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SOUTHEND-ON-SEA BOROUGH COUNCIL

Policy and Resources Scrutiny Committee

Date: Thursday, 12th April, 2018 @ 18.30  
Place: Committee Room 1 - Civic Suite  
Contact: Fiona Abbott - Principal Democratic Services Officer  
Email: [committeesection@southend.gov.uk](mailto: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 Wednesday, 31st January, 2018 (Pages 1 - 10)

\*\*\*\* **ITEMS CALLED IN / REFERRED DIRECT FROM CABINET - Tuesday, 13th March 2018**

- 5 **Monthly Performance Report** (Pages 11 - 94)

Members are reminded to bring with them the most recent MPR for period ending January 2018.

Comments / questions should be made at the appropriate Scrutiny Committee relevant to the subject matter.

- 6 **Annual Procurement Plan 2018/19** (Pages 95 - 106)  
Minute 826 (Agenda Item No. 17 refers)  
Called-in by Councillors C Nevin and I Gilbert
- 7 **Council Procedure Rule 46** (Pages 107 - 108)  
Item 2.2 Grant of agreement lease of land at East Beach for a Restaurant Development  
Minute 830 (Agenda Item No. 21 refers)  
Called-in by Councillors J Ware-Lane and I Gilbert

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

NONE

\*\*\*\* **ITEMS CALLED-IN FROM THE FORWARD PLAN**

NONE

\*\*\*\* **OTHER SCRUTINY MATTERS**

**8 In depth scrutiny project - 'Additional enforcement resources for Southend'**

Report of Chief Executive (to follow)

**9 Exclusion of the Public**

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

\*\*\*\* **Part 2**

\*\*\*\* **ITEM CALLED IN FROM CABINET - Tuesday, 13th March 2018**

**10 Council Procedure Rule 46 - Confidential Sheet (Pages 109 - 110)**

Item 2.2 Grant of agreement lease of land at East Beach for a Restaurant Development

Minute 832 (Confidential Item 23 refers)

Called in by Councillors J Ware-Lane and I Gilbert

**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: Wednesday, 31st January, 2018**

**Place: Committee Room 1 - Civic Suite**

# 4

**Present:** Councillor B Ayling (Chair)  
Councillors D Kenyon (Vice-Chair), B Arscott, S Buckley\*,  
D Burzotta, M Davidson, N Folkard, J Garston\*, I Gilbert, R Hadley,  
D McGlone, J McMahon, D Norman MBE, F Waterworth\*,  
P Wexham, C Willis and R Woodley\*  
\*Substitute in accordance with Council Procedure Rule 31.

**In Attendance:** Councillors M Flewitt, J Lamb, A Holland and A Moring (Executive Councillors)  
Councillors L Davies and M Terry  
J K Williams, F Abbott, J Chesterton, J Ruffle, S Houlden, T Edwards, M Gatrell and I Ambrose

**Start/End Time:** 6.30 - 8.40 pm

#### **697 Apologies for Absence**

Apologies for absence were received from Councillor D Garston (substitute Cllr F Waterworth), Councillor C Walker (substitute Cllr J Garston), Councillor M Stafford (substitute Cllr R Woodley) and Councillor G Phillips (substitute Cllr S Buckley).

#### **698 Declarations of Interest**

The following interests were declared at the meeting:-

- (a) Councillors Lamb, Holland, Moring, Flewitt (Executive Councillors) - interest in the called in / referred items; attended pursuant to the dispensation agreed at Council on 19th July 2012, under S.33 of the Localism Act 2011;
- (b) Councillor Flewitt – agenda items relating to - Council Tax Base and National Non Domestic Rating Base 2018/19; Draft Housing Revenue Account Budget 2018/19 and Rent Setting; Draft Capital Programme 2018/19 to 2021/22); Draft Fees and Charges 2018/19; Draft General Fund Revenue Budget 2018/19 – Non-pecuniary interest: Friends and family are tenants of South Essex Homes;
- (c) Councillor Holland – agenda items relating to - Draft Housing Revenue Account Budget 2018/19 and Rent Setting; Draft Capital Programme 2018/19 to 2021/22 – Non-pecuniary interest: Son might be involved with housing projects;
- (d) Councillor Flewitt – agenda item relating to Housing Strategy – Non-pecuniary interest: Friends and family are tenants of South Essex Homes;
- (e) Councillor Holland – agenda item relating to Passenger Transport Operating Model and procurement Process - Non-pecuniary interest: President of Southend Stroke Club which uses the Council's Passenger Transport Service;

- (f) Councillor Davidson – agenda item relating to Draft Housing Revenue Account Budget 2018/19 and Rent Setting – non-pecuniary – non-Executive Director South Essex Homes;
- (g) Councillor McGlone - Draft Housing Revenue Account Budget 2018/19 and Rent Setting – non-pecuniary - non-Executive Director South Essex Homes;
- (h) Councillor D Norman MBE - Draft Housing Revenue Account Budget 2018/19 and Rent Setting – non-pecuniary – Council elected Representative on South Essex Homes;
- (i) Councillor McMahan – agenda items relating to - Draft Housing Revenue Account Budget 2018/19 and Rent Setting; Draft General Fund Revenue Budget; MPR; Housing Strategy – non-pecuniary – co-founder of homeless provisions in Southend;
- (j) Councillor J Garston – agenda items relating to - MPR; Housing Strategy – HARP mentioned during discussions - Council appointed representative to the Board of HARP and member of Rotary Club which raises funds for the Charity;
- (k) Councillor D Norman MBE – agenda item relating to Standing Order 46 (item 2.1) – non-pecuniary – sat on Licensing Committee hearing in relation to La petite Petanque at Alexandra Bowling Green Café, SS1 2EY;
- (l) Councillor McGlone – agenda item relating to Standing Order 46 (item 2.1) – non-pecuniary – sat on Licensing Committee hearing in relation to La petite Petanque at Alexandra Bowling Green Café, SS1 2EY;
- (m) Councillor Buckley - agenda item relating to Standing Order 46 (item 2.1) – non-pecuniary – sat on Licensing Committee hearing in relation to La petite Petanque at Alexandra Bowling Green Café, SS1 2EY;
- (n) Councillor J Garston – agenda item relating to Grants Strategy Working Party Minutes – disqualifying non-pecuniary - Council appointed representative to the Board of HARP and member of Rotary Club which raises funds for the Charity (withdrew).

#### **699 Questions from Members of the Public**

Councillor Holland, the Executive Councillor for Culture, Tourism & the Economy responded to a written question from Mr Webb. Councillor Moring, the Executive Councillor for Corporate & Community Support Services, responded to a written question from Mr Webb, 2 written questions from Mr Thompson and a written question from Mr Thwaites. The Executive Councillor read out an additional paragraph to his answer to Mr Thwaites.

The responses to the questions received from Mr Miller, Mr Lovett and Ms Dulieu will be forwarded to them as they were not present at the meeting.

#### **700 Minutes of the Meeting held on Thursday, 30th November 2017**

Resolved:-

That the Minutes of the meeting held on Thursday, 30<sup>th</sup> November 2017 be confirmed and signed as a correct record.

## 701 Council Tax Base and Non Domestic Rating Base 2018/19

The Committee considered Minute 645 of Cabinet held on 18<sup>th</sup> January 2018, which had been referred direct to the Scrutiny Committee together with a report of the Chief Executive concerning the calculation of the Council Tax Base for 2017/18 and the submission of the National Non Domestic Rates (NNDR1) form to the Department of Communities and Local Government (DCLG) by 31<sup>st</sup> January 2018.

Resolved:-

That the following decisions of Cabinet be noted:

“1. That in accordance with the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended by the Local Authorities (Calculation of Council Tax Base)(Amendment)(England) Regulations 2003) and Local Government Finance Act 2012 (Calculation of billing authority’s council tax base Section 15):

(i) The Local Council Tax Support Scheme for 2018/19 approved by Council on 14 December 2017, be incorporated into the Council Tax base setting as outlined in Appendices A and B to the submitted report.

(ii) That the following changes to Council Tax discounts and exemptions approved by Cabinet on 5 January 2016 will remain unchanged from 1<sup>st</sup> 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%; and

- 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.

(iii) That it be noted that the further discounts and exemptions that were approved by Council on 13 December 2012 will remain unchanged from 1<sup>st</sup> 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; and

- That a continuous 6 week period of occupancy is required between empty periods before a further discount can be awarded.

2. That the amount calculated by Southend-on-Sea Council as its Council Tax Base for the year 2018/19 shall be 57,611.55.

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

4. That the NNDR1 form attached at Appendix C to the submitted report be approved for submission to DCLG.”

Note:- This is an Executive Function.  
Executive Councillor:- Lamb

## **702 Housing Revenue Account Budget 2018/19 and Rent Setting**

The Committee considered Minute 646 of Cabinet held on 18<sup>th</sup> January 2018, which had been referred direct to the Scrutiny Committee together with a joint report of the Deputy Chief Executive (People) and the Director of Finance and Resources setting out the Housing Revenue Account (HRA) budget for 2018/19 together with the information necessary to set a balanced budget as required by legislation.

Resolved:-

That the following decisions of Cabinet be noted:

“1. That a rent reduction of 1% on secure tenancies, as required by the Welfare Reform and Work Act 2016, be endorsed.

2. That an average rent increase of 6.04% on shared ownership properties, be endorsed.

3. That the proposed rent changes in 1 and 2 above to be effective from 2 April 2018, be endorsed.

4. That the increases in other charges as set out in section 5 of the submitted report, be endorsed.

5. That the management fee and increases in service charges and heating charges proposed by South Essex Homes, as set out in section 6 of the report, be endorsed.

6. That the appropriations to the Repairs Contract Pensions earmarked reserve and the HRA Capital Investment earmarked reserve, as set out in section 8 of the report, be endorsed.

7. That subject to 1 - 6 above, the HRA budget as set out in Appendix 1 to the submitted report, be endorsed.

8. That 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.”

Note:- This is an Executive Function save that approval of the final budget following Cabinet on 13<sup>th</sup> February 2018 is a Council Function.  
Executive Councillor:- Flewitt

### **703 Draft Capital Programme 2018/19 to 2021/22**

The Committee considered Minute 647 of Cabinet held on 18<sup>th</sup> January 2018, which had been referred direct by Cabinet to all three Scrutiny Committees together with a report of the Corporate Management Team setting out the draft programme of capital projects for the period 2018/19 to 2021/22.

Resolved:-

That the following decisions of Cabinet be noted:-

“1. That the current approved Programme for 2018/19 to 2020/21 of £166.5m, as set out in Appendix 1 to the submitted report, be noted.

