels.	
f. Development Control income has been received for a large scale planning application and this is offsetting pressure from agency staff costs and market supplements.	Development Control income received for a large scale planning application.
g. Pressure from agency staff costs is likely to cause an overspend on the staffing budget in the Regional and Local Town Plan team.	

323

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Children and Learning
Portfolio Holder - Cllr J Courtenay**

Service	Gross Expend £'000	Gross Income £'000	Original Budget £'000	Virement £'000	Latest Budget £'000	Expected Outturn £'000	Forecast Variance £'000	Budget to Date £'000	Spend to Date £'000	To Date Variance £'000
Retained										
a Childrens Commissioning	935	(316)	619	96	715	715	0	317	202	(115)
b Children with Special Needs	1,149	(169)	980	63	1,043	1,071	28	1,286	1,326	40
c Early Years Development and Child Care Partnership	10,769	(9,562)	1,207	50	1,257	1,257	0	843	830	(13)
d Children Fieldwork Services	5,562	(135)	5,427	90	5,517	5,621	104	2,811	3,154	343
e Children Fostering and Adoption	4,546	(191)	4,355	357	4,712	5,054	342	4,193	4,972	779
f Youth Service	2,602	(1,483)	1,119	339	1,458	1,458	0	430	430	0
g Other Education	940	(754)	186	0	186	186	0	(8)	(6)	2
h Private Voluntary Independent	3,475	(120)	3,355	0	3,355	3,925	570	2,237	3,402	1,165
i Children Specialist Commissioning	1,751	(60)	1,691	144	1,835	1,865	30	716	770	54
j School Support and Preventative Services	28,371	(22,347)	6,024	171	6,195	6,145	(50)	4,166	4,061	(105)
k Youth Offending Service	1,906	(632)	1,274	(56)	1,218	1,218	0	1,353	1,353	0
Delegated										
l Schools Delegated Budgets	43,222	(43,222)	0	0	0	0	0	0	0	0
Total Net Budget for Portfolio	105,228	(78,991)	26,237	1,254	27,491	28,518	1,027	18,427	20,469	2,042

Virements

£000

Transfer from earmarked reserves
Allocation from Contingency
In year virements

1,179

23

52

1,254

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Children and Learning
Portfolio Holder - Cllr J Courtenay**

Forecast Outturn Variance	Year to Date Variance
a.	
b. Marginal overspend variance on Children with Disabilities	
c.	
d. Overspend pressure on leaving care accommodation and support costs and staffing pressures in relation to teams running at full establishment, with agency cover.	Reflecting Year to date pressures on leaving care accommodation and support costs
e. Overspend pressures within Inhouse fostering care provision due to the increased numbers of children looked after and service running at increased capacity. Forecasts also indicate continued pressure on transport costs at the Marigold Assessment centre, and a marginal overspend on Adoption services.	Reflecting Year to date pressures on Inhouse fostering care provision, marigold assessment centre
325	
g.	
h. Overspend pressure due to increased Looked after children numbers during 2016/17 and into 2017/18. Additional financial pressures are also included due to 2 high cost secured placements. Through the work of the Edge of Care team, the service is undertaking measures to reduce further numbers of Children being taken into care by supporting the family to keep the child safe at home.	Year to date overspend on PVI reflecting current financial pressures.
i. Marginal Overspend variance on Children Specialist Commissioning	
j. Underspend due to additional contributions for transporting out of borough pupils from other local authorities.	
k.	
l.	

Whilst this report presents the Council's financial position, it must be noted there are significant financial pressures in the High Needs Dedicated School Grant (DSG) block funding. These financial pressures have continued into 2017/18 from 2016/17. An exceptional Education Board meeting was held on the 6th July 2017, to allocate the high needs funding for 2017/18 including required savings targets. Pressures have risen through increases in Education Health and Care plan (EHCP) top up funding due to an increase in pupils no.s supported, as well as increased top up funding awarded to Special Schools due to more pupils in higher paid top up bands. The Education Board, through the advice and guidance of the Finance and Resource sub group are tasked to work on a medium term 2 year financial plan to restore financial sustainability to the DSG. There is also a further DSG pressure in relation to the continual transfer of £0.5mil from the Schools block to Early Years block (agreed for 2018/19 only), The £0.5mil transfer is used to support the Quality and Sufficiency of Early Years provision. Papers will be presented to the Education Board in March 2018, led by the Group Managers for both Early Years and High Needs to address these funding issues and present a way forward.

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Health and Adult Social Care
Portfolio Holder - Cllr L Salter**

Service	Gross Expend £'000	Gross Income £'000	Original Budget £'000	Virement £'000	Latest Budget £'000	Expected Outturn £'000	Forecast Variance £'000	Budget to Date £'000	Spend to Date £'000	To Date Variance £'000
Adult Social Care										
a Adult Support Services and Management	224	0	224	70	294	224	(70)	195	220	25
b Business Support Team	2,120	(346)	1,774	(142)	1,632	1,653	21	1,086	1,095	9
c Strategy & Development	1,797	(215)	1,582	(39)	1,543	1,543	0	1,046	1,046	0
d People with a Learning Disability	14,383	(1,421)	12,962	(143)	12,819	12,676	(143)	8,535	8,495	(40)
e People with Mental Health Needs	3,350	(167)	3,183	250	3,433	3,595	162	2,285	2,448	163
f Older People	28,807	(14,592)	14,215	(26)	14,189	14,351	162	9,430	9,587	157
g Other Community Services	2,522	(865)	1,657	104	1,761	1,823	62	1,171	1,179	8
h People with a Physical or Sensory Impairment	4,572	(1,211)	3,361	(18)	3,343	3,365	22	2,218	2,239	21
i Service Strategy and Regulation	124	(69)	55	0	55	55	0	36	36	0
Health										
j Public Health	6,991	(7,141)	(150)	(21)	(171)	(171)	0	(724)	(724)	0
k Drug and Alcohol Action Team	2,313	(2,230)	83	61	144	144	0	(79)	(82)	(3)
l Young Persons Drug and Alcohol Team	267	(265)	2	0	2	2	0	(21)	(21)	0
Total Net Budget for Portfolio	67,470	(28,522)	38,948	96	39,044	39,260	216	25,178	25,518	340

Virements

Transfer from earmarked reserves	£000
Allocation from Contingency	158
In year virements	22
	(84)
	<u>96</u>

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Health and Adult Social Care
Portfolio Holder - Cllr L Salter**

Forecast Outturn Variance	Year to Date Variance
a. Health contribution towards Integrated Commissioning.	
b. Forecast variance mostly attributed to vacancy factor in the Business Support team.	
c.	
d. Outturn forecasts are predicting the full 2017/18 PE1 Learning Disability saving delivery of £500k. The £143k underspend is in relation to day care services.	
e. Outturn on Mental Health is showing a year end pressure of £162K. This is mainly due to budget pressures on care package costs, particularly in residential care.	Year to date overspending largely because of higher than anticipated residential care packages.
f. The forecast overspend is reflecting budget pressures on complex intensive homecare services, direct payments and residential care. This forecast will be monitored closely during the financial year.	Pressures on homecare, direct payments and residential care packages.
g. Forecasting a pressure on the Social work teams because they are currently not meeting the budgeted vacancy factor.	
h. Outturn forecasts are predicting budget pressures on complex intensive homecare services and residential care.	
i.	
j.	
k.	
l.	

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Transport, Waste & Regulatory Services
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
Transport										
a Highways Maintenance	9,830	(2,048)	7,782	202	7,984	7,949	(35)	5,201	5,659	458
b Bridges and Structural Engineering	412	0	412	0	412	412	0	274	266	(8)
c Decriminalised Parking	1,157	(1,666)	(509)	0	(509)	(365)	144	(313)	(132)	181
d Car Parking Management	1,031	(6,485)	(5,454)	80	(5,374)	(5,374)	0	(3,743)	(3,637)	106
e Concessionary Fares	3,217	0	3,217	90	3,307	3,307	0	2,430	2,481	51
f Passenger Transport	400	(64)	336	(3)	333	436	103	263	344	81
g Road Safety and School Crossing	234	0	234	0	234	206	(28)	156	125	(31)
h Transport Planning	599	(854)	(255)	10	(245)	(156)	89	(170)	(515)	(345)
i Traffic and Parking Management	503	(5)	498	(3)	495	532	37	328	356	28
Waste and Cleansing										
j Public Conveniences	550	0	550	5	555	520	(35)	375	310	(65)
k Waste Collection	4,393	0	4,393	522	4,915	4,815	(100)	3,069	3,075	6
l Waste Disposal	5,533	0	5,533	(458)	5,075	4,375	(700)	3,576	2,486	(1,090)
m Street Cleansing	1,381	(7)	1,374	(13)	1,361	1,361	0	903	898	(5)
n Household Recycling	486	0	486	(16)	470	470	0	312	313	1
o Environmental Care	386	(4)	382	(143)	239	211	(28)	157	112	(45)
p Waste Management	487	0	487	(10)	477	(202)	(679)	188	200	12
Other Services										
q Flood and Sea Defence	745	(11)	734	0	734	805	71	485	595	110
r Enterprise Tourism and Environment Central Pool	1,354	0	1,354	16	1,370	1,425	55	914	990	76
Regulatory										
s Regulatory Business	523	(11)	512	23	535	535	0	360	303	(57)
t Regulatory Licensing	304	(433)	(129)	227	98	98	0	(13)	(133)	(120)
u Regulatory Management	227	0	227	0	227	227	0	148	137	(11)
v Regulatory Protection	244	(14)	230	30	260	260	0	178	173	(5)
Total Net Budget for Portfolio	33,996	(11,602)	22,394	559	22,953	21,847	(1,106)	15,078	14,406	(672)

Virements

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

£000

233

240

86

559

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Transport, Waste & Regulatory Services
Portfolio Holder - Cllr T Cox**

Forecast Outturn Variance	Year to date Variance
a. The winter service is currently fully stocked, primarily due to the salt which was purchased for last winter. As a result, an underspend in the current year seems likely, however budget provision is still available should there be a need to purchase more materials due to a poor winter. A small underspend is also likely on Traffic Signals due to continuing benefits of the LED upgrade. These are both offsetting the potential shortfall in income generated from licenses.	There is currently a shortfall in the income generated from licenses and also for recharging the cost of works in relation to road traffic incidents.
b.	
c. A drop in the number of Parking Charge Notices issued for non-compliance has resulted in a fall in projected income levels. The service is working with the contractor to ensure this is as a result of increased compliance and not underperformance.	A drop in the number of Parking Charge Notices issued for non-compliance has resulted in a fall in income.
d.	
e.	
f. Unfortunately the Travel Centre has been vandalised on a number of occasions and incidents of anti-social behaviour have resulted in the necessity to provide regular security patrols at the site in order to provide a safe environment for bus users.	Costs of security requirements at the Travel Centre continue to be above the budget provision available.
g. The amount of staff time able to be recharged to capital projects is above the budgeted levels, creating an underspend on staffing costs.	
h. Costs of additional streetworks inspectors via a contractor has caused an overspend. These inspectors were employed during a changeover from using contractor staff to employing permanent staff. This arrangement ended in September 2017.	The South Essex Active Travel programme is currently behind the anticipated spend profile for the grant.
i. A number of staff who are budgeted on the basis of delivering the capital programme have not charged as much time to capital as anticipated which is causing a revenue pressure.	
j. Due to a review of meter readings within Public Conveniences, a number of credit notes have been received in relation to costs incurred in previous years.	Due to a review of meter readings within Public Conveniences, a number of credit notes have been received in relation to costs incurred in previous years.

k. Performance deductions have been made against the waste collection and cleansing contract as a result of elements of performance being below the targeted level.	
<p data-bbox="91 199 1108 399">l. As a result of the Waste Mechanical Biological Treatment facility (MBT) remaining in a commissioning phase for longer than anticipated, the gate fee is still at a reduced rate which will result in a significant underspend this year. Our future waste disposal options are still being discussed with Essex County Council and as such, disposal costs in future years remain unquantified.</p> <p data-bbox="91 399 1108 518">Due to changes in how the authority processes food waste, the organisation now generates income from this waste stream and this is having a positive effect on the waste budget.</p>	<p data-bbox="1108 199 2060 399">As a result of the Waste Mechanical Biological Treatment facility (MBT) remaining in a commissioning phase for longer than anticipated, the gate fee is still at a reduced rate which will result in a significant underspend this year. Our future waste disposal options are still being discussed with Essex County Council and as such, disposal costs in future years remain unquantified.</p>
m.	
n.	
o. Due to changes in staffing arrangements, standby pay is no longer paid to staff.	
p. As part of the draft agreement with Essex County Council relating to the Joint Working Agreement, SBC will still receive their share of the Waste Infrastructure Grant for the next 2 years which wasn't included in the original budget.	
<p data-bbox="91 837 1108 997">33 q. Costs have been incurred due to the storage of spoil in relation to the flood defence scheme and the servicing of pumping stations across the Borough for which no budget provision was identified as a result of the capital works to improve the assets. These are being partially offset by an underspend on staffing due to carrying vacancies.</p>	<p data-bbox="1108 837 2060 997">Costs have been incurred due to the storage of spoil in relation to the flood defence scheme and the servicing of pumping stations across the Borough.</p>
r. The staffing saving as part of the 2017/18 budget setting will not be achieved this financial year resulting in a staffing pressure. This is expected to be addressed in time for the 2018/19 financial year. An additional one off pressure has also been caused due to the Pay Policy review in relation to Director salaries.	<p data-bbox="1108 997 2060 1157">The staffing saving as part of the 2017/18 budget setting will not be achieved this financial year resulting in a staffing pressure. This is expected to be addressed in time for the 2018/19 financial year. An additional one off pressure has also been caused due to the Pay Policy review in relation to Director salaries.</p>
s.	<p data-bbox="1108 1157 2060 1220">Costs incurred under the Regulatory Management section need to be recharged to Regulatory Business.</p>
t.	<p data-bbox="1108 1220 2060 1284">Costs incurred under the Regulatory Management section need to be recharged to Regulatory Licensing.</p>
u.	<p data-bbox="1108 1284 2060 1348">Costs incurred under this section need to be recharged to Regulatory Business and Licensing.</p>
v.	

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Technology
Portfolio Holder - Cllr T Byford**

Service	Gross Expend £'000	Gross Income £'000	Original Budget £'000	Virement £'000	Latest Budget £'000	Expected Outturn £'000	Forecast Variance £'000	Budget to Date £'000	Spend to Date £'000	To Date Variance £'000
Information Communications and a Technology	5,354	(971)	4,383	210	4,593	4,593	0	3,110	3,195	85
Total Net Budget for Portfolio	5,354	(971)	4,383	210	4,593	4,593	0	3,110	3,195	85

Virements	£000
Transfer from/(to) earmarked reserves	227
Allocation from Contingency	0
£ In year virements	(17)
	<u>210</u>

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Technology
Portfolio Holder - Cllr T Byford**

Forecast Outturn Variance	Year to date Variance
a.	To mitigate any overspend, it has been agreed that a further £130k can be drawdown from the Special Corporate Projects Reserve, against ICT projects (which were identified in 2015-16 but have not yet been finalised).

Housing Revenue Account Forecast 2017/18
at 30 November 2017 - Period 8
Deputy Chief Executive - Simon Leftley

Description	Original Budget £'000	Virement £'000	Latest Budget £'000	Initial Outturn £'000	Management Action £'000	Expected Outturn £'000	Forecast Variance £'000	Budget to Date £'000	Spend to Date £'000	To Date Variance £'000
a Employees	215	0	215	215	0	215	0	143	147	4
b Premises (Excluding Repairs)	732	0	732	761	0	790	29	488	495	7
c Repairs	4,831	0	4,831	4,831	0	4,831	0	3,345	3,345	0
d Supplies & Services	68	0	68	68	0	68	0	45	45	(0)
e Management Fee	5,827	0	5,827	5,827	0	5,827	0	4,034	4,034	(0)
f MATS	1,124	0	1,124	1,124	0	1,124	0	749	749	(0)
g Provision for Bad Debts	383	0	383	383	0	383	0	0	0	0
h Capital Financing Charges	11,364	0	11,364	11,367	0	11,378	11	7,585	7,580	(5)
Expenditure	24,544	0	24,544	24,576	0	24,616	40	16,390	7,360	5
i Fees & Charges	(393)	0	(393)	(393)	0	(393)	0	(264)	(281)	(17)
j Rents	(26,673)	0	(26,673)	(27,023)	0	(27,373)	(350)	(17,953)	(18,188)	(235)
k Other	(277)	0	(277)	(376)	0	(476)	(100)	(265)	(378)	(113)
l Interest	(135)	0	(135)	(144)	0	(167)	(23)	(90)	(97)	(7)
m Recharges	(459)	0	(459)	(459)	0	(459)	0	(306)	(268)	38
Income	(27,936)	0	(27,936)	(28,395)	0	(28,868)	(473)	(18,878)	(9,660)	(334)
n Appropriation to Earmarked reserves	3,392	0	3,392	3,819	0	4,252	433	3,392	4,233	841
o Statutory Mitigation on Capital Financing	0	0	0	0	0	0	0	0	0	0
Net Expenditure / (Income)	0	0	0	0	0	0	0	904	1,932	512
Use of Reserves										
Balance as at 1 April 2017	3,502	0	3,502	3,502	0	3,502	0			
Use in Year	0	0	0	0	0	0	0			
Balance as at 31 March 2018	3,502	0	3,502	3,502	0	3,502	0			

335

**Housing Revenue Account Forecast 2017/18
at 30 November 2017 - Period 8
Deputy Chief Executive - Simon Leftley**

Forecast Outturn Variance	Year to Date Variance
a.	
b. Resident patrol services at Victoria Ward partially offset by lower council tax on void properties.	
c.	
d.	
e.	
f.	
g.	
h. Interest on internal borrowing.	
i.	
j. Rental income is higher than estimated because of a lower number of voids than allowed for in the budget.	
k. Other income is higher than target because of an increase in privately funded Careline.	
l. HRA's share of interest received on investments is higher than estimated in the budget.	
m.	
n. Underspend will be transferred to the HRA capital investment reserve.	
o.	

336



**Capital Programme Budget
Monitoring 2017/18**

Period 8

**as at 30th November 2017
Departmental Summary**

Capital Programme Monitoring Report – November 2017

1. Overall Budget Performance

The revised Capital budget for the 2017/18 financial year is £66.573million which includes all changes agreed at November Cabinet. Actual capital spend at 30th November is £34.029million representing approximately 51% of the revised budget. This is shown in Appendix 1. (Outstanding creditors totalling £0.564million 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 2017/18 £'000	Outturn to 30 November 2017/18 £'000	Expected outturn 2017/18 £'000	Latest Expected Variance to Revised Budget 2017/18 £'000	Previous Expected Variance to Revised Budget 2017/18 £'000
Chief Executive	17,899	13,656	17,874	(25)	-
People	9,348	4,895	8,182	(1,166)	-
Place	28,486	13,229	28,078	(408)	-
Housing Revenue Account (HRA)	10,840	2,249	6,900	(3,940)	(2,742)
Total	66,573	34,029	61,034	(5,539)	(2,742)

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	17,893	-	6	17,899
People	230	9,118	-	9,348
Place	17,439	10,280	767	28,486
Housing Revenue Account (HRA)	10,135	-	705	10,840
Total	45,697	19,398	1,478	66,573
As a percentage of total budget	68.6%	29.2%	2.2%	

The funding mix for the total programme could change depending on how much grant and external contributions are received by the Council by the end of the year.

The grants and external contributions position to 30th November is as follows:

Department	Grant Budget £'000	Developer & Other Contributions Budget £'000	Total external funding budget £'000	External funding received £'000	External funding outstanding £'000
Chief Executive	-	6	6	-	6
People	9,118	-	9,118	4,220	4,898
Place	10,280	767	11,047	9,519	1,528
Housing Revenue Account (HRA)	-	705	705	705	-
Total	19,398	1,478	20,876	14,444	6,432

2. Department Budget Performance

Department of the Chief Executive

The revised capital budget for the Department of the Chief Executive is £17.899million. The budget is distributed across various scheme areas as follows

Department of the Chief Executive	Revised Budget 2017/18 £'000	Outturn to 30 November 2017/18 £'000	Expected outturn 2017/18 £'000	Latest Forecast Variance to Year End 2017/18 £'000	Previous Forecast Variance to Year End 2017/18 £'000
Asset Management (Property)	16,924	13,080	16,899	(25)	-
Transformation	301	270	301	-	-
Cemeteries & Crematorium	492	306	492	-	-
Subtotal	17,717	13,656	17,692	(25)	-
Priority Works (see table)	182	-	182	-	-
Total	17,899	13,656	17,874	(25)	-

Priority Works	£'000
Budget available	500
Less budget allocated to agreed schemes	(318)
Remaining budget	182

Actual spend at 30th November stands at £13.656million. This represents 76% of the total available budget.