2. That the changes to the approved Programme, as set out in Appendix 2 to the submitted report, be noted.

3. That the proposed new schemes and additions to the Capital Programme for the period 2018/19 to 2021/22 totalling £20.1m for the General Fund as set out in Appendices 6 and 7 to the submitted report, be endorsed.

4. That the proposed scheme subject to external funding approval for the period 2018/19 to 2021/22 totalling £19m as set out in Appendices 2 and 7 to the submitted report, be endorsed.

5. That it be noted that the proposed new schemes and additions, as set out in Appendices 6 and 7 to the submitted report, and other adjustments as set out in Appendix 2 to the report, will result in a proposed capital programme (excluding schemes subject to external funding approval) of £184.9m for 2018/19 to 2021/22.

6. That it be noted 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 £71.7.2m as set out in paragraph 7.1 of the submitted report.

7. That it be noted 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<sup>th</sup> February 2018.”

Note:- This is an Executive Function save that approval of the final budget following Cabinet on 13<sup>th</sup> February 2018 is a Council Function.

Executive Councillor:- Lamb

### **704 Fees & Charges 2018/19**

The Committee considered Minute 648 of Cabinet held on 18<sup>th</sup> January 2018, which had been referred direct by Cabinet to all three Scrutiny Committees together with a report of the Corporate Management Team detailing the fees and charges for services in 2018/19 included in the budget proposals for 2018/19.

Resolved:-

That the following decisions of Cabinet be noted:-

“That, subject to the annual commuters car park charge (East Beach) being amended to £100, the proposed fees and charges for each Department as set out in the submitted report and appendices, be endorsed.”

Note:- This is an Executive Function save that approval of the final budget following Cabinet on 13<sup>th</sup> February 2018 is a Council Function.

Executive Councillor:- Lamb

## **705 Draft General Fund Revenue Budget 2018/19**

The Committee considered Minute 649 of Cabinet held on 18<sup>th</sup> January 2018, which had been referred direct by Cabinet to all three Scrutiny Committees, together with a report of the Corporate Management Team presenting the draft revenue budget for 2018/19.

In response to a question from Councillor Gilbert regarding the various investments in homelessness funding, the Executive Councillor for Housing, Planning & Sustainability said that he would provide a written response which would be circulated to all Members of the Scrutiny Committee.

Resolved:-

That the following decisions of Cabinet be noted:

“1. That the 2018/19 draft revenue budget and any required commencement of consultation, statutory or otherwise, be approved.

2. That it be noted 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.

3. That it be noted 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.

4. That the 2018/19 draft revenue budget, as endorsed, be referred to all three Scrutiny Committees, Business sector and Voluntary sector to inform Cabinet, which will then recommend the Budget and Council Tax to Council.

5. That the schools budget position and the recommendations to the Education Board on 16<sup>th</sup> January 2018, as set out in Appendix 14 and 14(i) to the submitted report, be noted and referred to People Scrutiny Committee and then to Cabinet and Council.

6. That the direction of travel for 2019/20 and beyond, as set out in section 15 of the submitted report, be endorsed.”



Note:- This is an Executive Function save that approval of the final budget following Cabinet on 13<sup>th</sup> February 2018 is a Council Function.

Executive Councillor:- Lamb

## **706 Monthly Performance Report**

The Committee considered Minute 615 of Cabinet held on 9<sup>th</sup> January 2018 together with the Monthly Performance Report (MPR) covering the period to end November 2017, which had been circulated recently.

In response to questions about including information on convictions for drug offences in the MPR, the Executive Councillor for Corporate & Community Support Services said that he would raise the matter with the relevant Executive Councillor.

Resolved:-

That the report be noted.

Note:- This is an Executive Function.

Executive Councillor:- As appropriate to the item.

## **707 Housing Strategy**

The Committee considered Minute 616 of Cabinet held on 9<sup>th</sup> January 2018, which had been called in to Scrutiny, together with a report of the Deputy Chief Executive (People). This set out the 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.

During consideration of this item, the Executive Councillor for Housing, Planning & Sustainability advised that a petition had been presented to him regarding use of vacant retail spaces for the homeless and the next report to Cabinet will consider the petition. He also stated that he was minded to take steps to change the name of the Housing Working Party to include 'homelessness' in its title.

In response to a question from Councillor Wexham regarding the redevelopment of Seaway car park and residential development on this site, the Executive Councillor for Housing, Planning & Sustainability said that he would provide a written response which would be circulated to all Members of the Scrutiny Committee.

Resolved:-

That the following decisions of Cabinet be noted:

"1. That the proposed approach and timescales for the development of the Housing Vision and the Housing Strategy and the approaches and timescales for the development and delivery of other workstreams be endorsed.

2. That the Director of Adult Services and Housing and the Director for Planning and Transport, in consultation with the relevant Executive Councillors and Council staff as appropriate, prepare the draft vision and strategy documents to be submitted to a future meeting of the Cabinet for approval.”

Note: This is an Executive Function  
Executive Councillors: Flewitt

## **708 Passenger Transport - Operating Model and Procurement Process**

The Committee considered Minute 620 of Cabinet held on 9<sup>th</sup> January 2018, which had been called in to Scrutiny, together with a report of the Deputy Chief Executive (People) setting out the series of processes that need to be undertaken in order to meet the proposed procurement timetable.

Resolved:-

That the following decisions of Cabinet be noted:

“1. That the key elements (set out in Appendices A and C to the submitted report) be approved 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.

2. That Competitive Dialogue be approved as the procurement approach to securing a preferred partner.

3. That commencement of the competitive dialogue process, based on the timetable set out in paragraph 4.4 of the report, be approved.

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.

5. That the proposed Passenger Transport objectives/requirements be approved as an appropriate and comprehensive set of underpinning statements to be included in procurement documentation and to form the basis for evaluation questions.

6. That the Director of Strategy Commissioning and Procurement (in consultation with the Directors of Transformation, Learning, Adults Services, Finance and Resources) 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.”

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

## **709 Council Procedure Rule 46**

The Committee considered Minuet 622 of Cabinet held 9<sup>th</sup> January 2018 which had been called in the scrutiny, relating to item 2.1 (Request for Landlord’s

Consent and Variation of Existing Lease to Enable Sale and Consumption of Alcohol and Amended Opening Hours) and item 2.2 (Disposal of 7a Ceylon Road, Westcliff-on-Sea).

Resolved:-

That the submitted report be noted.

Note: This is an Executive Function  
Executive Councillor: as appropriate for the item.

**710 Minutes of the Grants Strategy Working Party held on 25th January 2018**

The Committee considered Minute 665 of the special Cabinet held on 29<sup>th</sup> January 2018, which had been referred direct by Cabinet, regarding the recommendations of the Grants Strategy Working Party held on 25<sup>th</sup> January 2018.

Resolved:-

That the following decision of Cabinet be noted:

“That the Minutes of the meeting of the Grants Strategy Working Party held on Thursday 25<sup>th</sup> January 2018 be received and the recommendations as set in the confidential sheet appended to the Minutes be approved.”

Note: This is an Executive Function  
Executive Councillor: Moring

**711 Compulsory Licensing Scheme**

Deferred to next meeting.

**712 Summary Reports to Scrutiny Committee**

Further to Minute 383 of the meeting held on 12th October 2017, the Committee considered the following reports:-

- (i) Southend University Hospital
- (ii) Essex Police, Fire & Crime Panel
- (iii) Kent & Essex Inshore Fisheries & Conservation Authority

Resolved:-

That the Summary Reports be noted

**713 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 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.

**714 Confidential Appendix to the Minutes of the Grants Strategy Working Party held 25th January, 2018**

Resolved:-

That the confidential sheet be received and noted.

Note: This is an Executive Function  
Executive Councillor: Moring

**Chairman:** \_\_\_\_\_

# MONTHLY PERFORMANCE REPORT

# 5

## January 2018

### Contents

#### **Section 1**

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#### **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)

To note - January’s green PIs with a comment are:

CP 4.3 – Council Tax

CP 4.4 – Non Domestic Rates

CP 1.5 – Child Protection Plans

CP 3.1 – Adults in contact with secondary mental health services

CP 3.3 – Delayed transfers of care

CP 3.5 – Adults with a learning disability in paid employment

CP 5.6 – New Education Health and Care (EHC) plans issued

CP 2.2 – acceptable standard of cleanliness: litter

CP 3.7 – Public Health Responsibility Deal

CP 1.7 – Concluded section 42 enquiries (safeguarding)

CP 4.8 – Current rent arrears

#### **Section 2**

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#### **2017-18 Corporate Performance Indicators**

Performance Information for all Corporate Priority Indicators

#### **Section 3**

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#### **Detail of Indicators Rated Red or Amber**

Performance detail for indicators rated Red or Amber

#### **Section 4**

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#### **Partnership Indicators**

Health Wellbeing Indicators

Local Economy Indicators

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#### **Section 5**

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#### **Revenue Budget Monitoring – Period 10**

#### **Section 6**

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#### **Capital Programme Budget Monitoring – Period 10**

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## Key to Columns and symbols used in report

Column Heading	Description
Minimise or Maximise	Indicates whether higher or lower number is better: Minimise = lower is better, maximise = higher is better
Latest Month	The latest month for which performance information is available
Month's Value	Performance to date for the latest month
Month's Target	Target to date for the latest month
Annual Target 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 <b>better</b> than the same month last year</p> <p> = Latest Month's performance is <b>worse</b> than the same month last year</p> <p> = Data not available for current or previous year</p>

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# Section 1: 2017-2018 Exceptions - Current Month Performance



Comments on Indicators rated Red or Amber



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**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	January 2018	6.08	5.82	7.20			The Council has met monthly sickness absence target for the last 3 months, however, the Council is missing the year to date sickness target for Jan by 0.26 days. HR will be making recommendations to CMT to review the health of the organisation and identify trends in absence in order to support managers in proactively managing sickness.	Policy & Resources Scrutiny