Asset Management (Property)

Demolition of Herbert Grove has now been completed on target and on budget.

The second phase of procurement has commenced on the reconstruction and enhancement of the Library car park and spend of £100k is expected in 2017/18. The remaining budget of £25k will be included as a carry forward request in the report to January Cabinet.

The work on the new Beach Huts is nearing completion with only some technical issues delaying handover. This scheme will be completed before year end.

The contractors are on site for the works at Ropers Farm cottage and this is scheduled to complete before Christmas although this is weather dependant.

Transformation

The Channel Shift project remains on budget. The go live date has been delayed with a revised date of mid-January 2018. The initial User Acceptance Testing (UAT) period has now been extended. The tender for phase two has been completed and support has been commissioned for requirements gathering and detailed costs which will be finalised during February 2018.

Cemeteries and Crematorium

A priority works budget for Sutton Road Cemetery road works was identified and these works have now been completed within budget.

The final solution has been decided for the boiler replacement at Southend Crematorium. The specification has been drawn up and the tender has been submitted to procurement. This scheme is still expected to complete within this financial year.

Priority Works

The Priority works provision budget currently has £182k remaining unallocated.

Summary

A carry forward request of £25k for the Library car park reconstruction and enhancement will be included in the report to January Cabinet.

Department for People

The revised Department for People budget totals £9.348million.

Department for People	Revised Budget 2017/18 £'000	Outturn to 30 November 2017/18 £'000	Expected outturn 2017/18 £'000	Latest Expected Variance to Year End 2017/18 £'000	Previous Expected Variance to Year End 2017/18 £'000
Adult Social Care	697	145	697	-	-
General Fund Housing	1,510	736	1,510	-	-
Condition Schemes	704	429	704	-	-
Devolved Formula Capital	173	172	173	-	-
Early Years	536	225	536	-	-
Primary and Secondary School Places	5,728	3,188	4,562	(1,166)	-
Total	9,348	4,895	8,182	(1,166)	-

Actual spend at 30th November stands at £4.895million. This represents 52% of the total available budget.

Adult Social Care

The Community Capacity grant is used to enable vulnerable individuals to remain in their own homes and to assist in avoiding delayed discharges from hospital. Plans for 2017/18 include project management for social care redesign, costs of sheltered housing review outcomes, development of independent living centre and investment in technology and equipment to promote independence.

General Fund Housing

The Private Sector Renewal scheme is in place to ensure that the private sector stock is kept in a good condition to enable the authority to assist its most vulnerable residents.

The Disabled Facilities scheme is programmed to spend around £1.5million in 2017/18 in-line with the adaptations framework.

Condition Schemes

A budget of £704k 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 six primary schools.

Devolved Formula Capital

This is an annual devolution of dedicated capital grant to all maintained schools. The grant for 2017/18 is £173k. 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 with final retention payments of £50k being held against four projects until the twelve month snagging period is over. A watching brief of demand against availability will be kept. 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 progressing to ensure that the extra places supplied in primary are matched in secondary as they are needed. The contractors are on site at Shoeburyness High School and St Thomas More is currently at the planning application stage. A feasibility study is currently progressing at another Secondary school with other schools to start imminently. Works at Wentworth Road and Southchurch High School site are also underway. A reprofile of the Secondary School expansion programme has resulted in a carry forward request of £1.166million to be included in the report to January Cabinet.

Summary

A carry forward request of £1.166million on the Secondary School expansion scheme will be included in the report to January Cabinet.

Department for Place

The revised capital budget for the Department for Place is £28.486million. This includes all changes approved at November Cabinet. The budget is distributed across various scheme areas as follows:

Department for Place	Revised Budget 2017/18 £'000	Outturn to 30 November 2017/18 £'000	Expected outturn 2017/18 £'000	Latest Expected Variance to Year End 2017/18 £'000	Previous Expected Variance to Year End 2017/18 £'000
Culture - Leisure	272	9	220	(52)	-
Culture - Parks	491	55	432	(59)	-
Culture - Libraries	55	277	55	-	-
Culture - Theatres	235	81	235	-	-
Culture - Museums	780	7	780	-	-
Other Culture	418	247	418	-	-
Culture S106 Agreements	301	38	274	(27)	-
ICT Programme	3,068	1,745	3,098	30	-
Airport Business Park	6,117	2,072	6,117	-	-
Better Queensway – Regeneration	628	159	628	-	-
Incubation Centre	34	-	34	-	-
Other Enterprise, Tourism & Regeneration	59	24	59	-	-
Southend Pier	2,479	667	2,479	-	-
Coastal Defence & Foreshore	277	135	277	-	-
Highways and Infrastructure	6,359	4,317	6,359	-	-
Highways S106 Agreements	246	4	246	-	-
Parking Management	492	119	292	(200)	-
Section 38, 278 & 78 Agreements	75	24	75	-	-
Local Transport Plan	1,698	1,310	1,598	(100)	-
Local Growth Fund	3,582	1,593	3,582	-	-
Community Safety	20	10	20	-	-
Transport	200	54	200	-	-
Energy Saving Projects	600	282	600	-	-
Total	28,486	13,229	28,078	(408)	-

Actual spend at 30th November stands at £13.229million. This represents 46% of the total available budget.

Culture

The light fitting replacement at Chase Sports and Fitness Centre has been programmed for February half term in conjunction with the school and leisure operator. Property services are currently drawing up the specification.

Works on the Building Management System at Southend Leisure and Tennis Centre are scheduled to commence in early February and continue until May 2018. A carry forward request of £50k will be included in the report to January Cabinet to enable the works to continue.

The remaining £2k on the Belfairs Swim Centre scheme will be included in the report to January Cabinet as a carry forward request. This is to complete any final works in the new financial year.

Various parks furniture and play equipment schemes are currently underway with procurement currently working on some final purchases for the year. Orders have now been placed for the equipment at Sidmouth Park with installations expected to take place in the new year. These installations are dependent on weather conditions.

The Playground Gate replacement scheme has experienced a slight delay due to the procurement process. Budget of £59k will be included in the report to January Cabinet as a carry forward request.

Various Culture S106 schemes are taking place with regards to public art, landscaping and tree replacements. Carry forward requests totalling £27k in relation to local play facilities and Shoebury park maintenance will be included in the report to January Cabinet.

ICT

The phone migration and re-tender scheme is running ahead of schedule and an accelerated delivery request of £30k will be included in the report to January Cabinet.

Over one hundred sites have now been migrated to the new fibre network under the Southend and Schools Network Migration scheme. The remaining sites are to be completed during December.

Airport Business Park

The Airport Business Park scheme has secured outline consent for the whole site and detailed consent for the first phase of the infrastructure and the new Westcliff Rugby Club Clubhouse. The works for the former started on site November 2016 and include the roundabout off Cherry Orchard Way and the spine road onto the site. Installation of the utilities will allow completion of this first phase of development. These are facing a delay due to issues with the utilities plan and the contractor but are being managed through the governance set out in the Development Agreement. The clubhouse work has started more recently and is programmed to have a 52 week build period. The pitches have already been laid and are playable. The move to the new location will enable the onsite road and utilities infrastructure to be completed, subject to planning consent from Rochford District Council. The phase two infrastructure works, offsite walking and cycling and a new innovation centre will be supported by Local Growth Fund (LGF) funding as well as Council capital. Archaeological works are required on the phase two area prior to commencing

development. Based on the finds from phase one archaeology, a revised scope is still under discussion with Essex County Council which has resulted in some delay. At the same time the procurement of the archaeologists is being tested in regards to compliance with the Development Agreement and spend of LGF. Dedman Grey and Kemsley have been retained as the agents for the site and have a growing list of interested parties at different stages of discussion. We hope to soon be able to announce the first business park occupiers with the agreement of commercially confidential terms for the first plot sale (Freehold 6.8 Acres) with an option to acquire a further adjacent plot being progressed. In the meantime plans and operating models for the innovation centre are being scoped ready to submit a planning application and procure a partner to run the centre. The current budget profile across financial years is considered appropriate at this stage.

Better Queensway - Regeneration

Consultation is now live on the Better Queensway scheme and will run until 15th December. The project team and board are currently reviewing and updating procurement documents with a view to commencing procurement in the spring. This is subject to approval of the post-consultation Cabinet report in February.

Incubation Centre

There is currently an issue with the heating system which is to be addressed. The cost of this will be split with the Beecroft Gallery.

Other Enterprise, Tourism and Regeneration

Other schemes include a budget for Resorts assets which has funded purchases of benches, high security litter bins and picnic units.

Southend Pier

The current spend projections on all pier schemes are subject to favourable weather conditions.

The tender document is currently being prepared for the bearing refurbishment scheme on the pier. Works are anticipated to start in January 2018.

A structural engineer has been appointed for a four year period plus an option of one additional year for condition works on the pier. An order has been placed for the condition survey and shelters. The tender for the public convenience works has been delayed due to planning.

Tender evaluation is currently in progress in conjunction with procurement for a structural consultant on phase two of the Prince George extension and the timber outer pier head works which will be commencing shortly.

Coastal Defence and Foreshore

A budget for improving the resilience of the borough to flooding from extreme weather events has been included in the 2017/18 capital programme. Works have now commenced at Harp House and the other main areas to be worked on include the airport, City Beach and Shoebury Common.

Highways and Infrastructure

An allocation of £102k has been received from the Department for Transport for the maintenance of pot holes across the borough. The rest of the Highways Maintenance programme is underway and will continue for the remainder of the financial year.

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 Department for Transport have agreed a revised completion date of 31st March 2018 with a programme in place to replace concrete columns in six remaining roads and some heritage lanterns to be replaced. Other works include concrete sleeving, lantern modifications and sign light replacements.

Parking Management

An updated parking strategy has been commissioned which will form the basis of improvement plans to the borough car parks. Feedback from the recent review is currently being assessed for any upgrade requirements.

A carry forward request of £200k will be include in the report to January Cabinet for the car park infrastructure improvements scheme to action any upgrade requirements identified.

Section 38, 278 and 78 Schemes

There are a number of S38, S278 and S78 schemes all at various stages. Some of the larger schemes include works on pedestrian crossings and foot path improvements at the airport and works at Fossetts Farm.

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.

Refurbishment works of expansion joints on Belton Gardens bridge are underway as aprt of the bridge strengthening programme.

A carry forward of £100k will be included in the report to January Cabinet for the Better Networks and Traffic Management scheme.

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 and all funding has been received.

There has been a delay to National Grids works which has had a knock on effect causing a delay to completing BT diversions. The BT diversions have caused a delay to the completion of the outbound new lane. Three lanes inbound and two new pedestrian crossings were in place at the end of June 2017. Monitoring of the junction continues and a traffic survey is being undertaken which will also monitor behaviours. The new footbridge is currently under design.

Options are being prepared to put forward for the business case at the Bell junction and air quality implications are to be investigated. A draft engagement and consultation document

has been prepared and reviewed. Air quality specialist work has now commenced and the pedestrian and layby parking survey is now complete.

Community Safety

Whilst the CCTV Equipment Renewal scheme is moving forward with consultation, the implementation is likely to be delayed and the majority of the budget has been carried forward into 2018/19. The scheme ties in with the development of the Southend Intel Hub and the process for testing any camera solutions to ensure they are fit for purpose in the future and the subsequent procurement process with take the scheme beyond March 2018.

Transport

The road safety audit stage three has now been reviewed on the A127 Tesco junction improvements with minor adjustments now complete. Works to the steps at Strawberry Fields are yet to be completed.

Southend Transport Model is an on-going scheme to support various multi modal transport projects. A review of the model is complete with options on updating the model to be considered.

Energy Saving Projects

Several projects have been identified from the energy efficiency budget including the feasibility study for the old Beecroft building which is currently awaiting procurement and the feasibility for the combined heat and power works at Civic 1 which have now commenced.

The energy scheme at the Beecroft and Central Museum building is now substantially complete and the final invoices are yet to come in.

Summary

Carry forward request to be included in the report to January Cabinet are Belfairs Swim Centre for £2k, Southend Leisure and Tennis Centre Building Management System for £50k, Playground Gates for £59k, Culture S106 schemes for £27k, Car Park Infrastructure Improvements for £200k, Local Transport Place Better Networks and Traffic Management scheme for £100k,

An accelerated delivery request will be included in the report to January Cabinet for Phones migration and Re-tender for £30k.

Housing Revenue Account

The revised budget for the Housing Revenue Account capital programme for 2017/18 is £10.840million. The latest budget and spend position is as follows:

Housing Revenue Account	Revised Budget 2017/18 £'000	Outturn to 31 October 2017/18 £'000	Expected outturn 2017/18 £'000	Forecast Variance to Year End 2017/18 £'000	Previous Forecast Variance to Year End 2017/18 £'000
Decent Homes Programme	6,703	1,890	5,415	(1,288)	-
Council House Adaptations	565	187	565	-	-
Sheltered Housing	345	-	345	-	-
Other HRA	3,227	172	575	(2,652)	(2,742)
Total	10,840	2,249	6,900	(3,940)	(2,742)

The actual spend at 30th November of £2.249million represents 21% of the HRA capital budget.

Decent Homes Programme

Spend on the Decent Homes programme is expected to be lower than anticipated due to lower numbers of properties needing improvement works within the financial year however this will not impact on the decency figure that is to be achieved. A carry forward of £1.288million has been identified to be included in the report to January Cabinet.

The tender for the windows has now been returned and the second leaseholder consultation period is now underway.

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 2017/18.

Sheltered Housing

This budget is to be used in conjunction with the Sheltered Housing review.

Other HRA

The housing construction scheme is progressing well and following an investigation with Anglian Water, the culvert has been found to be in the ownership of the Council. The specification for the culvert is currently being finalised by the Council's engineers along

with the contractors. The process will be finalised shortly along with the programme of works for the culvert diversion. It is anticipated that the remainder of the highways works and the culvert enabling works will begin in late January. The tender for the overall build contractor has been extended until January 2018 to accommodate this change and further consultation will be undertaken with both local members and residents shortly. A carry forward of £2.742million will be included in the report to January Cabinet to continue the scheme into 2018/19.

A tower block leasehold had been purchased as part of the Queensway scheme and an accelerated delivery request of £90k will be included in the report to January Cabinet to fund this.

Summary

Carry forward requests of £2.742million for the HRA Housing Construction scheme and £1.288million of the Decent Homes programme will be included in the report to January Cabinet.

An accelerated delivery request of £90k will be included in the report to January Cabinet for the purchase of a Queensway tower block leasehold.

Summary of Capital Expenditure at 30th November 2017

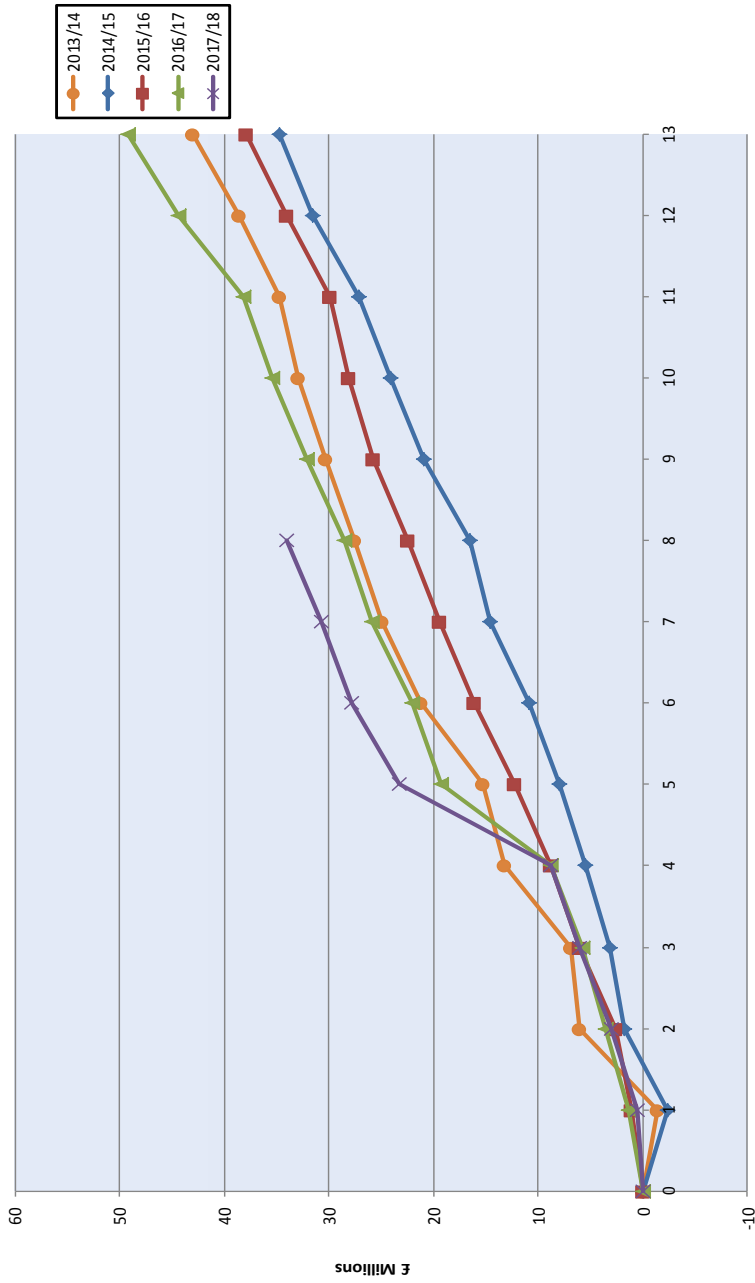
Appendix 1

	Original Budget 2017/18 £000	Revisions £000	Revised Budget 2017/18 £000	Actual 2017/18 £000	Forecast outturn 2017/18 £000	Forecast Variance to Year End 2017/18 £000	% Variance
Chief Executive	6,400	11,499	17,899	13,656	17,874	(25)	76%
People	13,582	(4,234)	9,348	4,895	8,182	(1,166)	52%
Place	48,140	(19,654)	28,486	13,229	28,078	(408)	46%
Housing Revenue Account	8,610	2,230	10,840	2,249	6,900	(3,940)	21%
	76,732	(10,159)	66,573	34,029	61,034	(5,539)	51%
Council Approved Original Budget - February 2017	76,732						
Chief Executive amendments	12,157						
People amendments	(8,402)						
Place amendments	(13,650)						
HRA amendments	3,596						
Carry Forward requests from 2016/17	6,206						
Accelerated Delivery requests to 2016/17	(856)						
Budget re-profiles (June Cabinet)	(11,927)						
New external funding	2,717						
Council Approved Revised Budget - November 2017	66,573						

Actual compared to Revised Budget spent is £34.029M or 51%

Appendix 2

Capital programme Delivery
Cumulative Capital Expenditure 2013/14 to 2017/18



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
2016/17	48.8	89.0

Southend-on-Sea Borough Council

Agenda
Item No.

11

Report of Deputy Chief Executive (People)

to

Cabinet

on

9th January 2017

Prepared by: Glyn Halksworth, Group Manager Housing & Social Inclusion, on behalf of Sharon Houlden, Director of Adult Services & Housing

Development of a Vision for Housing in Southend

Policy & Resources Scrutiny Committee
Executive Councillor: Councillor Mark Flewitt
A Part 1 Public Agenda Item

1. Purpose of Report

- 1.1 To inform Cabinet of work underway to develop a 'vision for housing in Southend', incorporating the preparation of a progressive Housing Strategy and clear work plans and strategies relating to the key areas of homelessness prevention, rough sleeping, South Essex Homes, sheltered housing, allocations, and work with the private rented sector.

2. Recommendations

- 2.1 That Cabinet endorses:

- a) The proposed approach and timescales for the development of the Housing Vision and the Housing Strategy;
- b) The approaches and timescales for the development and delivery of other workstreams.

- 2.2 That the Director of Adult Services and Housing and the Director for Planning and Transport, in consultation with Executive Members and Council staff as appropriate, are authorised to:

- a) Approve and make decisions relating to the development of the actions contained herein through the proposed meetings structure; and,
- b) Return to Cabinet with draft vision and strategy documents for final agreement following their development and consultation.

3. Background

- 3.1 Changes in the financial and policy landscape over the last year have highlighted the need for a refreshed, progressive Housing Strategy for Southend. It was further agreed that this work needs to be corporately owned and to cement in place a vision for housing that is required as part of the longer-term strategic thinking underway around the town's future growth, economic

development, infrastructure and the 'place shaping' the local authority is leading.

- 3.2 The identified need is supported by the findings of a senior management review of how housing and planning services are structured within the Council. This review identified that the current Housing Strategy, which was developed and published in 2011, is largely out of date. It was identified that the Council's vision, aspirations and objectives for housing in the Borough require clarity and it is felt to be essential that re-development of a housing vision and strategy should subscribe to a 'housing is everyone's responsibility' principle. At the national level there are increasing pressures around homelessness and challenges relating to a shortage of suitable affordable housing in many communities, especially in London, South East and Eastern England. In Southend these pressures are evidenced by the growing visible homeless problems in the borough, such as those seen to be impacting in and around the town centre, as well as increasing numbers of households requiring temporary accommodation and who are threatened with homelessness. Responses to these challenges require action on several fronts and thus the development and delivery of the housing vision and the strategic workstreams it informs must actively involve different functions of the Council and our many partners.
- 3.3 The work required to deliver a robust, effective housing offer for Southend is broad. This breadth is illustrated by the proposed Southend Strategy Framework, which is appended to this report (Appendix 1). It is proposed that this framework is adopted in order to guide the work required. As will be seen from this framework, it is felt that the Housing Strategy should encompass the areas of: supply and demand for housing; financial strategy; homelessness prevention; housing allocations; regeneration and development; private sector housing; older people's housing (including sheltered housing); our work with partners, including registered providers; and, housing management.
- 3.4 This work programme would be lead through a specially convened Housing Strategy Development Group. This group would be time-limited and focussed on the delivery of the above work, including coordination across the many workstreams identified. The group would be chaired at Director level, with day to day management of the programme being led by the Group Manager Housing and Social Inclusion. Membership of the group would include different disciplines of the Council and of partners as required by the different workstreams. It is proposed that the group would be authorised, under Director leadership, to approve and make decisions relating to the work. The work will actively involve the Executive Councillor for Housing, Planning and Sustainability, and will link closely with Executive DMTs for direction on development phases. Members would be regularly consulted on progress prior to final draft vision and strategy documents being returned to Cabinet for final agreement via the Housing and Homelessness Working Party, subject to Council approving the change of name and jurisdiction of this group.

The group will lead two key areas of work, these being:

1. **Establishing a shared vision** around which to shape the approach to housing strategy in the broadest sense;

2. **Delivering a range of workstreams** which are consistent with that vision and strategic approach.

3.5 **Establishing a shared vision**

Housing, given its associations with community, neighbourhood, health, life chances and opportunity is something people are passionate about and they therefore need to be able to connect with a vision emotionally as well as practically. The work to establish a shared vision would seek to secure real ownership of an agreed 'view of the world' which will both contribute to the renewed drive and energy at Southend as well as provide a sound platform for future decision making. This vision should be underpinned by some very clear ambitions, aspirations and objectives. It is proposed that the vision would be developed through the following steps:

1. Internal research to clarify how 'Housing' should be described and the interaction of housing with other associated areas. It is important that the vision is consistent with other policy areas and is broad enough to ensure the concept of 'place' is embraced while at the same time is sufficiently focussed to be meaningful.
2. The development of focussed questions that need to be considered to ensure that the vision reflects Southend ambitions as well as the scale of the challenge that needs to be addressed.
3. One to one discussions (either face to face or by telephone) with key stakeholders around the questions identified above to determine their view of the issues, what the priorities should be and the ambitions and aspirations the vision should capture. For this phase of the work key stakeholders will be drawn from senior council and South Essex Homes leaders, including the Executive Councillor for Housing, Planning & Sustainability. Subsequent phases will include broader stakeholders, including Essex Police, local voluntary sector providers, health organisations and local businesses and representative groups.
4. A facilitated workshop bringing stakeholders together to:
 - a) Review the themes emerging from the work carried out and the one to one discussions;
 - b) Question, challenge, debate and strengthen the common understanding of the opportunities and challenges;
 - c) Agree the substance of the vision and headlines for challenges, aspirations and objectives.
5. Testing of the emerging draft vision in order to ensure it is coherent with the Local Plan and South Essex 2050.
6. The production and circulation of formal vision document to be shared with stakeholders and to provide a platform for strategy and policy development. It is proposed that this work should be completed March 2018.

3.6 Further workstreams

As identified above and within the appendix, the production of a Housing Strategy necessarily encompasses consideration of a number of other key workstreams which require taking forwards. At this stage of the development of a Housing Strategy these are understood to be:

1. Facilitating and supporting the development of the new Housing Strategy;
2. Developing and progressing other specific housing strategies and policy work, including homelessness prevention, older peoples housing strategy, allocations policy, sheltered housing, and work around Private Sector Housing relating to both quality and affordability ;
3. Developing the role of South Essex Homes in the context of the Council's wider housing strategy and the agreement of a new Management Agreement between the Council and South Essex Homes.
4. Development of the Housing Investment Company, including its role in the development and provision of temporary and affordable housing.

With some of these workstreams there are time pressures (for example, the current housing allocations policy and homelessness strategies are due for renewal from April 2018) and consideration will need to be given to relative priorities of these workstreams, and the need to deploy some 'parallel running', whereby, as long as strategic parameters and intent are understood work can progress before the overarching Housing Strategy is finalised.

Further detail of the above is provided below:

3.6.1 Facilitating and supporting the development of the new Housing Strategy

A significant part of the work will be achieved through the development of the housing vision and ensuring this is meaningful and something which acts as a coordinating, connective tissue between different aspects of these areas of work. Once this vision is established work will be delivered to create an overarching Housing Strategy, involving a broader stakeholder group, and ensuring this is appropriately consulted upon.

It is recommended that this work is completed (drafted and consulted upon) by June 2018.

3.6.2 Support with other specific housing strategies identified within proposed strategy framework

As outlined within the appendix and above, there are several key workstreams which require progression, including the completion of the Homelessness Prevention Strategy, a review of the Housing Allocations Policy (including local connection), development of Private Sector Housing, and more. Some of this work is already partially developed and can be progressed quickly once an understanding of priorities has been agreed and once strategic parameters and intent of the overarching Strategy are understood in order that approaches are consistent.

Timeframes for completion of these workstreams will differ dependent on agreed priorities. It is recommended that aspects such as the Homelessness Prevention Strategy and the Housing Allocations Policy review are quickly progressed in order to be ready by April 2018.

Specific examples of work to be pursued include:

3.6.2.1

Facilitating and supporting the development of a review plan for sheltered housing with appropriate business cases

The previous sheltered housing review should be revisited in order to ensure its findings are consistent with the housing vision and Strategy being developed. Once we are assured of the requisite coherence work will include:

1. The development of an implementation plan to ensure the review recommendations get delivered;
2. Work to model the viability of options for specific assets;
3. Development of an Older Peoples Housing Strategy.

It is recommended that this work is completed (drafted and consulted upon) by June 2018.

3.6.2.2

Develop the role of South Essex Homes in the context of the council's wider housing strategy and the agreement of a new Management Agreement between the Council and South Essex Homes

The work of South Essex Homes is critical to that of the Council and adds value to the Council's vision of housing. In this context it is imperative that South Essex Homes' contribution to the Council's work is central to the context of the wider strategy. The role of the ALMO should be integral to the newly developed strategic vision and the revised Management Agreement developed, in partnership, to ensure it reflects the contribution required.

This work would take place throughout 2018, with agreement on the future Management Agreement required well in advance of its required start date of April 2019.

4. Other Options

No alternative options are recommended.

5. Reasons for recommendations

A collective vision for housing is critical to providing context and coherence for strategy and policy decisions. The need for housing to be considered as an integral component of the Council's work on behalf of local citizens and their changing demographics and needs is clear: housing is central to our ambitions for economic development and the creation of jobs and enabling of a workforce, and to our aspirations as an emerging city with a broad and compelling offer.

Housing is currently a key policy area at the national level, with many aspects frequently being debated and aligned opportunities emerging, along with legislative and structural changes such as the Homeless Reduction Act 2017 and the Housing and Planning Act 2016. With both a need to refresh local approaches in light of these and to be ready to take advantage of emerging opportunities these may bring, along with an overarching requirement to ensure housing is joined up and operates in service both of the Council's broader vision and direction, and of its citizens, the timing of this proposed work is apposite.

6. Corporate Implications

6.1 Contribution to Council's Vision & Corporate Priorities

Ensuring the housing needs of the Borough are met now and in the future is consistent with the Council's Vision and Corporate Priorities of Safe, Prosperous and Healthy.

6.2 Financial Implications

Costs for coordinating and leading this work can be met from existing budgets. Officer time aligned with contributing workstreams will continue to be made available to support the work and to lead on work as necessary in order that we grow our capacity to lead this work in the future.

6.3 Legal Implications

Some of the workstreams to be included are required by statute, for example, the need for a homelessness prevention strategy. These will all be updated and verified through this work.

6.4 People Implications

This work will be supported by existing officer resource. Day-to-day leadership will be from the Group Manager Housing and Social Inclusion.

6.5 Property Implications

Consideration of assets management will be included within several workstreams, particularly those relating to South Essex Homes.

6.6 Consultation

Aspects of the work will require detailed consultation and lead officers will draw upon the expertise of Corporate Consultation officers to ensure best practice. Findings from consultations will be published and will inform final strategies and policies to be endorsed by subsequent Cabinets.

6.7 Equalities and Diversity Implications

Aspects of this work programme will require equality analyses to be undertaken in line with national and local requirements. Related activity will report via the

Corporate Equality Steering Group and findings will be incorporated into the final drafting of policy and strategy papers.

6.8 Risk Assessment

The proposal is intended to support improved positioning of housing within broader corporate work and thus to be better aligned to other areas of work. As such it is expected the work will have a positive impact.

6.9 Value for Money

The proposal is deemed to be efficient insofar as it will lead to more coherent working across the corporate landscape and with partners. Lead officer costs will be met from within existing resource, along with additional officer support as identified above. As such it is expected the work will offer good value for money.

6.10 Community Safety Implications

Several areas of work which will be included under the aegis of a vision for housing and the corresponding strategies would positively impact on community safety.

6.11 Environmental Impact

Some areas of work which will be included under the aegis of a vision for housing and corresponding strategy would potentially have a positive impact on the environment. Where required environmental impact assessments would be undertaken.

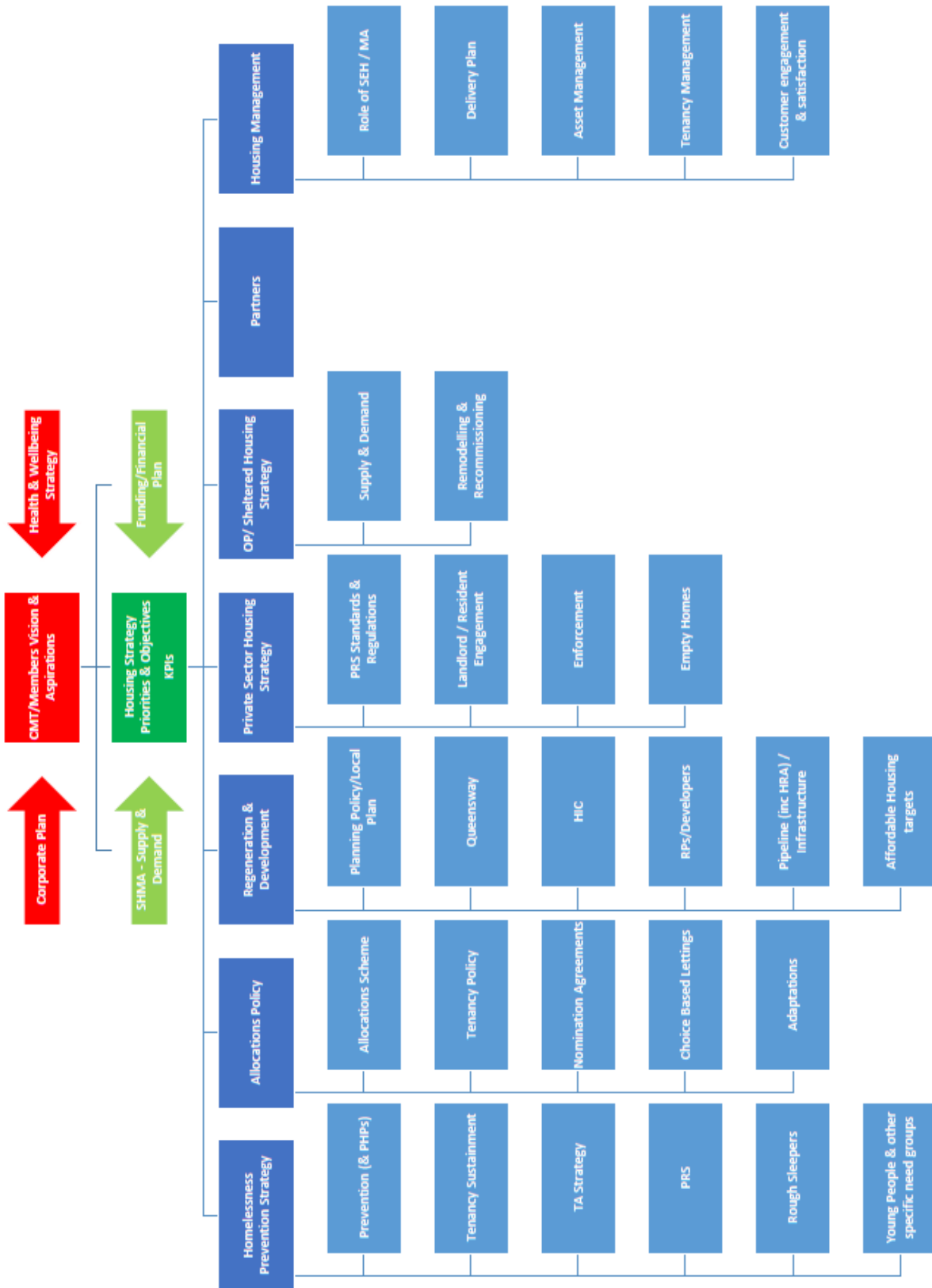
7. **Background Papers**

None

8. **Appendices**

Appendix 1 – Proposed Southend Strategy Framework

Appendix 1 – Proposed Southend Strategy Framework



This page is intentionally left blank

Southend-on-Sea Borough Council
Report of the Deputy Chief Executive (People)
to
Cabinet
on
9th January 2018

**Agenda
Item No.**

12

Report prepared by: Gillian Shine, Senior Procurement
Advisor and Mark Atkins, Lead Procurement Advisor

Passenger Transport - Operating Model and Procurement Process
Policy & Resources Scrutiny Committee
Executive Councillor: Councillor Moring
A Part 1 Public Agenda item

1. Purpose of Report

- 1.1 The purpose of this report is to seek approval to progress the passenger transport review to procurement stage to identify a preferred partner through a competitive dialogue process.
- 1.2 The report details a series of processes that need to be undertaken in order to meet the proposed procurement timetable. To enable a number of approvals delegated authority is required and the report seeks Members' agreement to this.

2. Recommendations

- 2.1 That the following key elements are agreed for inclusion in the procurement documentation to set out the Council's ambitions, parameters and expectations for its Passenger Transport Service and to enable the procurement process (refer to Appendices A and C).
- 2.2 That Competitive Dialogue is agreed as the procurement approach to securing a preferred partner.
- 2.3 That commencement of the competitive dialogue process, based on the timetable set out in 4.4 is approved.
- 2.4 That the term "Partnership Approach" via a Corporate Structure be used in defining the approach to be developed by tenderers in response to the Council's objectives and that this be used throughout the procurement documentation.
- 2.5 That the proposed Passenger Transport objectives/requirements are agreed as an appropriate and comprehensive set of underpinning statements to be included in procurement documentation and to form the basis for evaluation questions.

2.6 That the Director of Strategy Commissioning and Procurement (in consultation with the Directors of Transformation, Learning, Adults Services, Finance and Resources) shall be authorised, to take decisions during the procurement process to ensure agile and timely decision making keeping the procurement to timetable and protecting the Council's position.

3. Background

3.1 The Council currently provides transport to adults and children across various service areas. The cost for this provision is estimated to be circa £2.1m per annum which is split between nine external contractors and the services/resources provided in-house. Contracts across the service areas will now expire in July 2019. New procurement arrangements are therefore required in the near future to continue the provision of passenger transport.

3.2 In November 2017, a report on Passenger Transport – 'Operating Model and Procurement Process' was presented to Cabinet which had outlined the various options that were explored as part of the Transport Review and that the Joint Venture approach was identified as the recommended operating model for the provision of passenger transport (see Appendix B).

4. Procurement

4.1 Cabinet agreed *that further work be undertaken on the Joint Venture operation as well as identifying the procurement route for the preferred partner*. Extensive work has been undertaken by the Council and its transport advisors to fully scope the necessary information to pursue competitive dialogue as the procurement route.

4.2 Competitive dialogue seeks to drive innovation from the market through an iterative process. It will put the provision of Passenger Transport to the market for response which, through dialogue, should result in significant added value while addressing the Council's requirements and objectives.

4.3 Below is an indicative timescale to undertake the procurement and implement the services:

Date	Activity
9 January 2018	Cabinet approval to proceed with the procurement
22 February 2018	Full Council
March 2018	Publication of Procurement
March – May 2018	Selection Stage
May-October 2018	Dialogue, Detailed Solution and Final Tender stages
November 2018	Award Contract
November 2018 - July 2019	1) Set up JV 2) Contract mobilisation for JV partner
July - August 2019	Implementation period for home to school transport
1 August 2019	All passenger transport services go live

4.4 Procurement will be undertaken in accordance with the requirements for the **Selection Stage** (formerly known as Pre-Qualification Stage), which will assess applicants' past experience of delivering similar services and their capacity/capability to deliver a fully integrated passenger transport service.

4.5 It should be noted that the procurement route will be seeking a preferred partner to provide a transport solution with its main purpose to deliver a passenger transport service. However, by procuring a transport solution means the JV model could consider additional services as listed under section 6 of Appendix A (if a commercial partner could provide this).

5. Governance and Shareholding Structure of JVC

5.1 The potential governance and shareholding structure of the JVC is detailed in Appendix C.

6. Other Considerations

6.1 Should the requirements, and processes outlined in this report not be approved this could further delay work that needs to be undertaken in order to be proceed with the recommended procurement approach. This would also impact on the procurement timescale and progress on shaping a robust tender specification as well as ensuring the implementation of the home to school service being ready for the start of the school summer holiday period and going live for the start of the academic school year in 2019.

7. Reasons for Recommendation

7.1 It is critical that the Council has an agreed, robust and transparent position on each of the matters presented in this report in order to shape the procurement documents and to ensure that the Council's ambitions for its Passenger Transport Service is delivered through the partnership.

7.2 On 7th November 2017, Cabinet endorsed the recommendation that a JV approach is the best delivery model to achieve sustainable transport provision for the Council. This model offers transparency of costs, visibility of profits and the ability for the Council to have some control in the delivery of the service. This approach, assuming a partner with appropriate experience, existing infrastructure and resources can be found, reduces risk to the Council.

7.3 This report is now asking for approval to commence the competitive dialogue process and agree the indicative timetable.

8. Corporate Implications

8.1 Contribution to Council's Vision & Corporate Priorities

This project will contribute towards the following Council Priorities:

Safe	To: <ul style="list-style-type: none"> • Look after and safeguard our children and vulnerable adults.
Clean	To: <ul style="list-style-type: none"> • Continue to promote the use of green technology and initiatives to benefit the local economy and environment. • Encourage and enforce high standards of environmental stewardship.
Healthy	To: <ul style="list-style-type: none"> • Improve the life chances of our residents, especially our vulnerable children and adults, by working to reduce inequalities and social deprivation across our communities.
Prosperous	To: <ul style="list-style-type: none"> • Ensure the town is ‘open for businesses’ and that new, developing and existing enterprise is nurtured and supported. •
Excellent	To: <ul style="list-style-type: none"> • Work with and listen to our communities and partners to achieve better outcomes for all. • Enable communities to be self-sufficient and foster pride in the town. • Promote and lead an entrepreneurial, creative and innovative approach to the development of our town.