**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 1.1	Rate of children subject to a Child Protection Plan per 10,000 population under the age of 18. [Monthly Snapshot]	Goldilocks	January 2018	31.2	50.4-55.7	50.4-55.7			As previously identified the number of children subject to child protection plans has been decreasing. 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 still envisage the rate to increase given current work within the Assessment and Intervention Team.	People Scrutiny
CP 1.2	Rate of Looked After Children per 10,000 population under the age of 18. [Monthly Snapshot]	Aim to Minimise	January 2018	73.8	66	66			The rate of children looked after remains above target but there has been a slight decrease since last month. The rate does appear to have stabilised in the mid 70s. 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	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
									the Operational Performance & Intelligence.  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 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	January 2018	53.5%	90%	90%			Performance continues to trend up slowly. The numbers that feed into this measure are small. There were four ICPC's held in Jan-18. Two were held within 15 working days and one was on an unborn where an informed management decision was made to delay slightly the ICPC due to the pregnancy being still in the early stages. The fourth one was delayed and this has been thoroughly reviewed to understand the reason for the delay.	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	January 2018	-	-	-	-	-	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	January 2018	580	900	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	January 2018	3,648	4,912	5,740			Jan 18 - A recovery plan is in place, which includes greater collaborative working between the outreach provider and primary care. There will be a greater presence of the outreach vehicle in areas of high footfall scheduled for February and March, supported by increased advertising of this service.	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	January 2018	338.8	296.6	296.6			The numbers of Children in Need continue to reduce slowly. A comprehensive piece of work is currently being undertaken to ensure that cases which need to close or step down do so in a timely manner and timescales have been set for this work to be undertaken in a timely manner. There is also a piece of work now being undertaken with Children with Disabilities (CWD) to ensure that cases are appropriately managed at the right level and this should bring reporting for the team in line over the next few months.	People Scrutiny
CP 4.10	Total number of households in temporary accommodation.	Aim to Minimise	January 2018	117	100	100			117 households in temporary accommodation (TA). There continues to be pressure in this area, but whilst the current figure is still above the set target, it should be noted that at the	Policy & Resources 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
									end of Q3 local performance in respect of TA is better than the England rate, at 1.34 households per 1,000 households, compared to the England rate of 3.37/1,000. Both the local and national rates are increasing. This ranks Southend 109th / 292 reporting authorities, an improvement from the 115th in Q2 (293 reporting authorities), and the best position since Q2 of 2016/17 (106/293 reporting authorities). It should be noted that this relatively strong position is based on the work of the proactive approach of the team, but that considerable pressures remain. Work is underway – to improve the availability of private sector properties to discharge our homelessness duty into, relieving some of the pressure on the limited social housing stocks and reducing TA occupation levels.	

**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 1.4	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	January 2018	89.2%	90%	90%			There is an improvement in performance since last month but we are just below target. Group Managers continue to ensure themselves that children who have not been visited in timescales are safe and have been visited or a visit planned and they monitor this on a weekly basis. This is an area of continued focus to ensure that improvements are made and sustained.	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	January 2018	84.5%	88.6%	88.6%			For the Jan-18, there has been an improvement in this indicator, although it remains marginally below target. The Indicator is once again above the National Benchmark of 82.5%. Of the reporting cohort of people using the reablement service, six were admitted back into hospital and nine died. During this reporting month, no one was admitted into Nursing or Residential Care Homes following their period of reablement services.	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 3.4	The proportion of people who use services who receive direct payments (ASCOF 1C (2A)) [YTD Snapshot]	Aim to Maximise	January 2018	29.2%	33.5%	33.5%			At the end of Jan-18, 525 of 1,797 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%. The Service Contract to support people with Direct Payments is currently going through a tendering process, with improvements to the specification to ensure there is confidence and support for people using Direct Payments. It is anticipated that within the next six months the new service plan will be reflected in improved performance in this area.	People Scrutiny

**Expected Outcome** Some slippage against 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 2.1	Number of reported missed collections per 100,000 [Monthly Snapshot]	Aim to Minimise	January 2018	69	45	45			The performance for January is worse than the norm due to the Xmas period catch up. This figure is in line with previous January performance returns which is mainly due to resident confusion as to their revised collection day following the Xmas period. The figure is expected to return to being within target for February.	Place 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 4.3 18	% of Council Tax for 2017/18 collected in year [Cumulative]	Aim to Maximise	January 2018	86.80%	86.70%	97.30%			Council Tax collection for 2017/18 continues to exceed target with a 86.8% collection rate, 0.1% above the given target. The Revenues team continues to work on the single person discount review "In House" showing an increase in revenue as well as raising £45k in the application of penalties for not providing information. We continue to build on our existing working relationships with our supporting sector partners to work with and support our most vulnerable residents, signposting where appropriate. We are in the process of setting up regular forum meetings with the advice sector to share best practice when dealing and supporting the residents that Can't Pay We continue to work our commercial partners to achieve increased collection both with the Enforcement Agents as well as Insolvency Practitioners. These extra methods of recovery available are essential to maintain and improve our collection rates as well as demonstrating, that we will where necessary use every option available to collect the Council Tax outstanding. The regular monthly court hearings for liability orders continues with reduced numbers during the later part of the financial year, we are progressing individual cases for committal and bankruptcy action where all other action has failed.	Policy & Resources Scrutiny
CP 4.4	% of Non-Domestic Rates for 2017/18 collected in year [Cumulative]	Aim to Maximise	January 2018	89.60%	86.60%	97.90%			Collection of Business Rates for the current year continues to be ahead of target at by 2.8% at 89.6%, and also showing an increase on last year's performance of 4.1%. We have now awarded the majority of the discretionary relief funding from central government in line with our newly approved discretionary rate relief policy. This will assist those local business most in need of support. We are also aim to	Policy & Resources 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
									<p>review the small business rate relief and charity awards shortly at the beginning of the new financial year.</p> <p>Essentially we are looking to work with several internal and external partners to promote Southend-on-Sea, to attract business growth and development for our borough. This work is very important when looking to the future funding of the Council's services. We continue to monitor the performance our Enforcement Agents with a contract review due mid-year. We can now see a more proactive approach with increased collection rates from our Enforcement Agents. We are also working with our external partners and other authorities to pursue companies that continue to use payment evasion tactics.</p>	

**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	January 2018	94.9%	90%	90%			Performance in Jan 18 is above target and an increase from last month. The aim is for this measure to be at 100% and as such this continues to be an area of focus for the service. We need to ensure that all children are visited in line with their wishes, needs and risks. There is a need to ensure that the improvements that have been made in this area continue and this is monitored and reported upon on a weekly basis.	People Scrutiny
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	January 2018	79.1%	70%	70%			In Jan-18 performance is stable and continue to be higher than our benchmarks. The national benchmark is 54%. We expect target to be met.	People Scrutiny
CP 3.3	Delayed transfers of care (people) from hospital which	Aim to Minimise	January 2018	0.99	1.43	1.43			Performance on this measure of delayed transfers of care remains strong. This	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
	are attributable to social care ONLY, per 100,000 population. [ASCOF 2C(2)] [YTD Average]								performance, covering Jan-18, demonstrates that collaborative approaches and strategies that the Hospital Social Care Service are employing are working well. There was one Acute Social Care delay in Jan-18 and one Non-Acute Social Care delay, this performance is against a backdrop of an Acute Hospital under extreme winter pressures.  There is no indication that performance will drop in this area.	
CP 3.5	Proportion of adults with a learning disability in paid employment. (ASCOF 1E) [Monthly Snapshot]	Aim to Maximise	January 2018	10.9%	10%	10%			Performance remains stable above target with no indication of significant change. 55 of 505 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
20 CP 5.6	Percentage of new Education Health and Care (EHC) plans issued within 20 weeks including exception cases. [Cumulative YTD]	Aim to Maximise	January 2018	55.8%	56%	56%			As a result of performance in the early part of this year an action plan was in place for this indicator and has been presented to Executive DMT and monitored on a monthly basis. Performance has improved dramatically by almost 50% since April and this KPI is now meeting target. The national benchmark for 2016 is 55.7%.	People Scrutiny



**Expected Outcome** On course to achieve 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 2.2	% acceptable standard of cleanliness: litter [Cumulative]	Aim to Maximise	January 2018	93%	93%	93%			Actual figure of 93.27% confirmed and updated	Place Scrutiny

**Expected Outcome** On course to achieve 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 3.7	Public Health Responsibility Deal [Cumulative]	Aim to Maximise	January 2018	40	33	40			Planning next Workplace Champion Forum & first Public Health Responsibility Deal (PHRD) newsletter. The delivery of workshops to support staff workplace health is ongoing. Continuing to work with economic development & the South Essex Active Travel (SEAT) programme to improve joint working & provide local businesses with a co-ordinated service.	People Scrutiny

**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	January 2018	90.4%	74%	74%			Performance for this indicator continues to be strong, stable and be above the national benchmark of 87.5%. We expect this performance to continue and for the target to be met.	People Scrutiny
CP 4.8	Current Rent Arrears as % of rent due.	Aim to Minimise	January 2018	1.51%	1.77%	1.77%			This indicator represents the current arrears as a percentage of the total rent collectable for the year. Although we have seen an increase this month, this is due to the anticipated increase in arrears at Christmas, and the gradual transition onto Universal Credit, and coming away from Housing Benefit. Nevertheless we are currently meeting the target, and there is no indication that the target will not continue to be met at this time.	Policy and Resources Scrutiny

## Section 2: 2017- 2018 Corporate Performance Indicators

Information for all 2013-2014 Corporate Priority Indicators

Generated on: 08 March 2018 12:19







**Performance Data Expected Outcome: At risk of missing target 9 On course to achieve target 20 Some slippage against target 3 No Value 1**

**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	January 2018	31.2	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	January 2018	73.8	66	66			John O'Loughlin	People Scrutiny
<sup>N</sup> 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	January 2018	89.2%	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	January 2018	94.9%	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	January 2018	338.8	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	January 2018	90.4%	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	January 2018	69	45	45			Carl Robinson	Place Scrutiny
CP 2.2	% acceptable standard of cleanliness: litter [Cumulative]	Aim to Maximise	January 2018	93%	93%	93%			Carl Robinson	Place Scrutiny
CP 2.3	Percentage of household waste sent for reuse, recycling and composting [Cumulative]	Aim to Maximise	January 2018	-	-	-	-	-	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
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	January 2018	79.1%	70%	70%			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	January 2018	84.5%	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	January 2018	0.99	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	January 2018	29.2%	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	January 2018	10.9%	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	January 2018	5,223,536	3,625,000	4,350,000			Scott Dolling	Place Scrutiny
CP 3.7	Public Health Responsibility Deal [Cumulative]	Aim to Maximise	January 2018	40	33	40			Andrea Atherton	People Scrutiny
CP 3.8	Number of people successfully completing 4 week stop smoking course [Cumulative]	Aim to Maximise	January 2018	580	900	1,100			Lee Watson	People Scrutiny
CP 3.9	Take up of the NHS Health Check programme - by those eligible [Cumulative]	Aim to Maximise	January 2018	3,648	4,912	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	January 2018	53.5%	90%	90%			John O'Loughlin	People Scrutiny
CP 3.11	The number of Early Help Assessments closed with successful outcomes for the clients (excluding TACAF).	Aim to Maximise	January 2018	167	-	-	-		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	January 2018	86.80%	86.70%	97.30%			Joe Chesterton	Policy & Resources Scrutiny
CP 4.4	% of Non-Domestic Rates for 2017/18 collected in year [Cumulative]	Aim to Maximise	January 2018	89.60%	86.60%	97.90%			Joe Chesterton	Policy & Resources Scrutiny
CP 4.5	Major planning applications determined in 13 weeks [Cumulative]	Aim to Maximise	January 2018	100.00%	79.00%	79.00%			Peter Geraghty	Place Scrutiny
CP 4.6	Minor planning applications determined in 8 weeks [Cumulative]	Aim to Maximise	January 2018	94.48%	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	January 2018	94.95%	90.00%	90.00%			Peter Geraghty	Place Scrutiny
CP 4.8	Current Rent Arrears as % of rent due.	Aim to Minimise	January 2018	1.51%	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	January 2018	85.6%	80%	80%			Brin Martin	People Scrutiny
CP 4.10	Total number of households in temporary accommodation.	Aim to Minimise	January 2018	117	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
25 CP 5.1	Number of hours delivered through volunteering within Culture, Tourism and Property, including Pier and Foreshore and Events. [Cumulative]	Aim to Maximise	January 2018	20,755	15,833	19,000			Scott Dolling	Place Scrutiny
CP 5.2	Govmetric Measurement of Satisfaction (3 Channels - Phones, Face 2 Face & Web) [Cumulative]	Aim to Maximise	January 2018	87.92%	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	January 2018	6.08	5.82	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	January 2018	35,000	32,500	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	January 2018	55.8%	56%	56%			Brin Martin	People Scrutiny