8.2 Financial Implications

8.2.1 The expectation is that efficiencies will be delivered through the proposed new operating model and thus there will be a contribution to the Council’s savings targets in future years. It is anticipated that the integration of services will demonstrate savings across the duration of the contract and business growth will in turn demonstrate some income generation opportunities.

8.2.2 Further savings could be achieved through the implementation and adoption of the revised/new travel assistance policies which will need to be enforced prior to the implementation of the JVC so the Council benefits in advance and these savings are then not shared with the JVC. The Council will also need to ensure that there is a mechanism in place whereby the Council policies shape the service being delivered by the JVC.

8.3 Legal Implications

8.3.1 Any new operator will need to supervise and monitor drivers in connection with DVSA and DVLA licensing and permit requirements and holding of insurance.

8.4 People Implications

8.4.1 A full consultation will be required with staff that will be transferred to the JV partnership as well as those where TUPE applies to the external contracts. This consultation will need to include Trade Unions in keeping with prevailing Council policy.

8.4.2 The Council's prescribed TUPE process and timescale for TUPE transfer will then also need to be followed.

8.4.3 The JV partner would be expected to provide their own expertise on TUPE to actively support the Council's HR Team with all aspects of TUPE.

8.4.4 The Council needs to consider the contract management arrangements with the JV partner. This would form part of the dialogue process.

8.4.5 Policies would need to be developed to confirm the duties of a Company Director for the JVC. The primary obligation and legal duty of care of directors of the JVC constituted as the JVC is to itself and not to the person of whom they are representative or by whom they are nominated. They have an obligation to exercise independent judgement and act in good faith as to promote the success of the JVC.

8.4.6 Further to 8.4.5, it should be noted that the nominated Directors will need to receive the appropriate training before they agree to sign acceptance of their directorship.

8.5 Property Implications

8.5.1 Whilst some space in the Tickfield yard could be released, the JV will still need to source premises to store the fleet and sites presented by the Council's asset team may need to be explored as part of the implementation.

8.6 Consultation

8.6.1 Consultation will need to be held with staff that are currently involved in the in-house services and there will be a need to consult with operators delivering the external contracts. Further consultation with service users as and when necessary.

8.7 Equalities and Diversity Implications

8.7.1 As the JV proposals involve a re-modelling of service delivery there will be a requirement for the procurement and service area leads to conduct an Equality Analysis.

8.7.2 Equality analyses have been initiated on the basis of the proposed policies.

8.8 Risk Assessment

8.8.1 Inevitably there will be a degree of risk in setting up a Joint Venture partnership with a third party. However, given the nature of the proposed JV this risk is not considered high. It is unlikely that the creation of the JV would cause any financial risk to the authority other than the loss of one-off set up costs should the company fail at an early stage.

8.8.2 There is the potential for risk to reputation through negative media campaigns and dissent from incumbent suppliers or users, e.g. parents who prefer to retain existing transport arrangements.

8.8.3 A Risk Register will be established by the new Board of Directors and all risks will be actively reviewed on a regular basis. Mitigation strategies will be agreed with the Council.

8.9 Value for Money

8.9.1 This proposal aims to enhance value for money through streamlining service delivery and reducing the number of current external contracts and in-house services.

8.9.2 The JV model also offers an improvement in quality and ultimately the potential for income generation and profits to be split between shareholders.

8.10 Community Safety Implications

8.10.1 The proposed JV partnership will aim to provide a more comprehensive service that ensures access to suitable transport as required by clients.

8.11 Environmental Impact

8.11.1 Improved route planning and the reduction in need for transport across the borough would lead to a reduction in traffic and travel which will lower the environmental impacts generated by the current arrangements.

9. Background Papers

9.1 None

10. Appendices

10.1 Appendix A - Service Requirements

10.2 Appendix B – November 2017 Cabinet Report

10.3 Appendix C – The Joint Venture Partnership

Service Requirements

Below is an outline of the minimum requirements:

Service Requirements	
The Council is seeking a partner to form a Joint Venture Company (JVC) to deliver a compliant fully integrated passenger transport service.	
1.	Home to School Transport for Children with Special Educational Needs and Disabilities and Looked After Children
1.1	The service is required to provide appropriate transportation for the safe conveyance of service users with special educational needs and disabilities (where applicable), to their respective educational establishment.
1.2	The Council requires service users (currently 386) to be transported into and out of specific establishments, the majority of which are within the borough of Southend on Sea
1.3	As well as transporting service users with special educational needs and disabilities, this transport provision also includes home to school transport for children's social care (looked after children). The requirement of this transport can vary i.e. two weeks to allow the child to settle in with a new foster carer, or in some cases could run for the whole of the academic year
1.4	This service includes the requirement of wheelchair accessible mini-buses that will operate with pick-ups and drop-offs either at bus stops or a door to door service
1.5	The service will be required to provide one Passenger Assistant (PA) per vehicle and it is also expected that the PA will need to be epileptic and diabetic trained. There will also be occasions when an additional PA is required as a one-to-one requirement and in this instance; there will be two PAs on the vehicle. (Please note: for eight seater mini-buses one PA is the standard requirement and for 16 seater mini-buses or larger vehicles two PAs is the standard requirement).
1.6	The service must ensure the maximum "on the vehicle" time for a service user, does not exceed 1 hour for children under the age of 11 and 1 hour and 15 minutes for children over the age of 11 years.
2.	Adults with Learning Disabilities and Older Adults Passenger Transport
2.1	The service is required to provide appropriate transportation for the safe conveyance of service users with learning disabilities to their respective establishment.
2.2	The Council currently requires adults (currently 123) to be transported across various Passenger Transport routes to and from the Council's own adult social care day centres – 'Project 49' and 'Viking'.
2.3	A maximum of 14 users are being transported per mini-bus on the inbound (morning) and outbound (afternoon) trips for Project 49 which are wheelchair accessible and currently three wheelchairs are being transported per minibus on the round trips for Viking.
2.4	In addition to the morning and afternoon trips to and from Project 49 and Viking, trips are provided during the course of the day to various destinations in the

	borough. Transport to these destinations is provided by six in-house 16-seater mini-buses, along with an extra two eight-seater vehicles (non-wheelchair accessible) and one mini-bus (for three wheelchair users).
2.5	This service also includes passenger transport to adult education sites – SEEVIC, Westcliff Centre, South Essex College, Southend Adult Community College – which is provided by a range of external contractors. Certain people are provided with transport to adult education sites on a ‘fully funded’ basis, others are required to make a contribution to the Council for their transport.
2.6	The service must ensure the maximum “on the vehicle” time for a service user, does not exceed 1 hour and should aim for normal operation of the service within a window of 45 minutes where travelling is within the borough of Southend.
2.7	The service will be required to provide one Passenger Assistant (PA) per vehicle where applicable. It is also expected that the PA will need to be epileptic and diabetic trained. There will also be occasions when an additional PA is required as a one-to-one requirement and in this instance; there will be two PAs on the vehicle. (Please note: for eight seater mini-buses one PA is the standard requirement and for 16 seater or larger mini-buses two PAs is the standard requirement).
3.	Children’s Social Care Passenger Transport
3.1	The service is required to provide appropriate transportation for the safe conveyance of service users to their respective destination.
3.2	There are currently 65-85 children being transported across this service area which is divided into ‘Respite Care’ for Disabled Children and ‘Supervised Contact’.
3.3	It should be noted that the number of children being transported changes on a frequent basis. Transport to respite care can occur on a regular or ad hoc basis. The Council’s policy specifies a minimum notice period of three working days for transport provision wherever possible, however there may be occasions where the notice for booking this service is less than the three working days.
3.4	The majority of transport to respite is provided by taxis, unless the person requires a wheelchair accessible vehicle.
3.5	The service must ensure the maximum “on the vehicle” time for a service user, does not exceed 1 hour and should aim for normal operation of the service within a window of 45 minutes where travelling is within the borough of Southend on Sea.
3.6	The service will be required to provide respite care passenger transport with pick-ups either after school or during school holidays and this service can vary from a return to the child’s home or one-way trip. These return trips could also be spread over a weekend or a couple of days.
3.7	The service for supervised contact visits may be booked at short notice, but the Council’s policy states that a minimum of three working days’ notice should be provided wherever possible. The majority of contact visits take place at the Allan Cole Centre in Shoeburyness.
3.8	The Service will be required to provide passenger transport for supervised contact with pick-up either after school or from the foster care home visits and sometimes on weekends. This service is to be provided by taxis, unless a wheelchair accessible vehicle is required. Trips may also be a return or one way trip. It should be noted that whilst this service is usually provided by a taxi, there may be occasions where this involves a number of siblings and the requirement of multiple car seats, so a minibus may be used on these occasions and these must be provided as part of the service.

3.9	The service may on occasions also need to provide a passenger assistant where this is requested by the Council. For respite care and supervised contact visits, the policy states that the Council will determine whether or not a passenger assistant is required on a case by case basis, following a risk assessment.																		
4.	Dial a Ride Passenger Transport																		
4.1	The dial-a-ride service provides transport to essential facilities and services for Southend on Sea residents who are unable to access conventional public transport services.																		
4.2	All destinations are within the borough of Southend on Sea. Trips to hospital appointments are not permissible on the service. The hours of operation will reduce to 10:00 until 14:30 Monday to Friday from 1st April 2018, providing two types of service as follows: i) a scheduled 'shopper' service – taking clients into central Southend or to a local supermarket and returning users home ii) an on demand service – a bookable service taking clients from home to any destination within the Borough of Southend On Sea (excluding day centres and hospital appointments) and returning them home																		
4.3	This service currently has 61 members, two-thirds of whom travel on a regular basis. Users pay an annual membership fee of £12.50 which is reviewed annually and users currently call the Council to book a trip. Each user pays a mileage based fare for each trip, with mileage organised into fare bands and are charged a £2.50 booking fee for each booking made. It should be noted that the number of service users and routes stated were current at the time of publication and are subject to change.																		
4.4	It is expected that the operator will consider ways in which to promote this service to make it more accessible for new members to join. Where possible the operator may also consider extending the hours of operation if it is feasible, does not affect other transport services operated for the Council and does not have a cost implication.																		
4.5	This service includes the requirement of wheelchair accessible mini-buses that operate with pick-ups and drop-offs via a door-to-door service.																		
4.6	The service must ensure the maximum "on the vehicle" time for a Service User for the on-demand service only, does not exceed the necessary time taken for the journey and should aim for normal operation of the service within a window of 30 minutes where travelling is within the borough of Southend on Sea. However, this time can be extended to 45 minutes to account for the loading and unloading of wheelchairs/mobility scooters.																		
4.7	Service users pay an annual membership fee of £12.50 which is reviewed annually. The operator will be responsible for all bookings for this service. The booking facility must allow service users to make a booking by telephone call however other methods could be considered if appropriate for the user.																		
4.8	Each user pays a mileage based fare for each trip, with mileage organised into fare bands and are charged a £2.50 booking fee for each booking made. Fares are currently based on the charging structure below (It should be noted that the structure below will have a 2% increase applied on an annual basis):																		
	<table border="1"> <thead> <tr> <th>Miles</th> <th>Single Journey</th> <th>Return Journey</th> </tr> </thead> <tbody> <tr> <td>0-1 miles</td> <td>£3.35</td> <td>£6.70</td> </tr> <tr> <td>1-4 miles</td> <td>£3.90</td> <td>£7.75</td> </tr> <tr> <td>4-6 miles</td> <td>£4.95</td> <td>£9.90</td> </tr> <tr> <td>6+ miles</td> <td>£6.00</td> <td>£11.95</td> </tr> <tr> <td>Additional escort to travel</td> <td>£2.75</td> <td>£5.45</td> </tr> </tbody> </table>	Miles	Single Journey	Return Journey	0-1 miles	£3.35	£6.70	1-4 miles	£3.90	£7.75	4-6 miles	£4.95	£9.90	6+ miles	£6.00	£11.95	Additional escort to travel	£2.75	£5.45
Miles	Single Journey	Return Journey																	
0-1 miles	£3.35	£6.70																	
1-4 miles	£3.90	£7.75																	
4-6 miles	£4.95	£9.90																	
6+ miles	£6.00	£11.95																	
Additional escort to travel	£2.75	£5.45																	

4.9	The service must ensure that the fare charging structure does not exceed the current fare structure although an annual 2% uplift on the above is permissible. The service user is also able to travel with their care dogs which travel free of charge.
5.	Income Generation
5.1	The JVC will provide the opportunity for additional income generation via the ability to bid for contracts via the JVC to delivering passenger transport services for academies, schools, other local authorities and local businesses for example. This mechanism will also allow the potential for profits to be shared between both parties.
6.	Optional
6.1	<p>Whilst the service will be to provide passenger transport services, the new model will be a transport solution which could also include but would not be limited to the following aspects once a JV is set up:</p> <ul style="list-style-type: none"> ▪ Fleet including Electric Vehicles, Mowers and other Grounds Maintenance vehicles ▪ Courier/Library Services ▪ Bus Passes ▪ Other transport provisions as required across the Council ▪

Southend-on-Sea Borough Council

Report of the Deputy Chief Executive (People)
to
Cabinet
on
7th November 2017

Report prepared by: Gillian Shine, Senior Procurement
Advisor and Mark Atkins, Lead Procurement Advisor

Passenger Transport - Operating Model and Procurement Process
Policy & Resources Scrutiny Committee
Executive Councillor: Councillor Moring

A Part 1 Public Agenda item

1. Purpose of Report

- 1.1 The purpose of this report is to seek approval to progress this review to procurement stage to identify a preferred partner
- 1.2 In order to commence procurement it is critical that the Council has an agreed position on the type of operating model it wants passenger transport to operate under in the future. The report sets out the options that were considered and seeks Members' agreement to the preferred operating model
- 1.3 The report also details an indicative procurement timescale associated with procuring a partner for the preferred operating model and implementation date of the new service. To achieve these dates a number of approvals are sought, specifically around the extension of existing contracts and the report seeks Members' agreement to these
- 1.4 As part of this review, a consultation on the recommended policy changes was also undertaken with stakeholders, parents/carers and service users which will be presented for approval in a separate Cabinet report. In regards the transport operating model there will be two parts:
- a) Part 1 – The purpose of this report is:
 - (i) to update members on the transport review and seek members' approval on the preferred operating model.
 - b) Part 2 – Subject to approval with the recommendations above, a further report is to be presented to Cabinet in January 2018 that will provide details of:
 - (i) how the agreed Joint Venture (JV) will operate on a day to day basis
 - (ii) confirmed procurement procedure to procure the JV partnership – competitive dialogue or open procedure

2. Recommendations

- 2.1 That the following key elements are agreed to enable procurement activities to commence around this passenger transport review, in parallel with completing the policy consultation with users. Approval is requested for the Council to:
- 2.1.1 Procure a partner to develop a 'For Profit' JV partnership as the recommended operating model for providing all its passenger transport services
 - 2.1.2 Use a full procurement procedure (either competitive dialogue or open procedure) to procure a partner to develop a 'For Profit' JV partnership as opposed to contracting directly with a local authority owned company under Regulation 12 (the old teckal arrangements)
 - 2.1.3 Implement the new service from 1st August 2019 based on the time table set out in 6.2 below
 - 2.1.4 Grant a tender exemption to extend existing contracts, based on the understanding that market conditions and potential legislative changes have hindered the Council's ability to procure a partner to develop other types of JV partnership

Next Steps

- 2.1.5 Subject to approval with the recommendations above, a further report to be presented to Cabinet in January 2018 that will provide details of the confirmed procurement procedure to procure a partner to develop the JV partnership

3. Background

- 3.1 The Council currently provides transport to adults and childrens across various service areas. The cost for this provision is estimated to be circa £2.1m per annum which is split between nine external contractors and the services provided in-house (this cost also includes the internal transport team). Contracts across the service areas are close to their expiry dates, having been extended as far as possible to enable the transport review to be undertaken. New procurement arrangements are therefore required in the near future to replace the existing contracts.

	Provision		Contract end date	Comments
1.	Home to School Transport	One School One Operator Contractor (SEN)	July 2019	There is an option in the contract to extend the existing contract to July 2019
		Individual and New Routes (SEN) Framework of 9 suppliers	July 2018	There are no options in the existing contract to extend beyond July 2018

	Provision	Contract end date	Comments
2.	Adults and Children's Social Care	Children's Respite care	July 2018 There are no options in the existing contract to extend beyond July 2018
		Supervised Contact	July 2018 There are no options in the existing contract to extend beyond July 2018– any extension should be done as part of the Home to School (individual and new routes framework)
		Adults with Learning Disabilities (External)	July 2018 There are no options in the existing contract to extend beyond July 2018. Awarded as part of the Home to School individual and new routes framework (Currently extended to end March 2018)
		Adults with Learning Disabilities (Internal – Project 49)	No Contract (in-house) Current vehicle leases will need to be extended until July 2019.
3.	Community Services	Dial-a-Ride	No Contract (in-house) Current vehicle leases will need to be extended until July 2019.

3.2 The initial review of the existing passenger transport service was undertaken to identify any areas of service improvement or efficiency that needed addressing prior to considering a recommended procurement route. The issues identified were:

- a) key components of the service such as planning, scheduling, eligibility criteria using inconsistent existing policies meant the transport services were not being utilised effectively or to full capacity
- b) whether a more effective service can be achieved through better route optimisation, service integration and streamlined contract management
- c) the annual costs of running the transport service are perceived as high in comparison to other local authorities where similar services are being provided.

3.3 Following the initial passenger transport review, the Council procured independent transport advice to assist with undertaking an in-depth analysis of the initial transport review which included reviewing the services, existing policies and identifying potential cost and efficiency savings.

3.4 The in-depth analysis of the transport review as highlighted in 3.3 above made the following recommendations:

(i) Policies

That a consultation is undertaken with service users and stakeholders regarding the following draft policies:

- Home to School for Students with Special Educational Needs (SEN) pre and post-16 students
- Adults with Learning Disabilities and Older Adults attending Day Centres and Activities
- Supervised Contact for children and families
- Dial-a-Ride

(ii) Procurement route and operating model

That the use of a JV partnership is the most sustainable and best value option for the Council.

(iii) Timescales

That the Council ensures that the transfer of all home to school transport to the new operating model is during the school summer holiday to ensure readiness for the start of the academic school year.

(iv) Leased Vehicles

That the Council procures new leases in order to be able to continue to provide the in-house adults with learning disabilities service until these services are transferred to the new operating model.

4. Operating Model

4.1 Initial investigation by the Passenger Transport Review showed that there were five potential operating models for delivering passenger transport services (see Appendix A).

4.2 As detailed below further analysis eliminated a number of options considered in Appendix A, leaving use of a JV as the most sustainable and viable option.

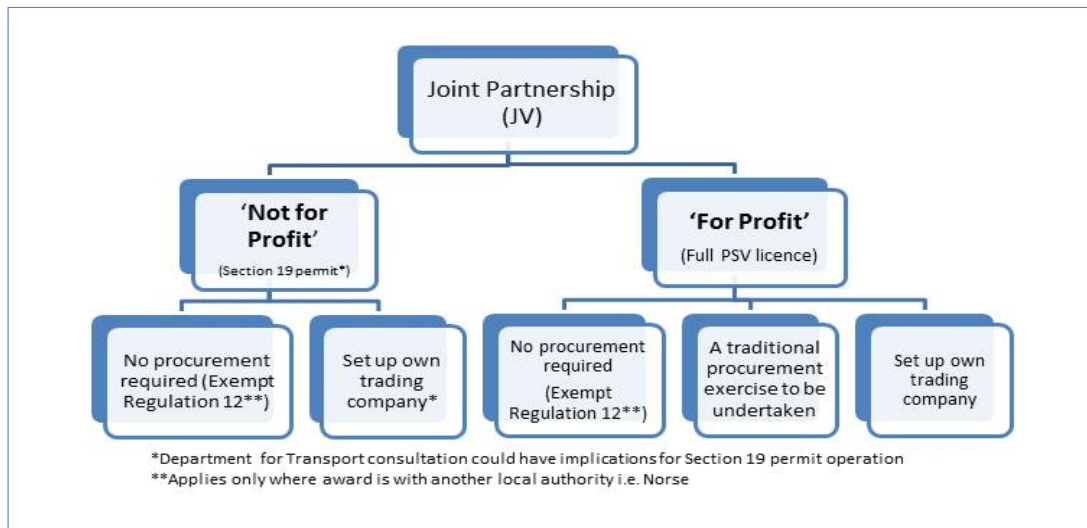
4.2 Use of a traditional 3rd Party supplier/outsourcing provider

4.2.1 The nature of the 3rd-party market, including traditional private sector transport/outsourcing companies has been shown not to offer the Council the benefits it requires. In particular, the drive to provide benefits and savings directly to the Council is absent. There is no transparency of actual operating costs or visibility of profits unless contract clauses are provided for and which are difficult to enforce. The Council does not have the ability to have an ongoing say or influence on the method of service delivery under this type of model. It has also been found that this market's experience of delivering the types of transport required is limited. Our experience of the 3rd party outsourcing model is that the provider makes efficiencies within the service which are difficult to contract manage with a resultant loss of quality in the service or excess profits to the 3rd Party supplier.

4.3 Use of a Joint Venture (JV)

- 4.3.1 A JV approach has been identified as being the best delivery model to achieve sustainable transport provision for the Council. This model offers transparency of costs, visibility of profits and the ability for the Council to have some control in the delivery of the service. It also offers the opportunity for income generation via ability to enter into contracts with academies, schools, other local authorities and local businesses for example. This approach, assuming that a partner with appropriate experience, existing infrastructure and resources can be found, takes risk away from the Council.
- 4.3.2 A JV partnership is usually governed by a Board comprising of Directors from each party in a shareholding structure. A shareholding structure determines the profit share that is to be distributed between both partners. This structure allows the Council to have far greater control of the way the services are being delivered. Alongside this a JV offers flexibility that is not available in rigid contracts, which often end up costing more and where contract variations are required.
- 4.3.3 A JV partnership also offers the Council the ability to draw upon the partner's expertise and experience in running a passenger transport service. This model also has the ability to integrate the transport services to maximise the efficient use of its fleet, drivers and staff so that the transport service is used to its fullest capacity and can potentially provide for future pressures or increased demand thus providing a financial safeguard. It is also anticipated that the JV would be able to open up the opportunity for the creation of new jobs for Southend residents (subject to TUPE from existing contracts and inhouse staff), the opportunity to create numerous apprenticeships (drivers, Passenger Assistants and Administration) and make improvements to the local environment/air quality through route optimisation.
- 4.3.4 The majority of the current transport services will be delivered via the JV through mainly a mini-bus transport service with some taxi provision. It is therefore anticipated that the JV partner will provide the bulk of the service via mini bus provision, this will be supplemented with taxi provision, which will be sub-contracted via an approved contractor framework (this could include a stipulation to use local businesses).
- 4.3.5 There are two types of JV partnerships that could be established as follows:
- (i) A partnership with a company that is wholly owned by a local authority which is exempt of the regulation 12 of the Public Contract Regulations 2015 and offers a relatively straightforward and quick set up process or a Joint Venture. This option could be either a 'not for profit' or a 'for profit' partnership depending on the permit or licence this partnership would operate under.
 - (ii) A partnership with a privately owned company via a JV partnership would require a traditional procurement to be undertaken and would widen the competition in the market and does not exclude local authority owned companies or incumbent suppliers and other local business to put in a bid. However, this option requires a traditional procurement exercise to be undertaken and is a lengthy process due to the contract mobilisation required following contract award. This option could only operate on a 'for profit' partnership that would need to operate under a full PSV operating licence.

4.3.6 The diagram below confirms the structure for a procurement process for either a ‘not for profit’ and a ‘for profit’ JV partnership model:



‘Not for Profit’ JV

4.3.7 Organisations that provide transport on a ‘not-for-profit’ basis can apply for permits under Section 19 or Section 22 of the Transport Act 1985. This means a ‘not for profit’ JV partnership could operate under a Section 19 permit required for the mini-bus provision of passenger transport. To be eligible for a Section 19 permit the organisation has to meet criteria set by the Driving Vehicle Standards Agency (DVSA). This operating model is less costly in terms of DVSA licencing requirements (i.e. £9 per vehicle) and there is no requirement to have a qualified transport manager that attracts the higher cost of a licence for a full PSV operating licence (£4,000 required for first vehicle and £3,200 for each vehicle thereafter). As well as this money needs to be held in a bank account and evidence of this available to the traffic commissioner.

4.3.8 In order to meet the timescales to ensure the home to school transport would be implemented during the school holidays and be live at the start of the schools’ academic year in September 2018, the Council decided to further explore the establishment of a JV partnership with a local authority owned company under a ‘not for profit’ model operating under Section 19 permits. However, the recent announcement from the Department for Transport (DfT) advised it will be undertaking a consultation on the use of Section 19 and 22 permits. In view of this, the local authority owned company that was approached alongside others, are now being extra cautious around delivering any new transport provisions under a Section 19 permit with the Council. They have since withdrawn their proposal to enter into a ‘not for profit’ partnership with Southend at this time, although they would be happy to consider a partnership under a ‘for profit’ model. The local authority owned company that we had approached is currently the only local authority owned company that would have been able at this time to offer a partnership under a ‘not for profit’ model.

'For Profit' JV

- 4.3.9 As outlined above, a Section 19 permit is only applicable for transport services operated by 'not for profit' organisations. Therefore a 'for profit' model would have to operate under a full PSV operating licence. As outlined in 4.3.7 above, the licencing requirements around this operation attracts higher costs to operating under a Section 19 permit and requires money to be held in a bank account. The full PSV operating licence also requires a transport manager who is held accountable for transport operation. As per 4.3.8, the local authority owned company that had been identified confirmed that they cannot consider a 'not for profit' JV partnership at this time. They would be interested in a 'for profit' JV partnership that would operate under a full operating licence via the local authority's's trading arm.
- 4.3.10 It is still possible to enter into a partnership with the local authority owned company as it does not require a traditional procurement exercise which is a lengthy process. However, the reduced timescale now means that it would not be possible to have this partnership set up and implemented in time for the start of the schools' academic year in September 2018 and then the implementation would have to be delayed to September 2019. Bearing in mind that a partnership with another local authority owned company would be delayed to meet the start of the academic year in September 2019, a 'for profit' model should now be opened up via a competitive procurement exercise to widen the competition to ensure best value to the Council.
- 4.3.11 As outlined in 2.1.2 and 4.3.10 above, the proposal is to undertake an open procurement exercise that allows for local businesses and incumbent contractors to bid in the tendering exercise as the main JV partner or as a sub-contractor with the main JV partner. This procurement exercise widens the competition and other local authority owned companies can also bid with the aim of getting best value for the Council.
- 4.3.12 Market research with 13 potential JV partners has been undertaken. This list was initially shortlisted to seven; and then only two confirmed at this time that they were interested and able to put in the time to develop a proposal within the current timescale for the Council's transport review:
- (i) A company that is wholly owned by a local authority
 - (ii) A private owned company (being a national bus operating company).
- 4.3.13 The table below outlines the benefits and issues regarding a 'Not for profit' and a 'For profit' arrangement:

Issues	'Not for Profit' JV	'For Profit' JV
Procurement Path	No procurement requirement – relatively quick process to set up. However, as there was only one local authority owned company identified as a potential partner who have since withdrawn their interest in this model.	A traditional procurement is required – a lengthy process which requires at least a nine month mobilisation period (fleet acquisition, TUPE etc) following contract award

Issues	'Not for Profit' JV	'For Profit' JV
Commercial Risk	JV Partner will assume the majority of the risks due to the Commercial investment and the Council risk is low as this only applies to the initial start up and set up costs.	JV Partner will assume the majority of the risks due to the Commercial investment and the Council risk is low as this only applies to the initial start up and set up costs.
Initial set up and investment	Shared - leverage partner structure and resources	Shared - leverage partner structure and resources
Variations to service	Flexible	Flexible
Financial Benefits through efficiencies	Shared with JV Partner	Shared with JV Partner
Potential for wider trading	No	Yes
Operational resilience	Takes advantage of partner resources	Takes advantage of partner resources
Experience	Experienced partners in market	Experienced partners in market
Service and eligibility efficiency	Yes	Yes
Flexibility across services	Yes through greater depth of resources	Yes through greater depth of resources
Council Management of Service	Direct as partner	Direct as partner
Permit or Operational Licencing	Section 19 permit or Full PSV Operating Licence	Full PSV Operating Licence
Licencing Costs	£9 per vehicle (valid for 5 years)	£4,000 required for first vehicle and £3,200 for each vehicle thereafter. (This money must remain in a bank account to prove to the traffic commissioner that the provider is able to replace vehicles when required)
Other licencing requirements		A qualified transport manager is required for the full operating licence
Challenges from incumbent providers	This model excludes incumbent providers from bidding to be the JV partner, but they could bid to act as a sub-contractor	This option allows incumbent providers to either bid as the main JV partner or a sub-contractor to the main JV partner
Potential JV Partners	There is only one JV partner under this option (local authority owned company)	The procurement exercise would generate interest from other parties including incumbent suppliers

4.4 Recommended Approach:

- 4.4.1 Further to 2.1.5, this report proposes to explore the procurement route of a partner to develop a JV partnership. The proposed JV partnership will be set up as a 'for profit' transport organisation under a full public service vehicle (PSV) licence. The use of a full PSV operating licence will ensure the Council is fully compliant in providing passenger transport and allows the JV partnership to operate under a 'for profit' model. The aim of the JV partnership will be to maximise quality, transparency, reduce costs where possible and achieve longer- term benefits (i.e. Income/Profit generation).
- 4.4.2 Therefore, it is recommended that a traditional procurement exercise is undertaken to seek a JV partner under a 'for profit' model operating under a full operating licence. This option would ensure the Council is fully compliant and not at risk of any implications arising from of the DfT consultation on Section 19 permits and would allow the Council to widen the competition for incumbent and local contractors to participate in the tender exercise as well as other local authority owned companies. It is anticipated during the course of the tender exercise, DfT's decision on Section 19 permits may be clearer and the risk on the local authority owned company's full operating licence should be clarified. However, by having to undertake a procurement exercise , it will only be possible to commence operation in September 2019. The lengthy procurement process is due to the requirement to incorporate a nine month mobilisation period following the award of the contract, to ensure competitive fairness where lead times are required for contractors to purchase vehicles.
- 4.4.3 This recommended approach also eliminates the risk of challenge from contractors who would have been excluded from being able to participate in a tender exercise due to their current licenced operation.
- 4.4.4 If the decision is taken to enter into a competitive tender process with a longer timeframe, it is highly likely that some of those companies already approached initially in the market research exercise would now enter into that procurement process. Due to the additional costs associated with the requirement of a full operating licence this option would widen the competition with the aim of achieving best value for the Council.

5. Other Options

- 5.1 Should the requirements, and processes outlined in this report not coalesce with Cabinet expectations this could further delay work that needs to be undertaken in order to be able to develop the recommended procurement approach. This would also impact on the procurement timescale and progress on shaping a robust tender specification.
- 5.2 Other procurement options have already been rejected as per 4.1 above.

6. Timescales – full procurement process to procure a 'for profit' partner

- 6.1 As outlined in 3.4(iii), the majority of transport provided is home to school transport – any changes to such services should be made during the summer for implementation in early September. Changes to the home to school transport services at schools have been made over the Christmas and Easter periods in the past, but the result has always been both a degree of chaos in the implementation and a greater negative

impact on service users and their families. The requirement to undertake a procurement exercise means that the home to school transport will not be able to go live until September 2019. The lengthy procurement process is due to the requirement to incorporate a nine month mobilisation period following the award of the contract, to ensure competitive fairness where lead times are required for contractors to purchase vehicles.

6.2 Below is an indicative timescale to undertake the procurement and implement the services:

Date	Activity
9 January 2018	Cabinet approval to proceed with the procurement
30 January 2018	People Scrutiny approval of Cabinet's decision
22 February 2018	Full Council's approval of Scrutiny's approval
March-April 2018	Invitation to Tender
April-May 2018	Tender Evaluation
June 2018	Cabinet approval of contract award
July 2018	People Scrutiny approval of Cabinet's approval of contract award
July 2018	Full Council approval of Scrutiny's approval of contract award
August 2018	Award Contract
September 2018-June 2019	1) Set up JV 2) Contract mobilisation for JV partner
July - August 2019	Implementation period for home to school transport
1 st August 2019	All passenger transport services go live

7. Tender exemption is granted to extend existing contracts

7.1 As per 2.1.4 and 3.1 above, the following contracts will need to roll on until July 2019 via an extension to the existing contracts as the Council has a statutory duty to provide these services which will be out of contract if the Council does not extend:

- a) Home to School and Respite Care (Individual and new routes)
- b) Supervised Contact (via the Individual and new routes framework)
- c) Adults with Learning Disabilities (via the Individual and new routes framework)

7.2 Recommended Approach:

7.2.1 Further to 2.1.4 in accordance with the Section 8.10 of the Council's Contract Procedure Rules, the Council is seeking Cabinet's approval for an exception to extend the existing following contracts for a period of 12 months via rolling on existing terms and conditions with the current contractors:

- a) Home to School and Respite Care (Individual and new routes)
- b) Supervised Contact (via the Individual and new routes framework)
- c) Adults with Learning Disabilities (via the Individual and new routes framework)

7.2.2 This exception request is due to the contracts expiring in July 2018 and the need to roll on existing contracts via an agreed contract extension and this is due to

regulatory forces that have hindered the timescales and have also created a risk to operating a transport service with compliant licencing. To mitigate this risk a procurement process will need to be undertaken which also allows competitive fairness. The Council has a statutory duty to provide the services in 7.1 and there is a need to have contractual arrangements in place. Therefore to confirm, the Council needs Cabinet’s approval to roll on existing contracts via an agreed extension while the procurement process can be progressed.

7.2.3 The extensions will be awarded via the existing individual and new routes framework to the same contractors on a goodwill basis under the existing terms and conditions. In the event a contractor does not want to continue their contract, the framework of nine contractors allows for a mini-competition to be undertaken and the contract to be awarded to another.

8. Reasons for Recommendation

8.1 It is critical that the Council has an agreed, robust and transparent position on each of the matters presented in this report in order to shape the procurement approach and to ensure that the Council’s ambitions for passenger transport are delivered through the partnership. Not reaching agreement on any of these matters risks delaying the procurement process.

9. Corporate Implications

9.1 Contribution to Council’s Vision & Corporate Priorities

This project will contribute towards the following Council Priorities:

Safe	To: <ul style="list-style-type: none"> • Look after and safeguard our children and vulnerable adults.
Clean	To: <ul style="list-style-type: none"> • Continue to promote the use of green technology and initiatives to benefit the local economy and environment. • Encourage and enforce high standards of environmental stewardship.
Healthy	To: <ul style="list-style-type: none"> • Improve the life chances of our residents, especially our vulnerable children and adults, by working to reduce inequalities and social deprivation across our communities.
Prosperous	To: <ul style="list-style-type: none"> • Ensure the town is ‘open for businesses’ and that new, developing and existing enterprise is nurtured and supported. •
Excellent	To: <ul style="list-style-type: none"> • Work with and listen to our communities and partners to achieve better outcomes for all. • Enable communities to be self-sufficient and foster pride in the town. • Promote and lead an entrepreneurial, creative and innovative approach to the development of our town.

9.2 Financial Implications

- 9.2.1 The expectation is that financial efficiencies will be delivered through the proposed new operating model and thus there will be a contribution to the Council's savings targets in future years. The savings derived will be dependent upon the outcome of the Procurement process and the final agreed format of a 'for profit' joint venture (JV) model.
- 9.2.2 It is also expected that there will be initial start up and set up costs, which would need to be factored into the agreement of the 'for profit' joint venture (JV).

9.3 Legal Implications

- 9.3.1 Any new operator will need to supervise and monitor drivers in connection with DVSA and DVLA licensing and permit requirements and holding of insurance.
- 9.3.2 Details of the arrangements between the two parties forming the JV will be documented within 'Articles of Association' that contain the purpose of the company as well as the duties and responsibilities of its members. Contractual obligations and responsibilities of each party will be formalised and documented within a 'Joint Venture Shareholders Agreement' including the right of either party to terminate.
- 9.3.3 As the proposal is to procure a JV under a full PSV operating licence any changes that follow the DfT consultation will not apply as the Council will be fully compliant and will not be affected by any changes. During the course of the procurement exercise it is anticipated that the implications of the DfT consultation should be clearer and thus ensure that if the local authority owned company that was identified became the preferred JV partner that all risks to their other operations would have been eliminated (i.e. this risk relates to the local authority's Section 19 permit operations which could also have an implications for their PSV operating licence).

9.4 People Implications

- 9.4.1 A full consultation will be required with staff that will be transferred to the JV partnership as well as those where TUPE applies to the external contracts. This consultation will need to include Trade Unions in keeping with prevailing Council policy.
- 9.4.2 The Council's prescribed TUPE process and timescale for TUPE transfer will then also need to be followed.
- 9.4.3 The JV partner would be expected to provide their expertise on TUPE to actively support the Council's HR Team with all aspects of TUPE.

9.5 Property Implications

- 9.5.1 Whilst some space in the Tickfield yard could be released, the JV will still need to source premises to store the fleet and sites presented by the Council's asset team will need to be explored as part of the implementation.

9.6 Consultation

9.6.1 Consultations will need to be held with staff that are currently involved in the in-house services and there will be a need to consult with operators delivering the external contracts.

9.7 Equalities and Diversity Implications

9.7.1 As the JV proposals involve a re-modelling of service delivery there will be a requirement for the procurement and service area leads to conduct an Equality Analysis.

9.7.2 Equality analyses have been initiated on the basis of the proposed policies.

9.8 Risk Assessment

9.8.1 Inevitably there will be a small degree of risk in setting up a Joint Venture partnership with a third party. However, given the nature of the proposed JV this risk is not considered high. It is unlikely that the creation of the JV would cause any financial risk to the authority other than the loss of one-off set up costs should the company fail at an early stage.

9.8.2 There is the potential for risk to reputation through negative media campaigns and dissent from incumbent suppliers or users, e.g. parents who prefer to retain existing transport arrangements.

9.8.3 Further to 4.3.8, it is unknown yet what the implications of the Department for Transport consultation will be yet, although it is anticipated during the procurement process that any implications from the outcome of the DfT consultation will become clearer prior to any award to the preferred bidder.

9.8.4 A Risk Register will be established by the new Board of Directors and all risks will be actively reviewed on a regular basis. Mitigation strategies will be agreed with SBC.

9.9 Value for Money

9.9.1 This proposal aims to enhance value for money through streamlining service delivery and reducing the number of current external contracts and in-house services.

9.9.2 The JV model also offers an improvement in quality and ultimately the potential for income generation and profits to be split between shareholders.

9.10 Community Safety Implications

9.10.1 The proposed JV partnership will aim to provide a more comprehensive service that ensures access to suitable transport as required by clients.

9.11 Environmental Impact

9.11.1 Improved route planning and the reduction in need for transport across the borough would lead to a reduction in traffic and travel which will lower the environmental impacts generated by the current arrangements.

10. Background Papers

10.1 None.

11. Appendices

11.1 Appendix A – Operating Model Options Explored.

The Joint Venture Partnership

Governance Structure and Initial Set up

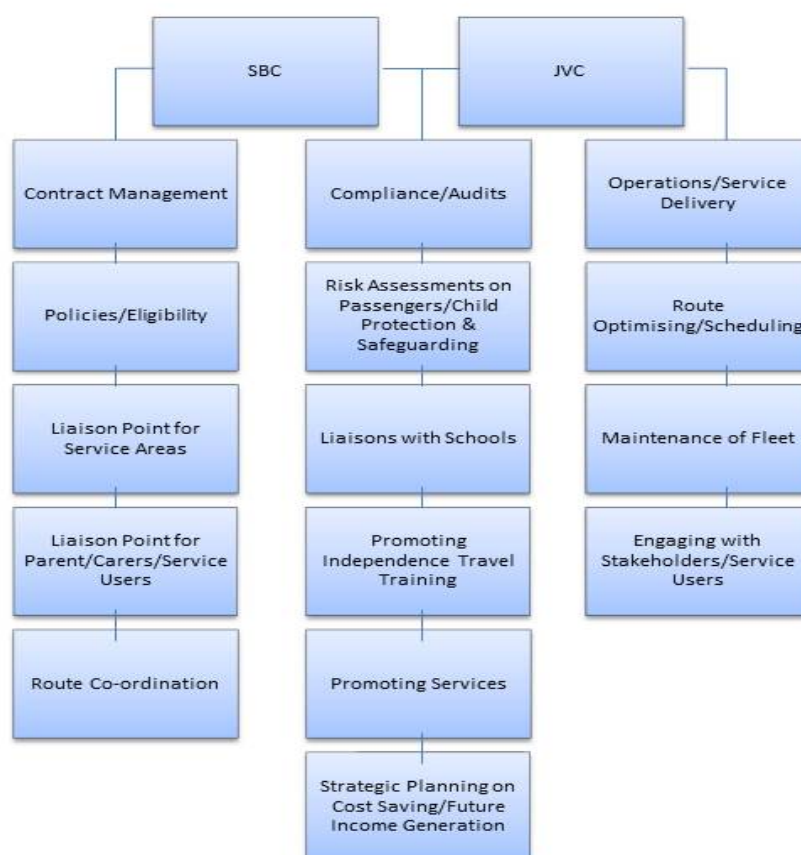
The procurement route will be selecting a preferred partner to form a Joint Venture under a Corporate Vehicle (JVC) with the Council, providing all of the Council's passenger transport services. This model allows the Council to access the skills and expertise of the market, whilst sharing the risk of delivery and any potential upside to the delivery of the service. The JVC is a well-recognised form of delivery vehicle and accepted by the private sector. Public sector controls can be maintained through reserved voting matters.