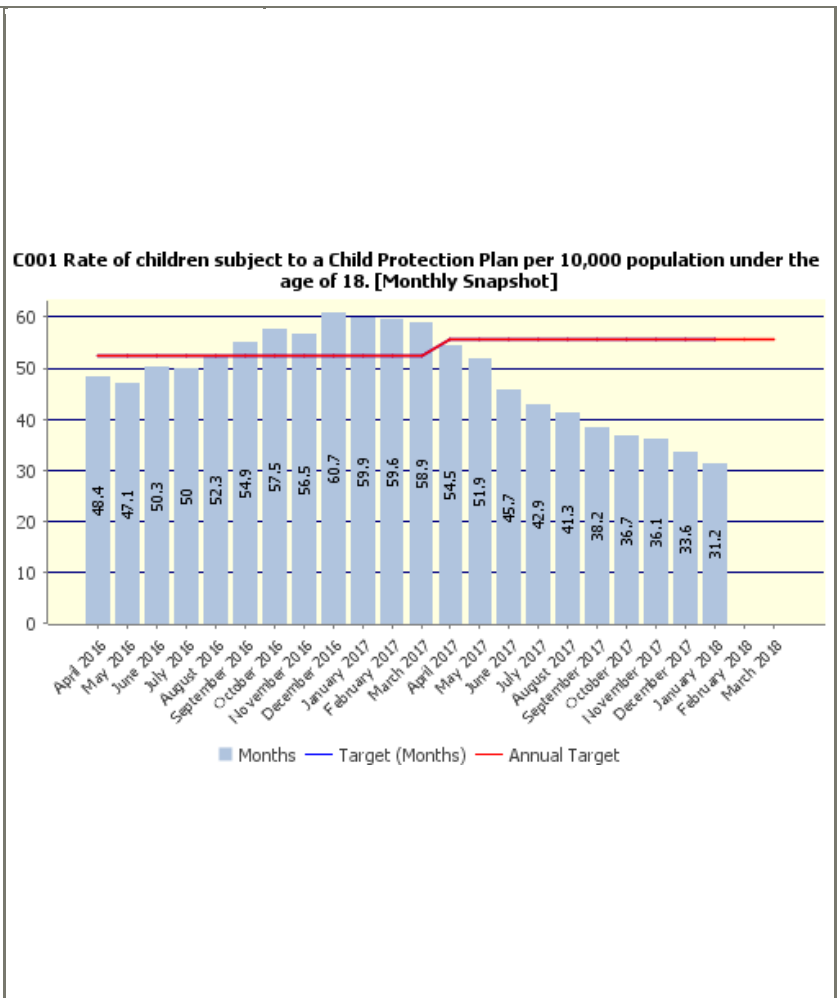
### Section 3: Detail of indicators rated Red or Amber

**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 3 Some slippage against target 1

CP 1.1	<b>Rate of children subject to a Child Protection Plan per 10,000 population under the age of 18. [Monthly Snapshot]</b>			<p>January 2018 result</p>
<b>Expected Outcome</b>		<b>Format</b>	Goldilocks	
<b>Managed By</b>	<b>John O'Loughlin</b>			
<b>Year Introduced</b>	2014			

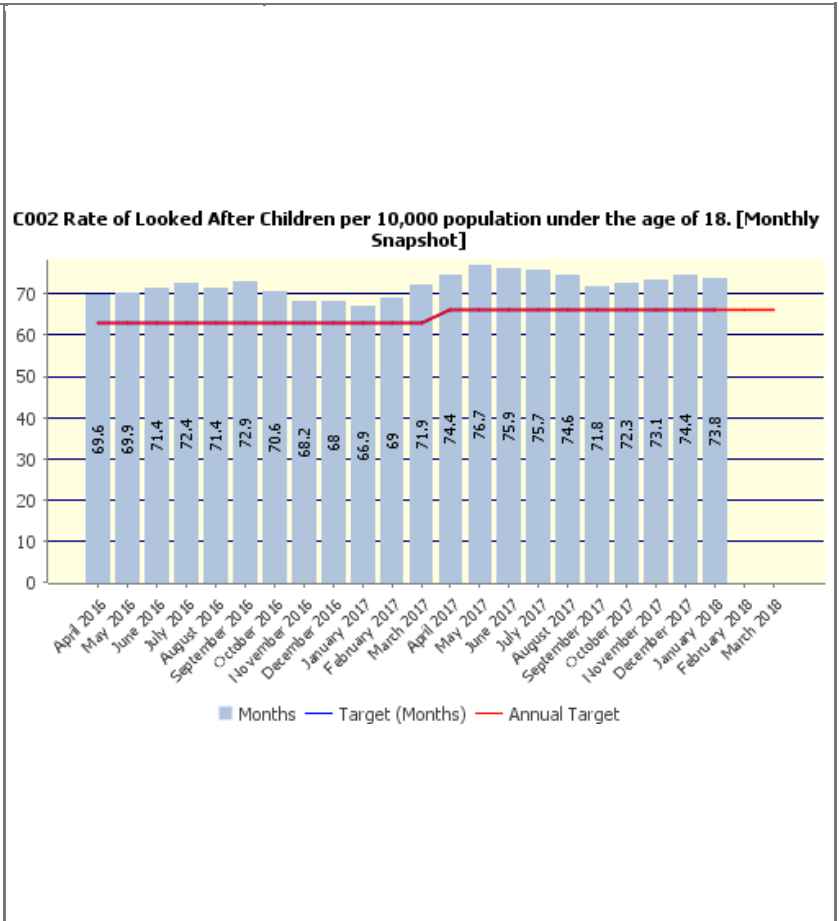
Date Range 1		
	Value	Target
April 2016	48.4	52.3
May 2016	47.1	52.3
June 2016	50.3	52.3
July 2016	50	52.3
August 2016	52.3	52.3
September 2016	54.9	52.3
October 2016	57.5	52.3
November 2016	56.5	52.3
December 2016	60.7	52.3
January 2017	59.9	52.3
February 2017	59.6	52.3
March 2017	58.9	52.3
April 2017	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	33.6	50.4 - 55.7
January 2018	31.2	50.4 - 55.7
February 2018		
March 2018		



As previously identified the number of children subject to child protection plans has been decreasing. 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 still envisage the rate to increase given current work within the Assessment and Intervention Team.

CP 1.2	<b>Rate of Looked After Children per 10,000 population under the age of 18. [Monthly Snapshot]</b>			<p style="text-align: center;"><b>January 2018 result</b></p>
<b>Expected Outcome</b>		<b>Format</b>	Aim to Minimise	
<b>Managed By</b>	<b>John O'Loughlin</b>			
<b>Year Introduced</b>	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	74.4	66
January 2018	73.8	66



The rate of children looked after remains above target but there has been a slight decrease since last month. The rate does appear to have stabilised in the mid 70s. 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 Operational Performance & Intelligence.

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;"><b>January 2018 result</b></p>
<b>Expected Outcome</b>		<b>Format</b>	Aim to Maximise	
<b>Managed By</b>	<b>John O'Loughlin</b>			
<b>Year Introduced</b>	2017			

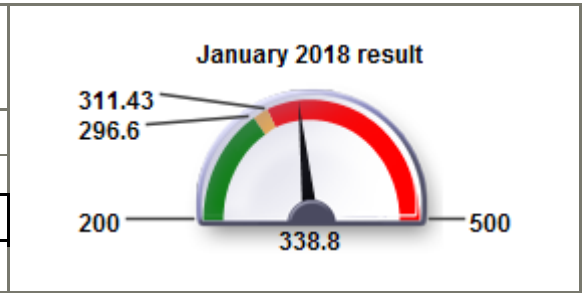
Date Range 1		
	Value	Target
April 2017	58.9%	90%
May 2017	63.4%	90%
June 2017	68.8%	90%
July 2017	74.6%	90%
August 2017	79.1%	90%
September 2017	84.9%	90%
October 2017	71.7%	90%
November 2017	86.9%	90%
December 2017	83.5%	90%
January 2018	89.2%	90%
February 2018		90%
March 2018		

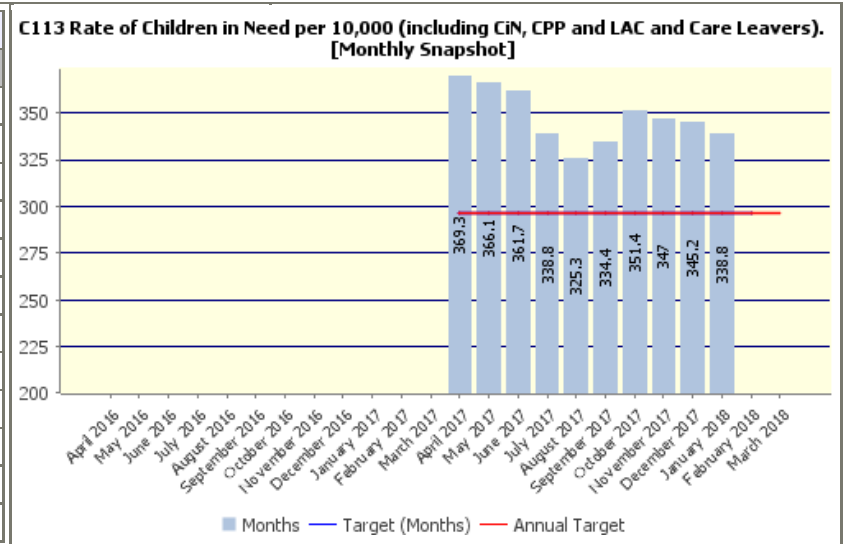
Month	Value	Target
April 2017	58.9%	90%
May 2017	63.4%	90%
June 2017	68.8%	90%
July 2017	74.6%	90%
August 2017	79.1%	90%
September 2017	84.9%	90%
October 2017	71.7%	90%
November 2017	86.9%	90%
December 2017	83.5%	90%
January 2018	89.2%	90%
February 2018		90%
March 2018		

There is an improvement in performance since last month but we are just below target. Group Managers continue to ensure themselves that children who have not been visited in timescales are safe and have been visited or a visit planned and they monitor this on a weekly basis. This is an area of continued focus to ensure that improvements are made and sustained.

CP 1.6	<b>Rate of Children in Need per 10,000 (including CiN, CPP and LAC and Care Leavers). [Monthly Snapshot]</b>		
<b>Expected Outcome</b>		<b>Format</b>	Aim to Minimise
<b>Managed By</b>	<b>John O'Loughlin</b>		
<b>Year Introduced</b>	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	345.2	296.6
January 2018	338.8	296.6
February 2018		296.6
March 2018		



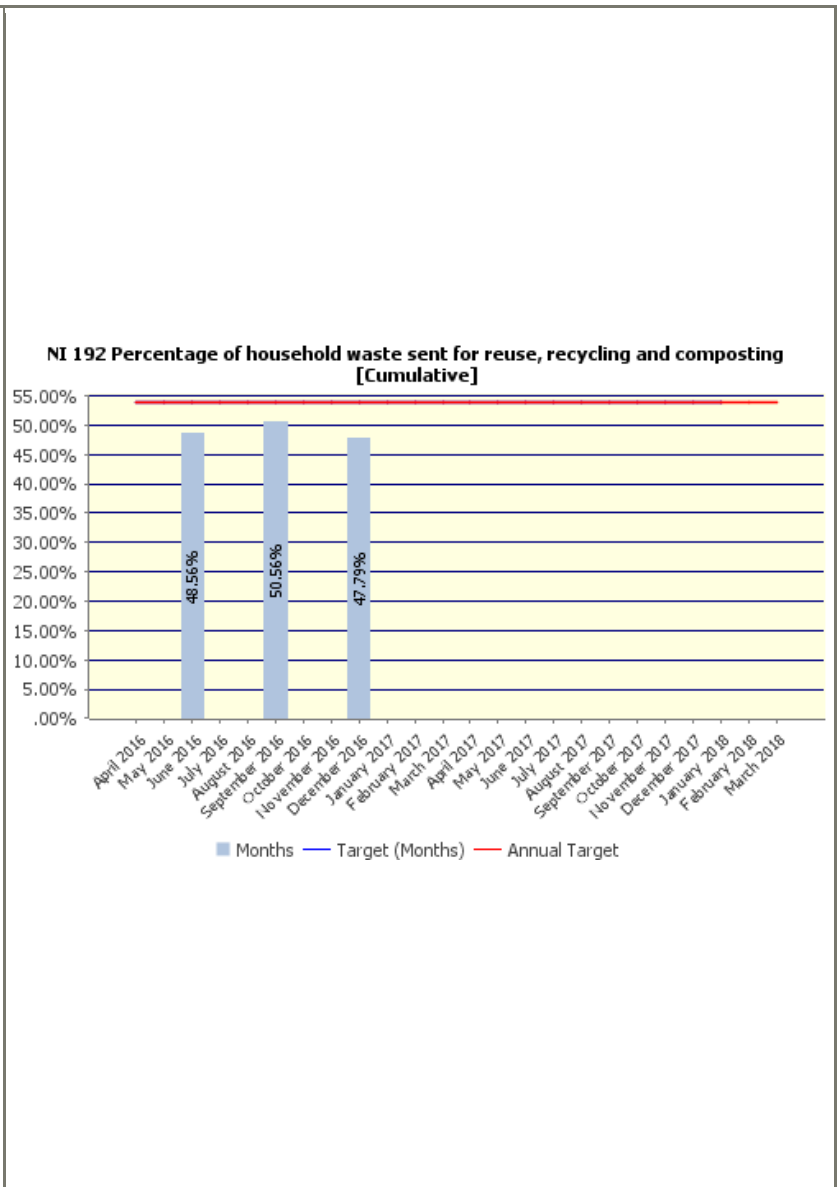
The numbers of Children in Need continue to reduce slowly. A comprehensive piece of work is currently being undertaken to ensure that cases which need to close or step down do so in a timely manner and timescales have been set for this work to be undertaken in a timely manner. There is also a piece of work now being undertaken with Children with Disabilities (CWD) to ensure that cases are appropriately managed at the right level and this should bring reporting for the team in line over the next few months.

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

Expected Outcome: At risk of missing target 1

CP 2.3	<b>Percentage of household waste sent for reuse, recycling and composting [Cumulative]</b>			<b>January 2018 result</b> N/A
<b>Expected Outcome</b>		<b>Format</b>	Aim to Maximise	
<b>Managed By</b>	<b>Carl Robinson</b>			
<b>Year Introduced</b>	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	N/A	TBC
Q3 2017/18		
January 2018	N/A	TBC




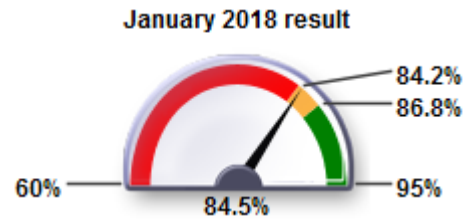
Discussions with the contractor currently taking place, in relation to relevant data and need to rebalance targets.



**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.

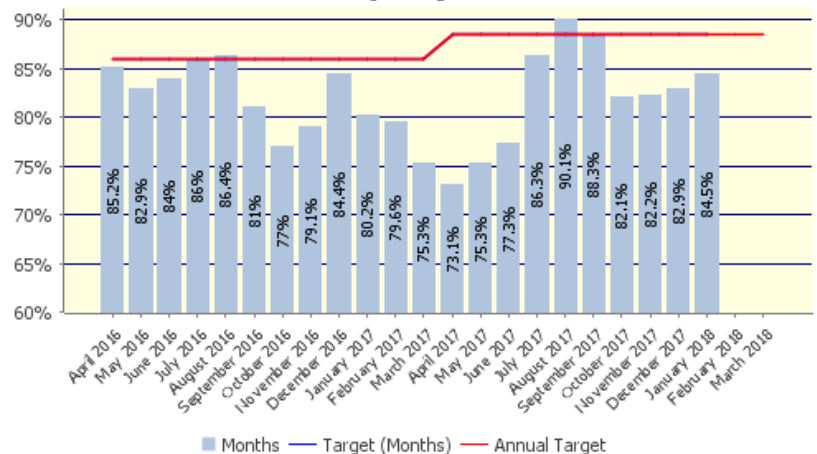
Expected Outcome: At risk of missing target 3 Some slippage against target 2

CP 3.2	<b>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]</b>		
<b>Expected Outcome</b>		<b>Format</b>	Aim to Maximise
<b>Managed By</b>	<b>Sharon Houlden</b>		
<b>Year Introduced</b>	2012		




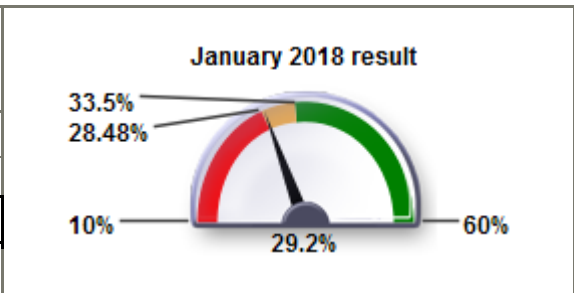
Date Range 1		
	Value	Target
April 2016	85.2%	86%
May 2016	82.9%	86%
June 2016	84%	86%
Q1 2016/17		
July 2016	86%	86%
August 2016	86.4%	86%
September 2016	81%	86%
Q2 2016/17		
October 2016	77%	86%
November 2016	79.1%	86%
December 2016	84.4%	86%
Q3 2016/17		
January 2017	80.2%	86%
February 2017	79.6%	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	82.9%	88.6%
Q3 2017/18		
January 2018	84.5%	88.6%

**A013 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]**

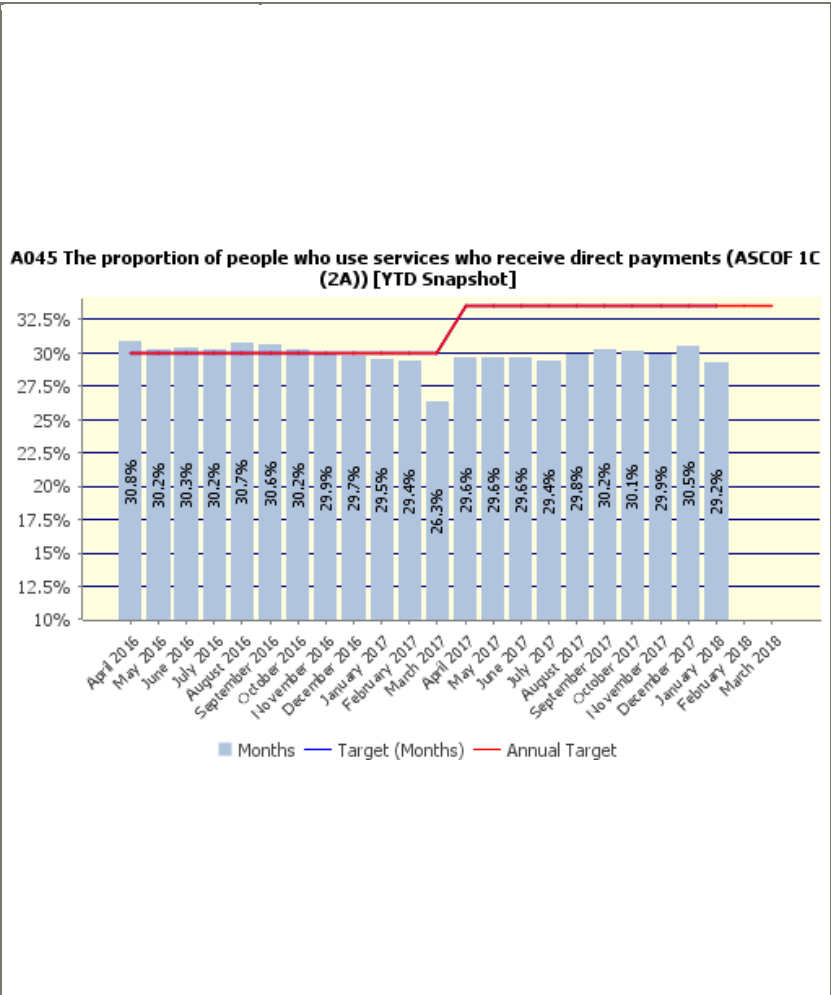


There has been an improvement in this indicator, although it remains marginally below target. The Indicator is once again above the National Benchmark of 82.5%. Of the reporting cohort of people using the reablement service, six were admitted back into hospital and nine died. During this reporting month, no one was admitted into Nursing or Residential Care Homes following their period of reablement services.