It should be noted that there will be initial start-up, set up and legal costs and for contract mobilisation to include staff recruitment, training, and management which will be established as part of the procurement process. In respect of the requirement for a full PSV operating licence, there will also be the need to hold £4,000 for first vehicle and £3,200 for each vehicle thereafter in a bank account so evidence of this available to the traffic commissioner. The number of vehicles that will require a PSV licence will be determined through the procurement exercise which is aiming to integrate the transport service so less vehicles will require a licence

The JVC will be governed by a Board comprising of Directors from each organisation in a shareholding structure. A shareholding structure determines the profit share that is to be distributed between both partners. This structure allows the Council to have far greater control of the way the services are being delivered. Therefore this model usually offers the flexibility that is not available in rigid contracts, which often end up costing more and where contract variations are required and it will be essential that this flexibility will be built into the JVC agreement. It should be noted that the nominated Directors will need to receive the appropriate training before they agree to sign acceptance of their directorship.

Management and Service Structure

The management structure of the JV would need to be determined as part of the procurement process and development of the JVC with a structure that best reflects the Council's objectives, whilst ensuring the JVC can act commercially. Whilst the procurement exercise will determine the development of the management structure it is anticipated that the roles and responsibilities are likely to be split between the Council and the JVC as per the example on page 2:



Management and Service Structure

Share Holding Structure

The proposals from market engagement have indicated that the JVC partner would be the majority shareholder if the JVC partner was committing substantial investment as this places the JVC partner at a much higher commercial risk than the Council. During the procurement exercise the Council will make it clear that if the JVC Partner is the majority shareholder that a Council representative holds a corporate veto to ensure that the Council's policies and requirements are delivered.

It should be noted that whilst the proposed shareholding split demonstrates that the Council will be the minority shareholder for the reasons set out above the market engagement exercise has indicated that the profit from **additional** income generation could be split equally between the two JVC partners on a 50/50 basis which will need to be incorporated into the distribution policy and developed as part of the JVC agreement.

The indications from the market engagement have indicated that the JVC partner may be the majority shareholder as they will also assume the day to day management control of the

business. As part of the procurement process a JVC agreement will need to be drawn up which will set out the commitment of both partners.

Inevitably there will be a small degree of financial risk to the Council in setting up a JVC with a third party. However, given the nature of the proposed JVC this risk is not considered high. It is unlikely that the creation of the JVC would cause any financial risk to the authority other than the loss of one-off set up costs should the company fail and at an early stage. There will be no transfer or joint ownership of assets planned and costs for the service will be invoiced to the Council through the JVC whereby the JVC Partner will be leasing (or will own) the purchased vehicles including other overheads/supporting costs to deliver the passenger transport services.

The proposed 'For Profit' JV model will operate under a full PSV operating licence although its sub-contractors could operate under a Hackney Carriage Licence. The 'For Profit' model provides the Council with the opportunity for additional income generation via ability to enter into contracts with academies, schools, other local authorities and local businesses for example.

Details of the arrangements between the two parties forming the JVC will be documented within 'Articles of Association' and/or shareholders agreement that contain the purpose of the company as well as the duties and responsibilities of its members. Contractual obligations and responsibilities of each party will be formalised and documented within a 'Joint Venture Shareholders Agreement' including the right of either party to terminate

Company Director Roles

Policies would need to be developed to confirm the duties of a Company Director for the JVC. The primary obligation and legal duty of care of directors of the JVC constituted as the JVC is to itself and not to the person of whom they are representative or by whom they are nominated. They have an obligation to exercise independent judgement and act in good faith as to promote the success of the JVC.

It should be noted that the nominated Directors will need to receive the appropriate training before they agree to sign acceptance of their directorship

Duration of the JVC

The duration of the JVC will be determined through the procurement exercise, although it should be noted that indications from the market engagement exercise have suggested that a minimum 10 year JVC agreement with options to extend or a 15 year JVC agreement would be more attractive to the JVC partner which is due to their substantial investment in the vehicles. By having a 15 year term means the JVC partner can purchase new vehicles (assets) which could be utilised to their fullest operating capacity. This in turn should also attract a more competitive bid than a shorter period for the JVC.

CABINET

Tuesday, 9th January 2018

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 Clean Bus Technology Grant Funding Application: Southend on Sea Borough Council, Essex County Council, Chelmsford City Council, Colchester Borough Council, Rochester District Council, Arriva, First Group

The development of the above-mentioned partnership bid to work towards improving air quality in the towns and cities throughout Essex.

- 1.2 V2Street Bid Under the Innovate UK Vehicle to Grid (V2G) Call

The submission of the above bid under the LIFE Programme, prior to the deadline of 18th October 2017, for £1.5m over 18 months. If successful the collaborative research and development project will enable the Council to develop its understanding of how electric vehicles will affect the local grid, to establish business models to use electric vehicles to save money and to justify investment in the charging infrastructure and to unlock the electric vehicle market for up to 40% of households who are currently locked out. The Council will receive £60k to fund the work which will be undertaken by the Energy & Sustainability, Smart City and Highways Teams working together on a 100% basis (no match funding required)

- 1.3 60 Minute Mentor South Essex Expansion

The expansion of the above-mentioned project by signing the grant agreement and the commencement of the recruitment process for a Assistant Mentoring Co-ordinator post, who will be responsible for delivering the additional activity, scheduled to begin in January 2018.

- 1.4 Museum Collection Development Policy

The approval of the above-mentioned policy and the reconfirmation of the Documentations Policy and Care and Conservations Policies with Arts Council England to support the museums registration process.

2. The Director of Finance and Resources authorised:

2.1 Request for Landlord's Consent and Variation of Existing Lease to Enable Sale and Consumption of Alcohol and Amended Opening Hours – La Petite Petanque at Alexandra Bowling Green Café, SS1 2EY

The grant of landlord's consent and variation to the existing lease to permit the conditional sale and consumption of alcohol at the premises during trading hours Mondays to Sundays and on Fridays, Saturdays and Sundays and Valentine's night until 10.30 p.m. with the following additional conditions:

- Service of alcohol shall be by waiter/waitress only and shall be limited to persons seated at a table taking a substantial meal;
- The premises shall be run solely as a restaurant and the sale of alcohol for consumption on the premises shall be linked to the purchase of a substantial meal;
- There should be no access for patrons to the upper roof terrace.

2.2 Disposal of 7a Ceylon Road, Westcliff on Sea

The disposal of 7A Ceylon Road as the property is not part of the normal housing stock and requires substantial improvement works.

2.3 Airport Business Park – Plot Disposal Terms

The agreement of commercially confidential terms for the first plot sale (Freehold 6.8 Acres) with an option to acquire a further adjacent plot. Henry Boot Developments Ltd will simultaneously contract (subject to detailed planning) for the construction of buildings with the buyer.

Summary Report to Policy & Resources Scrutiny Committee 31st January 2018

At the Council meeting in May 2015, Council agreed to make it a requirement that the Council nominee(s) to specific outside bodies should submit summary reports to the Policy & Resources Scrutiny Committee. The specific bodies identified were – Essex Fire Authority*; Essex Police & Crime Panel; Southend Hospital; and Kent & Essex Inshore Fisheries & Conservation Authority.

**On 1 October, 2017 governance was transferred to Police, Fire and Crime Commissioner Fire and Rescue Authority.*

Reports are requested for the following outside bodies: -

- Essex Police, Fire & Crime Panel
- Southend University Hospital - NHS Foundation Trust
- Kent & Essex Inshore Fisheries & Conservation Authority

In your response, please indicate which Group / Body this report relates to.

Notes:-

- *In cases where there is more than one nominee, a joint report shall be submitted.*
- *Council has agreed that updates shall be submitted to every other ordinary meeting of the Scrutiny Committee.*

Last update October 2017

.....
**Name of Group / Body:- Southend University Hospital NHS
Foundation Trust**

Update on Key Issues

Mid & South Essex STP – Hospital governors have continued to receive regular briefings on the progress of the plans to reconfigure hospital services. To great relief all round, there was confirmation in the budget that Mid & South Essex STP would be receiving additional capital funding from central government.

The long awaited public consultation on the future health and care services was launched by the five clinical commissioning groups on 30th November 2017. The consultation will continue until 9th March 2018.

Joint working between Southend, Basildon and Broomfield Hospitals the Joint Working Board (JWB) and Joint Executive Group (JEG) for the three hospitals have been in place for almost a year. In October 2017, a Common Council was established for governors from the three hospitals. Now it has been announced that

the three hospital Trust Boards have approved plans to merge into one NHS Trust with effect from 2019.

The implications for existing governors at the three hospitals will need to be worked out. With 30+ governors per hospital, a combined group of 90 could be rather unwieldy. It is unclear at this point how the local knowledge and connections of existing governors will be utilised in the future.

A & E pressures Southend Hospital, along with most other hospitals in the country, has continued to face huge pressures in A & E. In other respects, there have been improvements in other targets such as cancer treatment waiting times. There has also been some positive progress on staff recruitment.

Board to Ward Walks Away from the formal meetings and governor briefings, I recently accompanied one of the non-executive directors on a “Board to Ward Walk” on the paediatric ward.

Person / Persons Making Response:

CouncillorMEG DAVIDSON.....

Date19/1/18.....

Summary Report to Policy & Resources Scrutiny Committee 31st January 2018

At the Council meeting in May 2015, Council agreed to make it a requirement that the Council nominee(s) to specific outside bodies should submit summary reports to the Policy & Resources Scrutiny Committee. The specific bodies identified were – Essex Fire Authority*; Essex Police & Crime Panel; Southend Hospital; and Kent & Essex Inshore Fisheries & Conservation Authority.

**On 1 October, 2017 governance was transferred to Police, Fire and Crime Commissioner Fire and Rescue Authority.*

Reports are requested for the following outside bodies: -

- [Essex Police, Fire & Crime Panel](#)
- [Southend University Hospital - NHS Foundation Trust](#)
- [Kent & Essex Inshore Fisheries & Conservation Authority](#)

In your response, please indicate which Group / Body this report relates to.

Notes:-

- *In cases where there is more than one nominee, a joint report shall be submitted.*
- *Council has agreed that updates shall be submitted to every other ordinary meeting of the Scrutiny Committee.*

Last update October 2017

.....
Name of Group / Body:- [Essex Police, Fire & Crime Panel](#)
Update on Key Issues

Attended meeting on 7th December 2017. These are the key issues from the meeting:-

- The Inspectorate has said this is the most improved force in the country;
- £24 m capital receipts from sale of stations, which has been put to modernise those have with latest technology;
- The outcome from recent consultation means that residents have indicated they would be willing to pay more in council tax for extra policing but because an actual Referendum would cost in region of £1m, the Commissioner would rather lobby for the Cap to be removed;
- Intake of recruits – full to mid 2018;
- More specials contributing with more hours;
- Active citizens also successful – have 300. Work closely with PCSO's.

Person / Persons Making Response:

Councillor Ann Holland
Date 8th January 2018

This page is intentionally left blank



**“Safe and Secure
communities are the bedrock
on which we build success
and well-being for all.”**

**- Roger Hirst
Police and Crime Commissioner**

Introduction.....	3
Priority 1:	
More local, visible and accessible policing.....	6
Priority 2:	
Crack down on antisocial behaviour.....	10
Priority 3:	
Breaking the cycle of domestic abuse.....	12
Priority 4:	
Reverse the trend in serious violence.....	14
Priority 5:	
Tackle gangs and organised crime.....	16
Priority 6:	
Protect children and young people from harm.....	18
Priority 7:	
Improve safety on our roads.....	20
Summary of accounts.....	22
Performance data.....	23
Priorities for next year.....	24

Essex is a vibrant and diverse county and it was a privilege to be elected as the Police and Crime Commissioner in May 2016. I stood for the position promising to deliver stronger crime prevention, greater public participation and volunteering in policing, getting more local, visible and accessible policing across our county and increasing collaboration across our emergency services teams.

As I visited and spoke to people across the county, these priorities continued to resonate and, as such, they have informed the seven priorities outlined in my Police and Crime Plan.

This plan was developed following significant public and partner engagement and has set the course for policing and crime prevention in Essex over the next four years. This Annual Report covers my first year as Police and Crime Commissioner (2016-2017) and includes the transition from the 2012 -2016 Police and Crime Plan to our current Plan.

Within the Police and Crime Plan 2016-2020 are seven very clear priorities which will be discussed at more length later in this report -

- **More local, visible and accessible policing**
- **Crack down on antisocial behaviour**
- **Breaking the cycle of domestic violence**
- **Reversing the trend in serious violence**
- **Tackling gangs and organised crime**
- **Protecting children and vulnerable people from harm**
- **Improving safety on our roads**

While Essex is a safe place to live and work, it is important to recognise that changes in criminal behaviour, the types of crimes being committed and crime levels generally have a significant impact on what happens here, in our county.

While crime has fallen dramatically since 1995, over the last few years we have started to see an increase in crime levels; over the 12 months covered in this report, overall crime has increased by 8.7 per cent in Essex. This is compared to an increase of 11.0 per cent nationally. This increase has not been across all types of crime. Rather, we have seen significant increases in crimes such as possession of weapons, public order and drug offences.

We also see a continuing shift in the types of crimes being committed, with more serious crimes such as domestic abuse and online crime more apparent. These present new challenges for policing, as does the ongoing national terrorism threat. The Chief Constable and I are continuing to focus resources to ensure that these new and emerging crime trends are effectively tackled, to help keep the communities of Essex safe.

In this context, it is pleasing that in Essex we have effectively tackled antisocial behaviour, which has seen reductions of 1.1%, and also homicide, which has reduced by 55.9%. However, crime is still too high and more must be done. While we continue to face some significant challenges, I am confident that we are well placed to deliver a good service for the people of Essex.



“While crime has fallen dramatically since 1995, over the last few years we have started to see an increase in crime level.”



With the Chief Constable, we have continued to invest and support the modernisation of Essex Police through an ambitious transformation programme. Over the 12 months covered in this report, we have made significant progress - in particular, the investment in more than 2,000 Samsung Galaxy handheld devices has enabled officers to stay out in their communities for longer, releasing them from their desks and saving, on average, about half an hour per officer per shift. This evolution to more mobile working will develop further as we continue to modernise, increasing the functionality available and supporting our officers in doing more with the time they have.

20mins
saved per officer per shift due to **2000** new Samsung hand-held devices.

Underlying the success of our police force is the public's willingness to participate and support our officers. As such, I have committed to growing the involvement of the public in policing and one way of doing this is through doubling the number of Special Constables, supporting members of our community to take an active role as warranted officers within the force. Over the period of this report, Essex Police have reshaped the Special Constabulary, creating

a stronger link between the Special Constabulary and regular officers, providing more opportunities for Specials to police their own communities and giving them a stronger say in where they want to volunteer. As a result, the Special Constabulary has worked 115,610 hours during the year, the equivalent of 64 full-time officers and a contribution of £3,211,389 in work time. It is also pleasing that 42 Specials decided to become Police Officers even though this meant the overall number of Specials reduced slightly.

In what has continued to be a tight financial situation, Essex Police have made good progress in using their assets more efficiently. The Estates Programme has started to show significant benefits as old, outdated and operationally less valuable

stations are released and capital is reinvested in modern facilities and enabling technology. This has supported a wider transformation within Essex Police, including the Mobile First programme, which helps officers to become more mobile. These changes can be difficult and, at times, controversial. However, I am yet to meet anybody who would rather see officers hidden away behind a desk than out visible in their communities.

“The Special Constabulary has worked 115,610 hours during the year, the equivalent of 64 officers.”

While efficiencies have continued to be sought, in January 2017, following detailed discussions with the Chief Constable and his team, I proposed an increase of 3.25 per cent in the police element of the council precept. This is an additional £4.95 per household per year for an average band D property. These decisions are never taken lightly, however, the mood of the public as I was

out and about continued to demonstrate a strong desire for increased investment in policing and, in particular, an improvement in the 101 service and more visible policing. It was reassuring that I was able to show this additional investment would be directed to more staff in the 101 control room, more frontline officers and an increased investment in technology.

In the context of these changes, it was pleasing to receive the Her Majesty's Inspection of Constabulary report which provided independent reassurance of the positive progress Essex Police is making and continues to make. In particular, it is worth noting the significant improvement in how the most vulnerable in our society are treated and protected. I would like to recognise the huge effort made by Chief Constable Stephen Kavanagh and his team in supporting the most vulnerable in our society. I was particularly pleased in May this year to be able to extend the Chief Constable's contract by a further four years. This will enable him to continue to build on and develop the transformation programme now under way in Essex Police and provide stability and sustainability moving forward.

Victims remain at the heart of what we do. We have continued to focus on supporting Essex Police in improving the way they support the victims of crime and provide a range of general and specialist support services to help victims to cope and recover. In addition, my office is responsible for commissioning support services for victims of crime across the county and this past year we spent over £2 million supporting victims of all crime types, including some of the most vulnerable victims of serious violent and sexual crimes.

A key theme running through my Police and Crime Plan is partnership. I place great importance and value on our work with partners across Essex, both in the public, business and voluntary sectors. Partnerships such as the Essex Criminal Justice Board, which I chair, which works to improve services right across the criminal justice system, and the Essex Domestic Abuse Board, which seeks to tackle the huge challenge of domestic abuse across our county, are examples of agencies coming together to make a positive difference. Locally, regionally and nationally we are now connected and collaborating in ways which would not have been possible only a few years ago. These partnerships are driven through a shared commitment to improve the lives of the public, to make a difference in our communities and a strong contribution to our county.

A significant project this year has been the work on joint governance of Essex County Fire and Rescue Service (ECFRS) and Essex Police. Since the end of

8.7%
increase in crime rate in Essex compared to **11%** nationally.

this reporting period, my Local Business Case for the governance of ECFRS received Home Office approval, making Essex the first county in the country to combine the governance of both police and fire services under the PCC (now Police, Fire and Crime Commissioner).

The change in governance of fire, enabling greater collaboration with police, is estimated to generate up to £30 million in efficiency savings which can then be reinvested back into improving the service received by the public. The success of this proposal has demonstrated again the ability of partners across Essex to work well together, to focus on what is in the best interests of the public and to be confident in making positive changes.

This has been a busy and productive year which has helped to lay the foundations for delivering on the priorities set out in the Police and Crime Plan and in helping to achieve the step change in service that the people of Essex so clearly want. However, there is much more to do and the year ahead will see me continue to focus on important improvements such as increased investment in local policing, improvements to the 101 public contact service and a fairer funding position for policing in the county.

I would like to thank the Chief Constable, the officers and staff in Essex Police, my office and wider partners who continue to work tirelessly together to deliver on the priorities within the Police and Crime Plan.

I would also like to thank the public whose ongoing commitment and willingness to participate underpins the form of the policing we enjoy in this country.



“I have set out an ambitious goal to double the number of Special Constables from 350 to 700 by 2019”

However, we also know we need to do more if we want to make a real and positive impact on local communities. To achieve this, I have set out an ambitious goal to double the number of Special Constables from 350 to 700 by 2019. During the first year of this programme, we have strengthened the current Special Constabulary, changing the relationship between these volunteers and the regular force. We have appointed a Superintendent as Head of the Special Constabulary to oversee the programme, ensured all of the people involved in the programme are committed and launched a significant recruitment campaign. During the year, we have seen a 10% increase in the number of hours worked. This has created a strong base from which we can continue to grow in the next few years.