CP 3.4	<b>The proportion of people who use services who receive direct payments (ASCOF 1C (2A)) [YTD Snapshot]</b>		
<b>Expected Outcome</b>		<b>Format</b>	Aim to Maximise
<b>Managed By</b>	<b>Sharon Houlden</b>		
<b>Year Introduced</b>	2015		




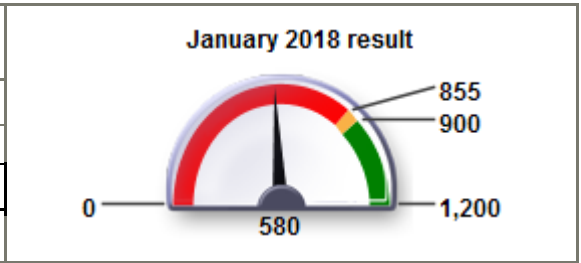
Date Range 1		
	Value	Target
April 2016	30.8%	30%
May 2016	30.2%	30%
June 2016	30.3%	30%
July 2016	30.2%	30%
August 2016	30.7%	30%
September 2016	30.6%	30%
October 2016	30.2%	30%
November 2016	29.9%	30%
December 2016	29.7%	30%
January 2017	29.5%	30%
February 2017	29.4%	30%
March 2017	26.3%	30%
April 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	30.5%	33.5%
January 2018	29.2%	33.5%
February 2018		
March 2018		



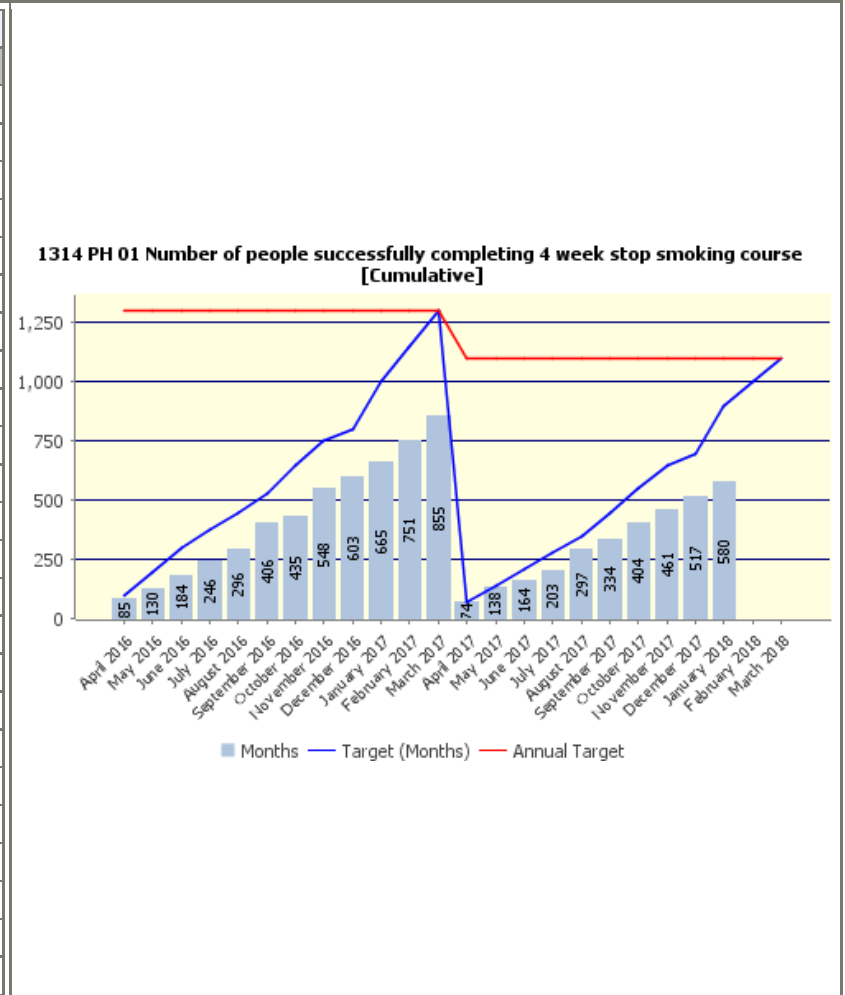
At the end of Jan-18, 525 of 1,797 long term service clients were receiving a Direct Payment. Performance on this indicator continues to fluctuate around 30% and this is anticipated to be the case for this financial year. Performance remains above the national benchmark of 28.3% and above the regional benchmark of 28.2%.

The Service Contract to support people with Direct Payments is currently going through a tendering process, with improvements to the specification to ensure there is confidence and support for people using Direct Payments. It is anticipated that within the next six months the new service plan will be reflected in improved performance in this area.


CP 3.8	<b>Number of people successfully completing 4 week stop smoking course [Cumulative]</b>		
<b>Expected Outcome</b>		<b>Format</b>	Aim to Maximise
<b>Managed By</b>	<b>Lee Watson</b>		
<b>Year Introduced</b>	2013		

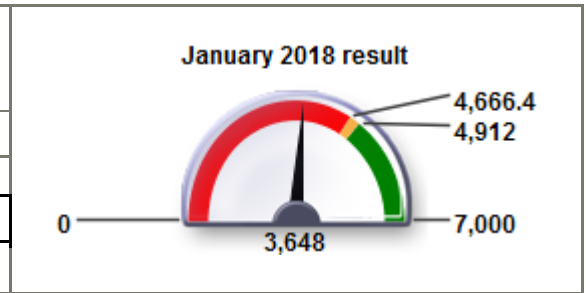


Date Range 1		
	Value	Target
April 2016	85	100
May 2016	130	200
June 2016	184	300
July 2016	246	380
August 2016	296	450
September 2016	406	530
October 2016	435	650
November 2016	548	750
December 2016	603	800
January 2017	665	1,000
February 2017	751	1,150
March 2017	855	1,300
April 2017	74	70
May 2017	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	517	700
January 2018	580	900
February 2018		1,000
March 2018		1,100

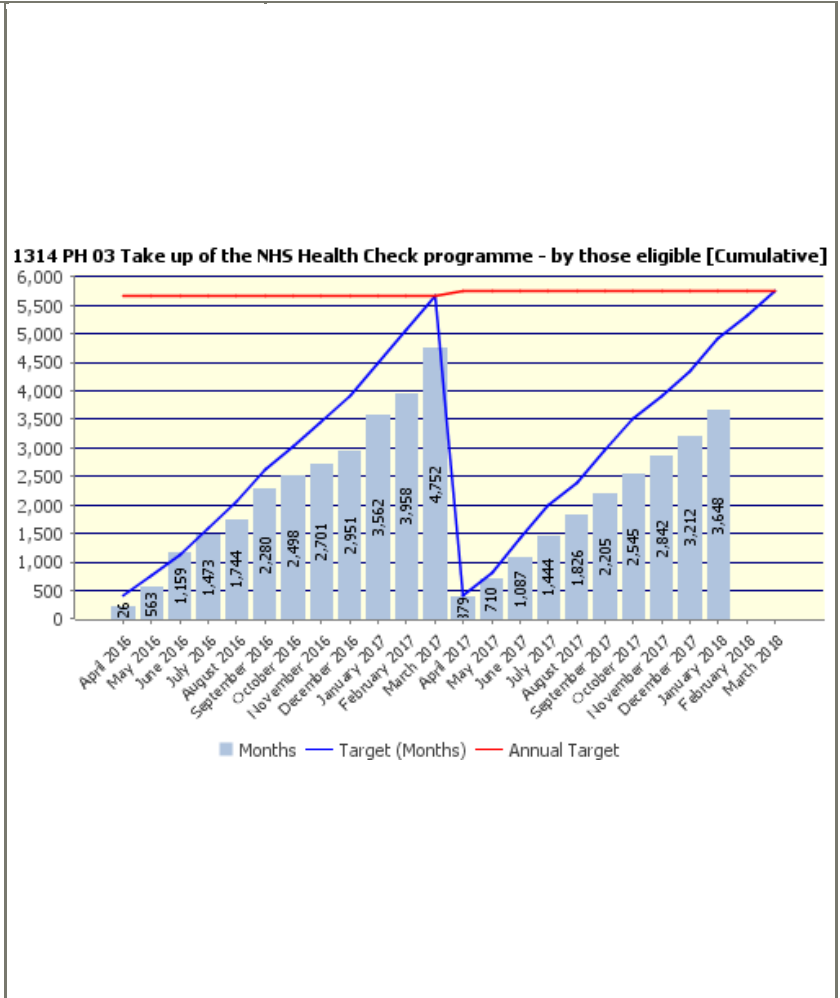


Department of Health guidelines state that quit attempts can be registered up to 42 days after a "quit date" is set. Therefore final data will not be available for this period for a further two months. Currently behind trajectory, 4-week-quit recovery plan is being implemented. Recent statistics show smoking prevalence in adults has fallen to 17.2% and footfall through stop smoking continues to decline.

CP 3.9	<b>Take up of the NHS Health Check programme - by those eligible [Cumulative]</b>		
<b>Expected Outcome</b>		<b>Format</b>	Aim to Maximise
<b>Managed By</b>	<b>Andrea Atherton</b>		
<b>Year Introduced</b>	2013		



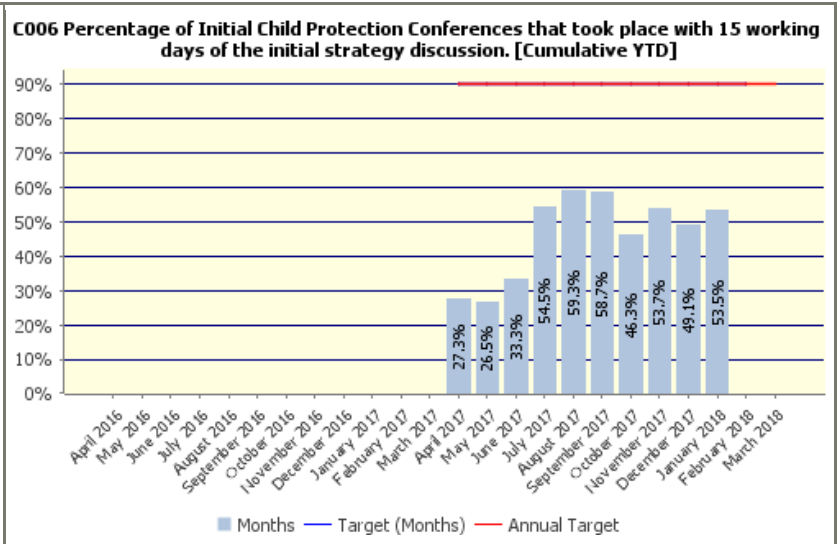
Date Range 1		
	Value	Target
April 2016	226	406
May 2016	563	763
June 2016	1,159	1,120
July 2016	1,473	1,592
August 2016	1,744	2,064
September 2016	2,280	2,632
October 2016	2,498	3,038
November 2016	2,701	3,443
December 2016	2,951	3,914
January 2017	3,562	4,482
February 2017	3,958	5,050
March 2017	4,752	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	3,212	4,334
January 2018	3,648	4,912
February 2018		5,326
March 2018		5,740



A recovery plan is in place, which includes greater collaborative working between the outreach provider and primary care. There will be a greater presence of the outreach vehicle in areas of high footfall scheduled for February and March, supported by increased advertising of this service.

CP 3.10	<b>Percentage of Initial Child Protection Conferences that took place with 15 working days of the initial strategy discussion. [Cumulative YTD]</b>			<p style="text-align: center;"><b>January 2018 result</b></p>
<b>Expected Outcome</b>		<b>Format</b>	Aim to Maximise	
<b>Managed By</b>	<b>John O'Loughlin</b>			
<b>Year Introduced</b>	2017			

Date Range 1		
	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	49.1%	90%
January 2018	53.5%	90%
February 2018		90%
March 2018		



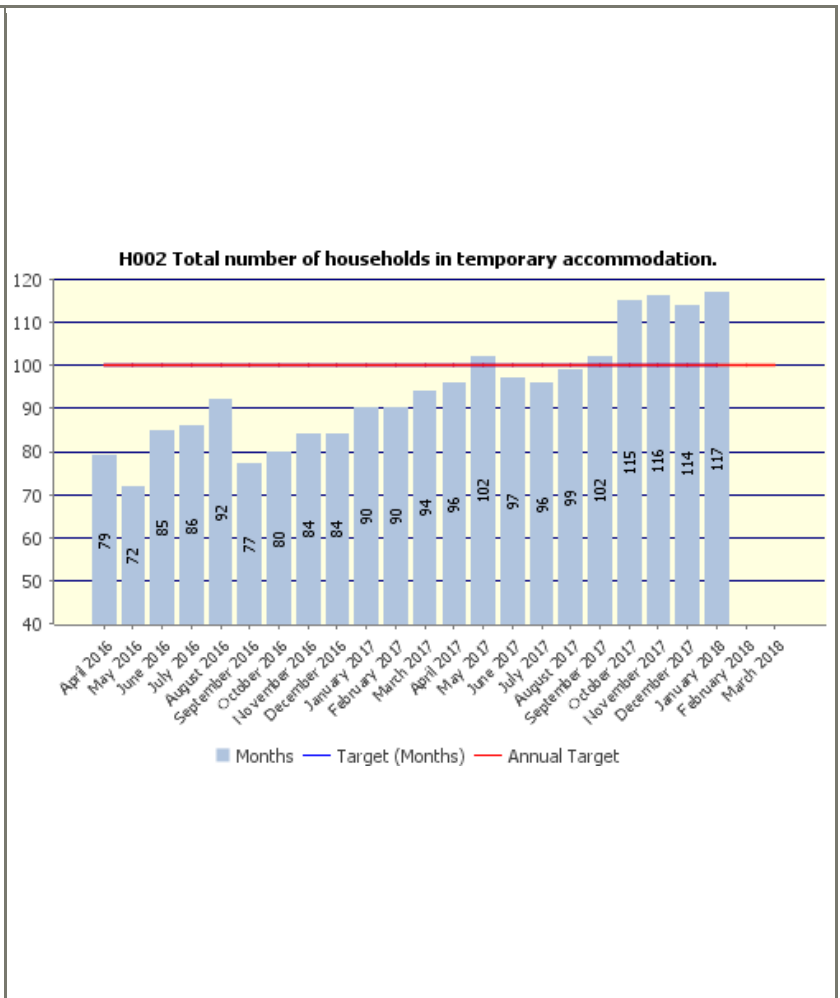
Performance continues to trend up slowly. The numbers that feed into this measure are small. There were four ICPC's held in Jan-18. Two were held within 15 working days and one was on an unborn where an informed management decision was made to delay slightly the ICPC due to the pregnancy being still in the early stages. The fourth one was delayed and this has been thoroughly reviewed to understand the reason for the delay.

**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	<b>Total number of households in temporary accommodation.</b>			<p><b>January 2018 result</b></p>
<b>Expected Outcome</b>		<b>Format</b>	Aim to Minimise	
<b>Managed By</b>	<b>Sharon Houlden</b>			
<b>Year Introduced</b>				

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	114	100
January 2018	117	100
February 2018		
March 2018		



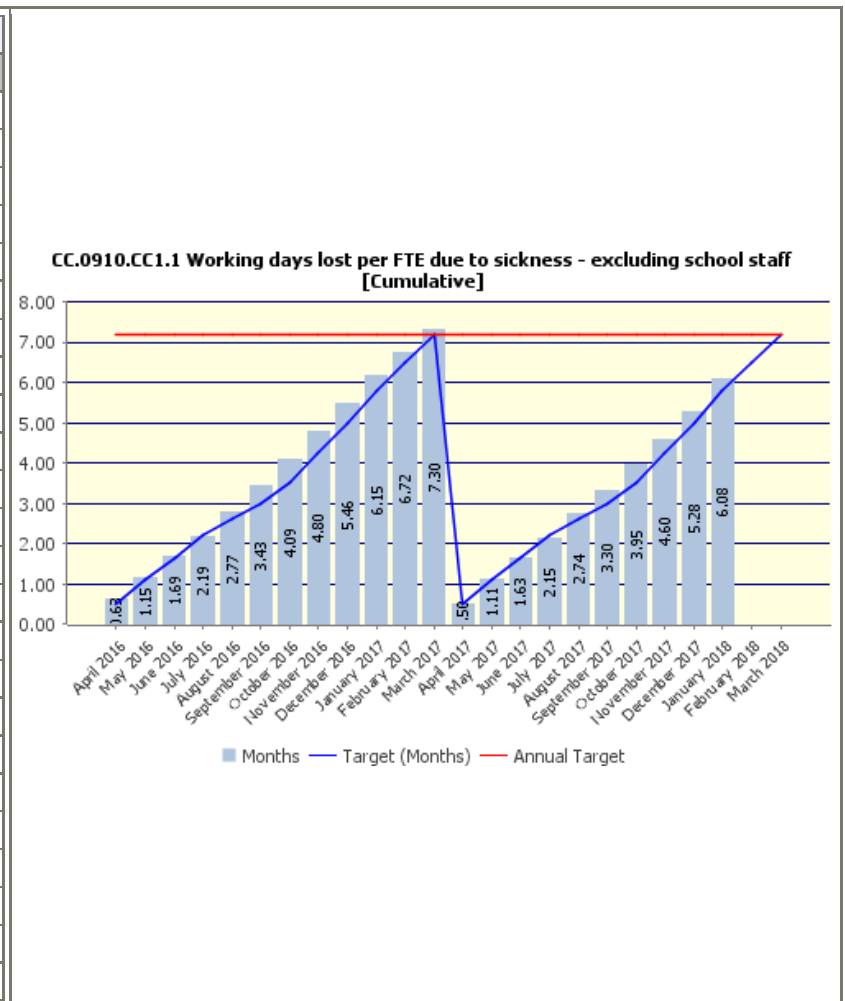
117 households in temporary accommodation (TA). There continues to be pressure in this area, but whilst the current figure is still above the set target, it should be noted that at the end of Q3 local performance in respect of TA is better than the England rate, at 1.34 households per 1,000 households, compared to the England rate of 3.37/1,000. Both the local and national rates are increasing. This ranks Southend 109th / 292 reporting authorities, an improvement from the 115th in Q2 (293 reporting authorities), and the best position since Q2 of 2016/17 (106/293 reporting authorities). It should be noted that this relatively strong position is based on the work of the proactive approach of the team, but that considerable pressures remain. Work is underway – to improve the availability of private sector properties to discharge our homelessness duty into, relieving some of the pressure on the limited social housing stocks and reducing TA occupation levels.

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

Expected Outcome: At risk of missing target 1

CP 5.4	<b>Working days lost per FTE due to sickness - excluding school staff [Cumulative]</b>			<p><b>January 2018 result</b></p>
<b>Expected Outcome</b>		<b>Format</b>	Aim to Minimise	
<b>Managed By</b>	<b>Joanna Ruffle</b>			
<b>Year Introduced</b>	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	5.28	4.99
January 2018	6.08	5.82
February 2018		6.49
March 2018		7.20



The Council has met monthly sickness absence target for the last 3 months, however, the Council is missing the year to date sickness target for Jan by 0.26 days. HR will be making recommendations to CMT to review the health of the organisation and identify trends in absence in order to support managers in proactively managing sickness.