As well as a clear and ambitious commitment around the number of Specials, we have also increased the variety of ways members of the public can contribute to policing in their communities. The Active Citizen programme offers a range of roles from being out

on patrol to supporting officers’ engagement with the wider community. We have seen many people in these roles go on to become Specials and full-time officers. Since March 2016, we have seen this programme grow from 38 to reach 105 at the time of writing this report. Our Police Cadet programme has also shown significant development, with more than 200 young people now involved in the programme.



over **200** young people now involved in our Police Cadet Programme.

We have also made changes to support our officers to be more visible in their communities and have invested in better technology to help them to do more with their time. As part of the Mobile First programme, we have been able to issue 2,000 Samsung handheld devices which are allowing officers to complete administrative tasks while remaining visible in their communities. This will save about 20 minutes per shift for each officer which can be released back to frontline policing.

This is the first priority in the Police and Crime Plan and marks a significant shift back to a renewed focus on local policing, recognising the desire from the people of Essex to have a police service that is both visible and accessible.

Essex is one of the most efficient police forces in the country, according to HMIC Value for Money profiles. However, it is also one of the most poorly funded as a result of the national funding formula and, in the past, low levels of investment.

“Essex is one of the most efficient police forces in the country according to HMIC Value for Money profiles.”

Over the last few years, there has been a significant reduction in the number of officers, particularly PCSOs, and I have now committed to maintaining our current level of officers at 2,850 and have been able to fund a further 41 officers from the increase in the policing precept. While we may see changes to how our officers are deployed as we look at opportunities to combine with other forces and share resources, I am committed to ensuring that the overall number of officers will not be reduced any further.

41 extra officers following a 3.25% rise in police precept.



Public engagement

Over the reporting period, Essex Police have made significant strides in their use of social media to connect their officers directly with their communities. More officers are using this approach to complement existing channels, such as Essex Community Messaging and the traditional media, to provide ongoing regular updates and to hear back from their communities.

My deputy, Jane Gardner, and I have an extensive public engagement programme and aim to hold well over 100 visits per year across the county. These regular face-to-face visits are invaluable in getting direct feedback from different communities about how they feel about policing and community safety, but also what is working for them and where we can do more. Over the course of my first year in office, we delivered more than 70 public engagement events, meeting with about 2,000 people.



Rural crime

Over this reporting period, we have continued to work hard with our rural community through the Rural Crime Forum to build understanding and effective prevent programmes together. Operation Buzzard, which has formed a significant part of Essex Police's approach to rural crime, has proven to be a successful and collaborative programme which has successfully involved communities in crime prevention.

Working with landowners, this operation utilises new drone technology, but is mainly based around greater co-ordination and involvement of the community themselves. Through the growth of programmes such as Farm Watch and Neighbourhood Watch, sharing information through Essex Community Messaging and bringing in other operational units such as the dog team, the Active Citizen scheme is able to target activity and support communities in preventing crime in the first place.



15 police staff have been added to the Force Control Room to improve accessibility and the 101 contact service.



Precept

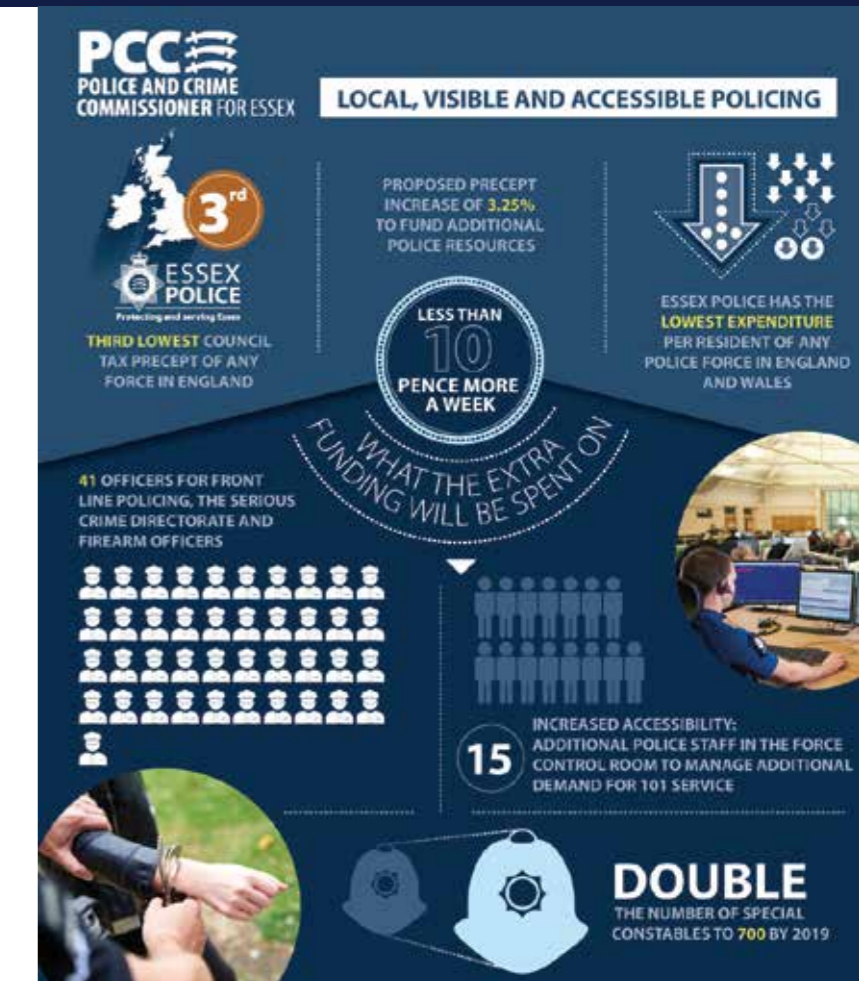
In January, I recommended increasing the police precept for 2017-2018 by 3.25 per cent or £4.95 for an average Band D property. This additional £3.1 million funded a number of programmes all specifically focused on this priority, including:

- The first phase of a programme to double the number of Special Constables to 700 by 2019.
- Increasing the number of police officers to 2,850, an increase of 41 officers for regular frontline policing, for the Serious Crime Directorate and for additional firearm officers.
- Improving accessibility by adding 15 police staff to the Force Control Room to manage additional demand and improve the 101 service.
- Investment in dealing with digital and cybercrime and online fraud, to help tackle gangs and organised crime.
- Investment in the technology that supports the Mobile First programme, increasing what officers can do via their smartphones on patrol, freeing up time to offer additional support to communities and improving performance management.

Community safety hubs

The introduction of these shared spaces to co-locate community safety and policing services together has further strengthened the link between agencies and brought policing and communities closer together. Building on the work of local Community Safety Partnerships, the public now have a way to identify the priorities in their communities and, once identified, these are fed directly to the Community Safety Hubs and local policing teams for action.

However, while we have made significant progress over the last year, we still have some way to go. We continue to work hard to improve our engagement with the public, our 101 service through the Contact Management Review Project Board and supporting our officers to take up opportunities offered by technology to connect with their communities more regularly and more visibly. Over the next year, the Chief Constable and I will focus hard on delivering improvements to the 101 service to ensure the public get the speed and quality of response they need.



Antisocial behaviour can have a corrosive impact on communities with repeat offenders impacting on the quality of life for large sections of their communities. While we continue to focus on cracking down on antisocial behaviour, it is positive that across Essex antisocial behaviour incidents reduced by 562 or 1.1 per cent over the 12 months covered by this report. While this is a small reduction and there is significant variation between communities, it is still a reduction and shows a positive start in the first year of the new Police and Crime Plan.

At a county level, Safer Essex Partnership Board brings together local authorities, Community Safety Partnerships, Essex Police, Essex Fire and Rescue Service, National Probation Service, Essex Community Rehabilitation Company, Clinical Commissioning Groups (CCGs), Public Health and a wide range of third sector organisations represented through the Essex CVS. The Partnership has the aim of making Essex a safer place to live, work and learn. As an active member of this partnership, we work hard to share best practice between partners in different communities across the county.

Community Safety Hubs, where agencies are located together to tackle local crime and ASB, are being rolled out across the county. While this implementation is still in the early stages, it is showing positive signs of being a powerful approach to tackling crime and preventing it from happening in the first place. In particular, these hubs are effective at promoting information sharing and joint working between community safety organisations. This, in turn, is starting to make a positive difference to the impact these agencies can have in their communities. The model is flexible to reflect local needs so hubs look different in each area in Essex, but generally involve Community Policing Teams co-locating with other partners including Community Safety Partnerships, district councils, Neighbourhood Watch groups, Youth Offending Teams and Citizens Advice etc.

Where these hubs are now operational, we can see the positive impact of our investment with greater collaboration and information sharing leading to a much stronger multi-agency response to a wide range of local issues, ranging from parking and antisocial behaviour to organised crime and gangs.

We have also continued to invest in and support Community Safety Partnerships with £321,827 invested across Essex in 2016-17.



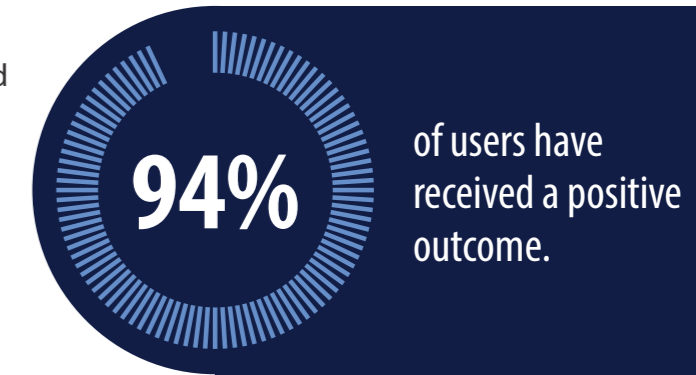
These Partnerships offer local communities the opportunity to identify and prioritise the issues that matter to them. The Community Safety Development Fund has provided £300,000 to fund local programmes of up to £20,000 each. This funding has been used successfully by CSP throughout the county.

These partnerships offer local communities the opportunity to identify and prioritise the issues which matter to them. The PCC Community Safety Development Fund has provided £300,000 to fund local programmes of up to £20,000 each. This funding has been used successfully by CSPs and local community groups throughout the county.

In Southend, the PCC funded Achievement Through Football (ATF), a football coaching programme. The project engaged young people who may otherwise have been involved in antisocial behaviour or low-level criminal activity. One client was referred from the Probation Service after receiving a custodial sentence for ABH. The individual struggled with anger issues and benefited from counselling through the ATF programme to address this. He now volunteers with ATF, supporting a younger cohort by providing coaching to them.

We recognise that persistent antisocial behaviour, which often leads on to low level crime, can have a significant impact on communities and victims. That is why we have commissioned the charity Victim Support to deliver services to support victims of ASB as well as an enhanced service for victims of persistent forms of crime or those most vulnerable. This ensures partners provide a faster and stronger response.

However, ultimately, we believe that prevention of crime and ASB is the most effective approach in the long term. That is why one of the services we have invested in is the **Essex Restorative and Mediation Service**. This is a well-used and successful programme which seeks to support victims as well as reduce the level of reoffending by offenders through the use of restorative approaches, such as mediation, reparation and restorative conferences. 100 per cent of agencies who have referred to the service say they would refer again and 94 per cent of those who have used the service say they received a positive outcome. About 62 per cent of referrals to the service involve antisocial behaviour. The Essex Restorative and Mediation Service successfully achieved the Restorative Service Quality Mark (RSQM) in 2016-17 –the industry accreditation which demonstrates the good quality of the services provided.



Case Study

Southchurch Park

The work of my Restorative Justice Team has a direct impact on the community.

The team were called in to help with a situation which had developed at Southchurch Hall Gardens in Southend. These picturesque gardens are a designated Scheduled Ancient Monument and house a medieval moated manor house.

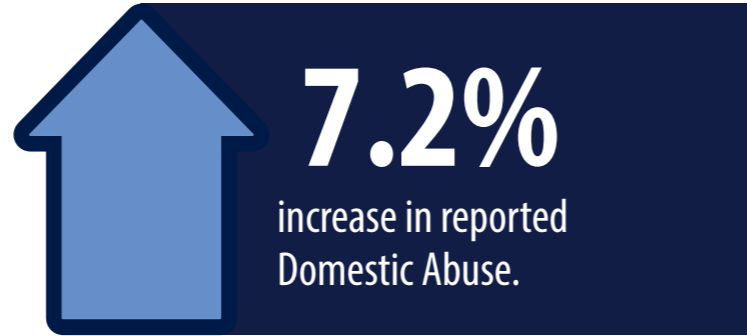
Unfortunately, the park was being used by street drinkers, drug users and prostitutes. This was causing problems for residents whose gardens backed on to the grounds. Also, staff reported having to pick up needles and condoms before starting their work in the morning.

A mediation programme began involving police and council professionals, local businesses, residents and people who regularly drank in the area. It was agreed that everyone wanted the drugs and prostitution to stop and those who wished to drink during the day wanted somewhere safe to go that did not cause a problem for local residents.

A successful community meeting was held between residents, a local off-licence owner, Southend-on-Sea Borough Council staff, police officers and representatives from all of the park's users. A number of outcomes were agreed with ideas taken forward to improve the gardens and encourage more residents to use it more.

Domestic abuse is a persistent blight in our communities with devastating consequences to victims and their families. It is an area where a substantial amount of partnership work has been undertaken in the last few years with a significant and sustained effort being made to increase awareness and reporting, provide specialist support and champion the rights of victims.

As a result of this awareness raising work, there is now a greater willingness from victims to come forward and report crime. While this is a positive consequence of the action undertaken, it does mean we have seen an increase in reporting and an increase in crimes recorded. **Over the 12 months covered in this report, the number of reported domestic abuse offences has continued to increase and went up by 7.2 per cent (918 offences). However, at the same time, we have also seen a reduction in the number of high risk and medium risk domestic abuse offences of 30.1 per cent (11231 offences) and 15.8 per cent (1102 offences) respectively, which is an encouraging trend showing the support offered to victims is having an impact.**



I remain committed to ensuring a strong focus on this important issue, working closely with the Chief Constable and wider partners through the DA Strategic Board to make sure victims are kept safe and perpetrators are brought to justice. The Joint Commissioning Strategy for Domestic Abuse was developed in 2015 and provides joined-up and tailored approaches in Southend, Essex and Thurrock. Progress against this strategy is monitored by the Joint Domestic Abuse Board.

A good example of how this can work in practice is the Multi-Agency Risk Assessment Team (MARAT) which operates in Essex and a similar arrangement that operates in Southend. This is a multi-disciplinary team consisting of social care professionals, police, Independent Domestic Violence Advisor service workers and others who look into specific cases and develop safety plans for victims and strategies for dealing with individual cases. In Thurrock, a multi-agency safeguarding hub provides a similar service. These models have been recognised nationally as good practice and scrutiny over them is maintained through the Domestic Abuse Board.

As well as investing in better ways to tackle and manage existing behaviour, we also, in line with our approach to other forms of crime, continue to invest heavily in prevention and making it easier to report offences. In the 2016-2017 year, Essex Police ran the successful and award-winning Reflect campaigns which used highly targeted media campaigns to challenge and tackle the behaviour of potential offenders.

We also continue to focus on more targeted programmes, such as J9 and Risk Avert. Working with professionals, the J9 programme provides training in how to spot the signs of abuse and information on how and where to refer people, while Risk Avert is a programme delivered free of charge in Essex schools. Risk Avert involves anonymously surveying all students with a range of questions intended to assess their understanding of risk and to flag those young people who are demonstrating or displaying risky behaviours. Where at-risk individuals are identified, they are given targeted interventions to help them to better understand risk and to help them to make better decisions.

The Drive project aims to reduce the number of child and adult victims of domestic abuse and focuses on ex/partners of victims. The Drive project combines intensive case management with perpetrators and local multi-agency work to create change.

Other innovative arrangements, such as embedding Independent Domestic Abuse Advisors within A&E departments, offer new ways for those affected by domestic abuse to come forward and report crime. This project, which started with three A&E departments in Essex, will be expanded to five hospitals in the coming year.

However, while the approach continues to show strong partnership working and innovative thinking, the solve rate for domestic violence has fallen over the reporting period by 4.5 per cent to 26.2 per cent. This is of concern and we will continue to work closely with partners and hold the Chief Constable to account to better understand the factors impacting this and what needs to be done to see significant improvement.

“As a result of awareness campaigns there is now a greater willingness from victims to come forward and report crime.”



“The embedding of Independent Domestic Abuse Advisors within A&Es which started with 3 A&Es in Essex will be expanded to 5 hospitals in the coming year.”



Serious violence

While Essex remains a safe county, serious crime continues to be of concern, with the number of violence with injury offences increasing by 7.7 per cent (897 offences) over the reporting period. 32 per cent of these were domestic abuse related.

Even though this increase is reflected across the country, the situation in Essex is of concern and more needs to be done to identify and divert those most at risk of committing serious crime. Included in Operation Raptor, which is discussed in more detail within the gangs and organised crime section, there is a focus on tackling hotspots and patterns of knife crime within the county.



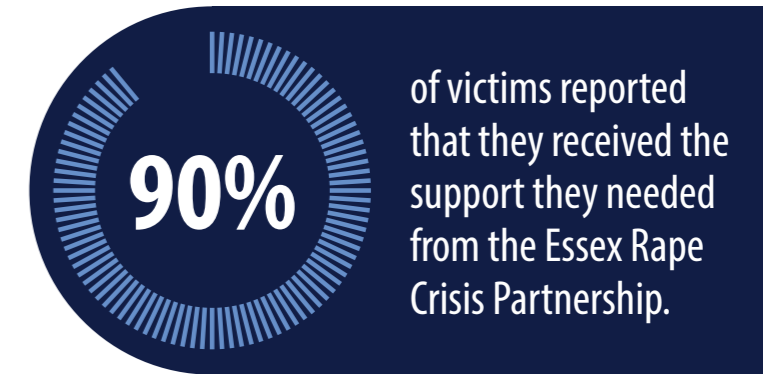
positive trend, given the low numbers involved we need to be cautious about becoming complacent.

Reducing reoffending - A significant achievement this year has been the development of The Essex Partnership Reducing Reoffending Strategy. This sets out how agencies across the Southend, Essex and Thurrock areas will work together to reduce reoffending by adults and young people. This approach focuses on early intervention to prevent people from getting involved in offending in the first place and working to reduce reoffending among those who do offend. This work builds on recent successes, including:



Sexual abuse

This is an extremely serious and deeply impactful harm, especially when the victims are among the most vulnerable members of society. Working with local criminal justice and safeguarding partners, I have made commitments to increase awareness and understanding of these crimes and to improve the response to victims and perpetrators. I have commissioned the Essex Rape Crisis Partnership (ERCP) to deliver specialist support services for all victims of sexual abuse across Essex, including recent and historic cases of rape and sexual assault. This service commenced in April 2016 and is delivering excellent outcomes for victims, with more than 90 per cent of victims reporting that they received the support they needed.



Essex Rape Crisis Partnership provides advocacy services through Independent Sexual Violence Advisors (ISVAs) who help individuals through the criminal justice service. They also provide therapy, counselling and other longer-term support, including advice or referral and signposting to other support services which enable victims to cope and recover from the harm they have experienced. I am proud to have been able to provide a more stable and consistent support service for victims of sexual abuse. But, we know that challenges remain in this area as demand for this type of support is increasing rapidly due, in part, to some high profile national cases and improving referral and signposting mechanisms as a result of improved awareness.

Over this same period, the number of rapes reported increased by 8.6 per cent for offences against victims under the age of 16 and 9.7 per cent for offences against victims over the age of 16. 44.8 per cent of those offences committed on people over the age of 16 were domestic-abuse related. As part of the response to this data, I recommended a rape scrutiny panel be established to understand and review the evidence, practice and performance to help support significant improvements in this area.

15,000
knives off the streets



Local activity is co-ordinated to coincide with the national Operation Sceptre, which allows Essex Police to keep the dangers of carrying knives on the public agenda. During this reporting period, there were more than 40 Operation Sceptre related arrests and significant amounts of publicity and public engagement.

During the year, I continued to support the work undertaken by organisations such as Only Cowards Carry where I funded six amnesty bins. At a total cost of £25,000, this investment helped to get 15,000 knives off the streets. I also provide annual grant funding to the three upper tier local authorities to support the work of their drug and alcohol teams. This money is used to fund treatment and recovery services, establishing referral pathways such as drug testing on arrest and support programmes such as peer mentoring.

In contrast to the increase in violence with injury offences, the number of homicides over the same period has reduced from 34 in 2016 to 15 in 2017, a significant 55.9 per cent reduction. While this is a

Gang and organised criminal behaviour is a key driver for other forms of criminality and my commitment is to make sure crime doesn't pay, to tackle these forms of crime and to prevent the exploitation of vulnerable people.

Gang and organised criminal behaviour is a key driver for other forms of criminality and my commitment is to make sure crime doesn't pay, to tackle these forms of crime and to prevent the exploitation of vulnerable people.

On the ground, our fight against gangs is led through Operation Raptor. This is a significant operation which aims to target offenders, support victims, increase the intelligence received from the community, identify and address knife crime hotspots, work with schools to identify those most vulnerable to exploitation and work with other partners to stop the supply of drugs through "county lines".

Between January and July 2017, Operation Raptor teams across the county arrested 279 people, charged 130 people, submitted 484 intelligence reports, seized about £100,000.00 in cash and seized 31 vehicles.

These results have led to more than £500,000 being allocated to crime prevention programmes in 2016-2017 from proceeds of crime and helping to make sure crime doesn't pay.

279 arrests

130 charged

484 intelligence reports



£500,000
seized in criminal assets.

£200,000

invested in 2 year
Gangline Pilot funding.



As well as tackling those gangs and organised criminals driving this criminal behaviour, we are also investing in preventative programmes and better collaboration to help partners through the county to tackle gang behaviour in their own communities. My office is working with partners to develop a multi-agency Gangs and Vulnerability Strategic Framework, where all agencies can sign up to common approaches to tackling gangs and keep vulnerable people and communities safe.

In terms of gang members, we have invested £200,000 in a series of pilots run by the voluntary sector organisation Gangline in some of the highest risk areas in the county. These pilots will train more than 1,000 people from secondary schools, pupil referral units and community safety partnerships to identify young people at risk of being exploited by gangs. Once identified, those at risk of being exploited are supported by a network of highly skilled specialists, including some ex-gang members who work with young people at risk to tackle the issues affecting them and help them to turn their lives around.

Gangline has a proven track record of effectively addressing the root causes of why young people get caught in gang membership. Issues such as family breakdowns, anger, the consequences of societal rejection, emotional hurt, unresolved conflict, a (missing) sense of belonging, the dangers of the disillusioned and the despair of struggling parents and absent fathers have all had a massive contribution to the choices made by many of our

"Ex-gang members... work with young people at risk to tackle the issues affecting them and help them turn their lives around."

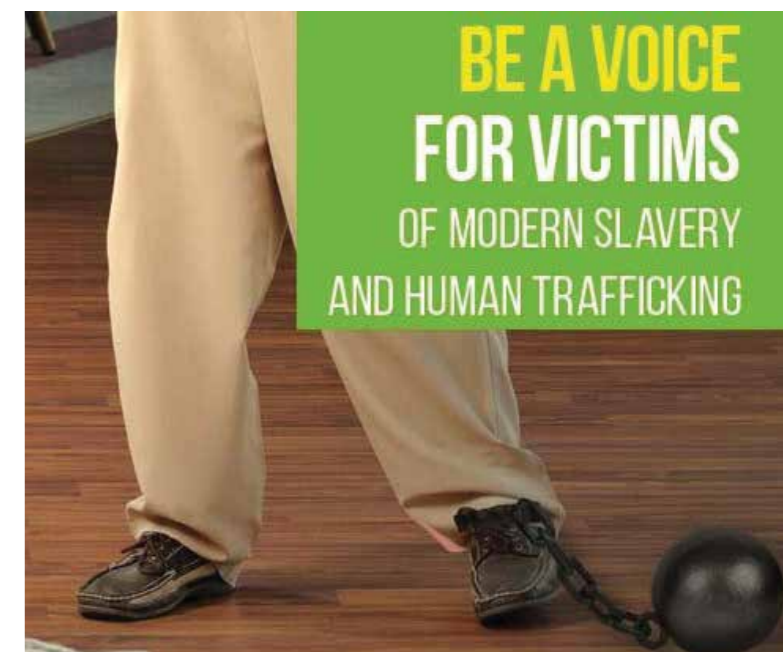
socially excluded young people. Gangline focuses on notions of responsibility, morality, positive thinking, anger management, self-belief, leadership, success and purpose to help support these young people.

Drugs remain as the most common commodity associated with organised criminal gangs with consequences for the wider community. The joint efforts of Essex Police and Kent Police through the Serious Crime Directorate are focussed on this threat which is regularly monitored by the PCC through the Essex and Kent PCC Collaboration Board.

Modern slavery is a growing area of concern, with significant anticipated under-reporting and some of the most vulnerable victims in our community. We have partnered with the Kent PCC to fund a new anti-slavery partnership co-ordinator.

This role brings partners together, has successfully developed an action plan and delivered initiatives and interventions such as our modern slavery safe house.

In September 2016, Essex Police implemented a Tactical Anti-Slavery Group which facilitates partnership working and sharing good practice and promotes data and intelligence sharing between partners.



BE A VOICE FOR VICTIMS OF MODERN SLAVERY AND HUMAN TRAFFICKING

Ensuring children and vulnerable people are appropriately safeguarded and receive the help and support they need is an important priority within the Police and Crime Plan. It is also an area where the public rightly expect the police to offer a high level of service.

The 2015 PEEL Vulnerability report, where Essex Police's response to children in need of help and protection was judged to be "inadequate", made it clear there was a lot of work to be done in this area. My predecessor as Police and Crime Commissioner, who was in office at the time, along with the Chief Constable put significant effort into improving this area. It was very positive that these efforts were recognised by HMIC during their 2017 re-inspection report. In this report, HMIC found the force had "acted decisively on these findings and is making improvements and addressing shortcomings". While it was noted it is too early to know if these changes are having an effect on the frontline, the early indications are positive.

However, given the level of improvement required and the clear importance of this area, we have continued to maintain close scrutiny in this area and work with Essex Police to ensure these actions are embedded effectively.

At a strategic level, we work actively on the Safeguarding Boards for Essex, Southend and Thurrock. Under Section 13 of the Children Act 2004, these boards hold the statutory responsibility to act as the lead organisation for adult safeguarding and oversee and co-ordinate the effectiveness of the safeguarding work of its member and partner agencies.

This shared approach has significant potential and, while there is some variation in how the boards operate, having all responsible agencies working closely together presents significant opportunities and positive outcomes in keeping children safe.

The office for the PCC and Essex Police are active members of the safeguarding boards, which provide training and deliver targeted communications campaigns to up-skill and raise awareness of key

issues, such as the recent "I didn't know" campaign focusing on raising awareness of child sexual exploitation.

Over the last 18 months, one area which has developed significantly is around the treatment of individuals experiencing mental health crises. In collaboration with the Essex Health Economy and Essex Police, I have facilitated new legislation in relation to Section 136 of the Mental Health Act which will ensure individuals in mental health crisis are no longer arrested, but receive appropriate assessment and intervention within a health based place of safety. This, in effect, means only individuals displaying extreme violence will be detained in custody.

At a local level, we have developed the Crisis Care Concordat, a new arrangement signed by key partners which sets out how relevant organisations should work together effectively to help people when they are having a mental health crisis. We have also invested further in Street Triage, a joint service

between Essex Police and local NHS providers. This has significantly reduced the pressure on Essex Police and partner resources and, more importantly, has provided a more responsive and more appropriate intervention to those in mental health crisis.

Following the success of this arrangement, Essex Police are aligning their police custody healthcare service with Street Triage and liaison and diversion to deliver an integrated health and justice model for Essex – this new service will commence in April 2018.

Essex Police and my office also work closely with communities through independent advisory groups which provide feedback to Essex Police regarding policies, procedures and incidents.

"We have invested further in the Street Triage service which has provided a more responsive and more appropriate intervention to those in mental health crisis"



"Ensuring children and young people are appropriately safeguarded ... is an area where the public rightly expect the police to offer a high level of service."

Firebreaks

The PCC has used the Community Safety Development Fund to contribute to Essex County Fire and Rescue Service's Firebreak programme. Firebreak is a week-long programme which works with young people to break the cycle of negativity, aiming to reduce reoffending and ASB. During the intensive week-long fire station-based course, students gain confidence and develop vital life skills, while experiencing the techniques used by firefighters in their working lives. The PCC has funded a range of Firebreak courses, including some specifically focused on a cohort of young people known to be involved in ASB. Each course is evaluated, with positive results of young people not representing following involvement in the programme.

Hate crime reporting

Stop Hate UK reporting line is funded through the PCC's office and supports victims and professionals as well as facilitating reports to police. This is further supported by our hate crime partnership co-ordinator who promotes the work of the hate crime partnership and ensures the effectiveness of our local arrangements.



More people are injured on our roads than in any other form of crime put together so I am committed to improving safety on our roads and reducing the number of people killed or seriously injured. The work myself and Essex Police do in this area is through the strong working relationship we have with the Safer Essex Roads Partnership (SERP).

During 2016-2017, Essex moved to a new reporting system which provided an easier and more consistent reporting process across the county. This new system has led to a significant increase in the number of recorded offences and made it hard to see a true year-on-year comparison. As we have been using the system for a number of years, we can now see in 2017-2018 a clear downwards trend in the number of offences on the roads, however, this is not reflected in this year's statistics.

A key part of reducing the number of offences on our roads is the promotion and uptake of safe driving programmes. These have been shown to have a positive effect on driver behaviour. In 2016-2017, 60,734 courses were delivered compared to 47,116 in 2014-2015. These courses can be either theory based or practical and are designed to tackle the specific

dangerous behaviour shown by the driver, whether speeding or careless driving.

Essex Police have also continued to run successful awareness campaigns to encourage the reporting of driving related offences. In 2015 under Operation VALE, a specialist email address was introduced to

encourage road users to report incidents of poor driving. More than 2,500 messages were received, providing valuable intelligence and resulting in a range of measures, including more than 120 warning letters being issued. More than 103 messages also provided footage from dash cams or go-pro cameras. This concept has now been picked up nationally and

Safer Essex Road Partnership will offer an enhanced service in 2017 under the Extra Eyes campaign.

"More people are injured on our roads than any other form of crime put together"



With the increase in drug-driving, Essex Police have continued to train specific frontline officers in the use of roadside drug wipes, including all road policing officers and Special Constables plus proactive teams focused on disrupting drug gangs. Essex Police have been recognised by the Department for Transport for this approach.



8990
offences reported by Community Speed Watch.



13,608

increase in number of driver offender courses attended compared to previous year.



The force have also been recognised for their recent move into online reporting. This has improved recording and investigations leading to a better level of service to the public and a more timely receipt of collision data. This is used by statutory agencies, including the Department for Transport and Highway Authorities, in directing measures to improve road safety through education, enforcement and engineering.

Community Speed Watch also continues to offer a valuable service and another way for members of the public to participate, with 370 trained volunteers within 76 active groups. From January 2017 through to the end of July 2017, Community Speed Watch carried out 752 sessions, recording 8,990 offences. More than 40 new sites have been evaluated and put forward for approval and there are a number still awaiting approval. CSW groups have actively supported Surround a Town events and national road safety days.

Summary of accounts

Performance Data

What the money was spent on in 2016/17

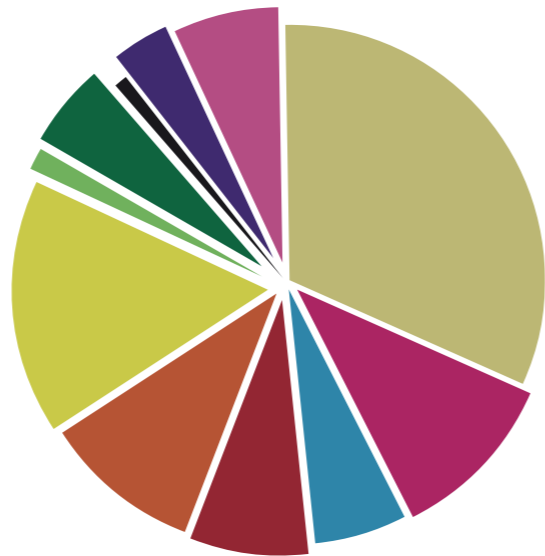
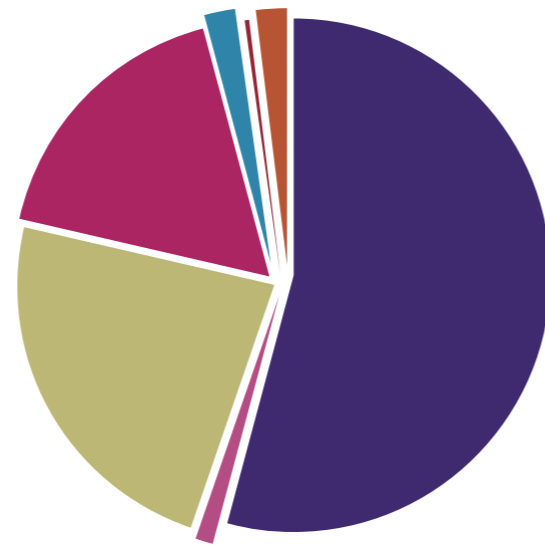
Revenue Expenditure	2016/17
Police officer pay & allowances	159,556
Police community support officers	3,431
Police staff pay and allowances	68,988
Premises, Transport, Supplies and Services, Third Party and transfer to earmarked reserve	50,151
Income	-27,920
Operational Expenditure	254,206
Office of the Police and Crime Commissioner	1,230
Police and Crime Commissioner grants	5,292
Contribution (from) / to general reserve	-
Net Revenue Expenditure	260,728
Transfer to Earmarked Reserve	5,551
Total	266,279

Funding Sources	2016/17
Police Grant	102,783
DCLG Grant	55,933
Council tax precept	92,644
Council tax freeze scheme	2,133
Council tax support grant	10,992
Collection fund surplus	1,794
Total	266,279

Amount spent on different policing services in 2015/16

Force Executive and Corporate Centre	10,249
Control Room and Incident Management	17,507
Local Policing	85,069
Crime and Public Protection Command	28,438
Custody and Criminal Justice	15,561
Operational Policing Command	20,456
Serious Crime Directorate	26,271
Support Services Directorate	42,763
Police & Crime Commissioner	4,384
Central Costs	13,770
National / Misc. Costs	1,811
Total expenditure	266,279

Police Officer Pay and Allowances
Police community support officers
Police staff pay and allowances
Premises, Transport, Supplies and Services, Third Party
Transfer to earmarked reserve
Office of the Police and Crime Commissioner
Police and Crime Commissioner grants



Police and Crime Plan Priorities	Police Priority Indicators	12 months to Mar 2016	12 months to Mar 2017	Number Difference	% Difference	Further Info
Priority 1 - More local, visible and accessible policing	Percentage of people who have confidence in policing in Essex ^{1,2}	58.8	51.6	-7.2	-	pages 6 - 9
	Number of all crime offences	111,022	120,665	9,643	8.7	
Priority 2 - Crack down on anti-social behaviour	Number of anti-social behaviour incidents	52,732	52,170	-562	-1.1	pages 10-11
	Percentage of people who have confidence that the policing response to ASB is improving ¹	Data are not currently available				
Priority 3 - Breaking the cycle of domestic abuse	Number of incidents of domestic abuse	30,719	32,009	1,290	4.2	pages 12-13
	Number of repeat incidents of domestic abuse ³	n/a	13,489	-	-	
Priority 4 - Reverse the trend in serious violence	Percentage of domestic abuse offences solved	30.7	26.2	-4.5	-	pages 14-15
	Number of homicides	34	15	-19	-55.9	
Priority 5 - Tackle gangs and organised crime	Number of violence with injury offences	11,680	12,577	897	7.7	pages 16-17
	Number of Organised Criminal Group disruptions ⁴	n/a	n/a	-	-	
Priority 6 - Protecting children & vulnerable people	Number of drug offences in relation to Trafficking of Drugs	582	606	24	4.1	pages 18-19
	Number of child abuse outcomes ⁵	381	330	-51	-13.4	
Priority 7 - Improve safety on our roads	Number of driving related mobile phone crime on Essex roads	5,648	4,417	-1,231	-21.8	pages 20-21
	Number of driving under the influence of drink and/or drugs on Essex roads	1,757	1,719	-38	-2.2	

¹ This question has been included in the survey that has been commissioned by the PCC and Essex Police, with the results being available quarterly from the end of 2017.

² Crime Survey for England and Wales (CSEW) - 12 months to March 2017 vs. 12 months to March 2016.

³ The number of repeat incidents of domestic abuse is for the 12 months to March 2017. The previous period cannot be produced due to a change in how this measure is captured.

⁴ The number of Organised Criminal Group disruptions can not be produced this month due to a recent change in the definition (January 2017). Data will be available from April 2017.

⁵ Solved outcomes are crimes that result in: charge or summons, caution, crimes taken into consideration, fixed penalty notice, cannabis warning or community resolution (it should be noted that not all of these are applicable to child abuse outcomes).

Moving forward

During this reporting period, we have established a strong foundation on which to build over the next three years. In particular, our work with partners and the public to develop the Police and Crime Plan 2016-2020 has established a clear set of priorities and focus.

As well as refocusing our efforts on increased local, visible and accessible policing, we have successfully redirected the resources we have. By moving out of a number of old and out-dated police stations, we have been able to reinvest these resources into the modernisation of Essex Police through programmes such as Mobile First. While this is still in the early stages, it has already started to make a difference in our communities with officers saving about 20 minutes per shift due to the availability of Samsung handheld devices. As further investment is made, this saving should increase with communities starting to feel a tangible difference.

While we have established a strong foundation there is still much to do. Over the next three years:

- We will continue to **refocus** our resources away from operationally outdated police stations and into modernisation programmes.
- We will **support** our officers to have the technology they need to be mobile, increasing their visibility within their communities.
- We will continue to **build** the capability and capacity of the Special Constabulary.
- We will **champion** public participation in policing including a strong emphasis on volunteering.
- We believe victims should **be at the heart** of the Criminal Justice system and will continue to place a **special emphasis** on their needs.
- We will work in **close partnership** with agencies and organisations across Essex including health, local authorities, voluntary organisations, community safety partnerships, criminal justice agencies and business, rural and local communities.
- Through **joint governance** of police and fire services, we will invest more in community safety and prevention activity in local communities, while at the same time enabling our police officers and fire officers to deliver further improvements at a local level.
- We will **reduce the risk** of re-offending by getting offenders out of crime and into employment and training, accommodation and healthy relationships.
- We will continue to **stay in touch with the people of Essex**, undertaking a robust public engagement programme, welcoming challenge and debate and ensuring the public have access to the information they need to understand and review the work that we do.

Beyond this, we will continue to be accountable to the people of Essex, we will be open and transparent and deliver on our priorities set out in the Police and Crime Plan 2016-2020.



This page is intentionally left blank

**Summary Report to Policy & Resources Scrutiny Committee
31st January 2018**

At the Council meeting in May 2015, Council agreed to make it a requirement that the Council nominee(s) to specific outside bodies should submit summary reports to the Policy & Resources Scrutiny Committee. The specific bodies identified were – Essex Fire Authority*; Essex Police & Crime Panel; Southend Hospital; and Kent & Essex Inshore Fisheries & Conservation Authority.

**On 1 October, 2017 governance was transferred to Police, Fire and Crime Commissioner Fire and Rescue Authority.*

Reports are requested for the following outside bodies: -

- Essex Police, Fire & Crime Panel
- Southend University Hospital - NHS Foundation Trust
- Kent & Essex Inshore Fisheries & Conservation Authority

In your response, please indicate which Group / Body this report relates to.

Notes:-

- *In cases where there is more than one nominee, a joint report shall be submitted.*
- *Council has agreed that updates shall be submitted to every other ordinary meeting of the Scrutiny Committee.*

Last update October 2017

.....
Name of Group / Body:- Kent and Essex IFCA

**Update on Key Issues – New Whelk Bye-Law implemented
Poor Cockle yield for 2017, hopeful for better tonnage and yield for 2018**

**Private Oyster Grounds now being fished in the Crouch and Roach,
New Bye-Laws in place.**

**Working closely with the Association of IFCA's, Marine
Management Organisation (MMO) and DEFRA on the implications
of Brexit to the Fishing Industry.**

Person / Persons Making Response:

CouncillorCllr Lamb.....

Date4th January 2018.....

This page is intentionally left blank