## SECTION 4 – Partnership Indicators

### Health and Wellbeing Indicators

	Performance Measures	Rationale for inclusion	Latest Performance
1.	<p><b>Referral for treatment</b> - % of patients referred from GP to hospital treatment within 18 weeks</p> <p><a href="http://southendccg.nhs.uk/news-events/governing-body-papers/february-2018/2055-item-11b-acute-commissioning-and-performance-report-010218/file">http://southendccg.nhs.uk/news-events/governing-body-papers/february-2018/2055-item-11b-acute-commissioning-and-performance-report-010218/file</a></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 style="text-align: center;"><b>87.59%</b> (November - 2017)</p> <p>NHS Southend CCG was not compliant for July; with 28,081 pathways of which 3,488 were over 18 weeks and 21 were over 52 weeks.</p> <p>Against national target of 85%</p>
2.	<p><b>Cancer treatment</b> - % patients treated within 62 days of GP urgent suspected cancer referral</p> <p><a href="http://southendccg.nhs.uk/news-events/governing-body-papers/february-2018/2055-item-11b-acute-commissioning-and-performance-report-010218/file">http://southendccg.nhs.uk/news-events/governing-body-papers/february-2018/2055-item-11b-acute-commissioning-and-performance-report-010218/file</a></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>62 Day Operational Standard <b>76%</b> (October 2017)</p> <p>Against national average of 82.4%</p> <p>37 out of 43 patients were treated within 62 days.</p>
3.	<p><b>A&amp;E</b> - % of patients attending Southend Hospital A&amp;E, seen and discharged in under 4 hours</p> <p><a href="http://southendccg.nhs.uk/news-events/governing-body-papers/february-2018/2055-item-11b-acute-commissioning-and-performance-report-010218/file">http://southendccg.nhs.uk/news-events/governing-body-papers/february-2018/2055-item-11b-acute-commissioning-and-performance-report-010218/file</a></p>	National standard. Provides information relating to the effectiveness of the urgent care system. Can be produced monthly and is easy to benchmark.	<p style="text-align: center;"><b>86.93%</b> (December)</p> <p><b>Against national target of 90%</b></p>
4.	<p><b>Mental health</b> - 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><a href="http://southendccg.nhs.uk/news-events/governing-body-papers/february-2018/2039-item-11d-integrated-commissioning-performance-headline-report-010218/file">http://southendccg.nhs.uk/news-events/governing-body-papers/february-2018/2039-item-11d-integrated-commissioning-performance-headline-report-010218/file</a></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><b>15.8%</b> as at Q1 – Q3 2017. Southend are working towards 16.8%.</p> <p>This 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 <b>England target for 2017/18 of 16.8%.</b></p>



			Performance in Southend is on track to achieve or exceed at year end.
5.	<p><b>Dementia</b> - % of people diagnosed with dementia against the estimated prevalence. (66.7% national ambition).</p> <p><a href="http://southendccg.nhs.uk/news-events/governing-body-papers/february-2018/2039-item-11d-integrated-commissioning-performance-headline-report-010218/file">http://southendccg.nhs.uk/news-events/governing-body-papers/february-2018/2039-item-11d-integrated-commissioning-performance-headline-report-010218/file</a></p>	Issue of increasing prevalence and concern among the public. Can be produced monthly and is easy to benchmark.	<p><b>73.6%</b> achieved in December 2017 (this is a 1.4% increase) - this is against the <b>66.7%</b> 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><b>Primary Care</b> – GP Patient Survey: - Overall experience of the GP surgery (very/fairly good; fairly/very poor; neither good nor poor)</p> <p><a href="https://gp-patient.co.uk/surveys-and-reports">https://gp-patient.co.uk/surveys-and-reports</a></p>	Provides residents views on the quality of GP service in the borough. Survey is now produced annually.	<p><b>Overall experience of GP surgery – July 2017</b></p> <p>Very good – <b>42%</b>  Fairly good – <b>41%</b>  Neither good nor poor – <b>11%</b>  Fairly poor – <b>4%</b>  Very poor – <b>3%</b></p> <p>National Average of patients rating ‘Good’ is 85%</p>
7.	<p><b>End of life care</b> - 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><b>Southend: 73%</b></p> <p>The PPoD achievement for Southend in December 2017 is 46 out of 63.</p> <p><b>(no national target at present)</b></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;"><b>Average Price</b></td> <td style="text-align: center;">£250,998</td> <td style="text-align: center;">£276,602</td> </tr> <tr> <td style="background-color: #d3d3d3;"><b>% Change</b></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	<b>Average Price</b>	£250,998	£276,602	<b>% Change</b>	12.47% (Aug 15-16)	10.20% (Aug 16-17)
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## Community Safety Indicators

Short name	Month's value (April- November 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]	6669	<p>A slight increase in burglaries in a dwelling has been identified, there has been plenty of community engagement and the use of social media to remind residents on how to secure their properties. ASB remains steady in the borough, an anti-social partnership meeting was hosted to discuss and allocate actions to reduce areas of vulnerability and risk. A rise in motorcycle nuisance and youth nuisance was noted, targeted actions including two dispersal orders helped to reduce impact. January also welcomed the new Southend District Commander, DCI Neil Pudney. Partnership meetings took place with the public and retail units. In addition a partnership meeting with the PCC office took place. To ensure a wider contribution to reducing crime and disorder, a community safety accredited scheme morning was held with partners.</p> <p><b><u>December BCS Breakdown:</u></b>            Theft of a vehicle – <b>4%</b>; Theft from a vehicle - <b>7%</b> ; Vehicle interference – <b>1%</b>;            Burglary in a dwelling – <b>8%</b>; Bicycle Theft – <b>4%</b>; Theft from the person -<b>2%</b>;            Criminal damage (exc 59) - <b>17%</b>; HMIC Violence without injury – <b>35%</b>;            Wounding (Serious or Other) – <b>19%</b>; Personal Robbery – <b>2%</b>.</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;">Athena (December 2017)</th> <th style="text-align: center;">Essex Police Performance Summary Offences (Rolling 12 months to December 2017)</th> </tr> </thead> <tbody> <tr> <td>10 BCS Crimes - total</td> <td style="text-align: center;">*</td> <td style="text-align: center;">6669</td> </tr> <tr> <td>Theft of a vehicle</td> <td style="text-align: center;">26</td> <td style="text-align: center;">362</td> </tr> <tr> <td>Theft from Vehicle</td> <td style="text-align: center;">41</td> <td style="text-align: center;">688</td> </tr> <tr> <td>Vehicle Interference</td> <td style="text-align: center;">17</td> <td style="text-align: center;">153</td> </tr> <tr> <td>Burglary in a dwelling</td> <td style="text-align: center;">76</td> <td style="text-align: center;">682</td> </tr> <tr> <td>Bicycle theft</td> <td style="text-align: center;">27</td> <td style="text-align: center;">402</td> </tr> <tr> <td>Theft from the person</td> <td style="text-align: center;">24</td> <td style="text-align: center;">231</td> </tr> <tr> <td>Criminal Damage (exc 59)</td> <td style="text-align: center;">172</td> <td style="text-align: center;">1783</td> </tr> <tr> <td>Violence Without Injury</td> <td style="text-align: center;">328</td> <td style="text-align: center;">2150</td> </tr> <tr> <td>Wounding (Serious or Other)</td> <td style="text-align: center;">141</td> <td style="text-align: center;">1790</td> </tr> </tbody> </table>	Individual Components of 10 BCS Comparator Crime	Athena (December 2017)	Essex Police Performance Summary Offences (Rolling 12 months to December 2017)	10 BCS Crimes - total	*	6669	Theft of a vehicle	26	362	Theft from Vehicle	41	688	Vehicle Interference	17	153	Burglary in a dwelling	76	682	Bicycle theft	27	402	Theft from the person	24	231	Criminal Damage (exc 59)	172	1783	Violence Without Injury	328	2150	Wounding (Serious or Other)	141	1790
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			Robbery (Personal Property)	17	231	
<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			
			Rolling 12 months to January		Rolling 12 month Increase/ Decrease %	
2	Total number of crimes +/- incidents	Provides a broad indication of the level of crime in the borough, covering all crimes	<b>Total number of Incidents</b>	<b>Total number of Crimes</b>	<b>Crimes - ↑1.93</b>	
			3812 (January 2018)	15466 (January 2018)	<b>Incidents - ↓2.58</b>	
3	Anti-social Behaviour reported	A key concern of members and public that is not reflected in the 10 BCS crimes performance measure.	6669		↓7.2	
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.	514		↑3	
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...	180		↑8.7	
6	Number of domestic abuse incidents	High profile area of work and a demand pressure on resources.	2250		↓0.3	
7	Number of incidents of missing people reported	High profile area of work and a demand pressure on resources.	90		↓8.16	



# **Revenue Budget Monitoring 2017/18**

**Period 10**

**as at 31<sup>st</sup> January 2018**

**Portfolio Summary**

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## 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 31<sup>st</sup> January 2018.

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 January, a net underspend to the overall Council budget of £766,000 is currently being forecast for the year-end. This position reflects a current overspend of £674,000 in Council departmental spending offset by a £1,440,000 underspend on Contingency. The variances which services are reporting are detailed in section 3. The forecast net underspend of £766,000 in the overall Council budget is currently expected to be transferred to earmarked reserves to ensure the General Fund balance remains at £11 million.

It should be noted that the unspent contingency will be used to offset the remaining overspend in Children and Learning and Health and Adult Social Care as part of finalising the end of year outturn position.

The position for Children's and Adults results from now reflecting a full allocation of the Better Care Fund (BCF) and Improved Better Care Fund (iBCF) grant monies for 2017/18. The expected year-end overspend on Adult Social Care is mainly due to pressures on Older People Homecare. This remains a considerable risk due to increasing complexity of people's needs. There are also pressures on mental health care package costs, particularly on residential placements. The service is continuing to take action to deliver savings and mitigations are in place to manage the pressures.

Children's Social Care have reported a funding pressure from the start of the financial year, which is mainly due to increased looked after children numbers. It includes some expensive care packages for support where children have had to be placed in secure and high cost residential placements, to keep them safe and well. These pressures, as well as supporting children in need have naturally materialized into increased caseloads for the children social works teams and have required agency staff to be brought in to help meet that demand. Children's Social Care have undertaken in year measures to reduce further demand, which includes the work of the Edge of Care team.

In recognition of these increased demands and cost pressures, the Council's budget for 2018/19 approved investment of some £3.4m in both these areas to ensure there is an appropriate budget for these services going into the new financial year.

**General Fund Portfolio Forecast Comparison 2017/18  
at 31 January 2018 - Period 10**

<b>Portfolio</b>	<b>Latest Budget 2017/18 £000</b>	<b>Projected Outturn 2017/18 £000</b>	<b>January Forecast Variance £000</b>	<b>December Forecast Variance £000</b>
Leader	2,518	2,413	(105)	(110)
Culture, Tourism & the Economy	12,836	13,003	167	180
Corporate and Community Support Services	10,995	11,035	40	100
Housing, Planning & Sustainability	5,116	5,100	(16)	(46)
Children & Learning	28,570	29,752	1,182	1,160
Health & Adult Social Care	36,789	37,048	259	249
Transport, Waste & Regulatory Services	22,592	21,804	(788)	(798)
Technology	4,932	4,867	(65)	0
<b>Total Portfolio</b>	<b>124,348</b>	<b>125,022</b>	<b>674</b>	<b>735</b>
Non-Service Areas	1,365	(75)	(1,440)	(339)
Earmarked Reserves	(2,560)	(1,794)	766	(396)
<b>Net Expenditure / (Income)</b>	<b>123,153</b>	<b>123,153</b>	<b>0</b>	<b>0</b>

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 - £674,000 forecast overspend

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

Portfolio	Unfavourable £'000	Favourable £'000	Net £'000	Previous period £'000
<b>Leader</b>				
Part year vacancy for Chief Executive post		(45)		(45)
Treasury Management costs		(25)		(25)
Vacant posts in the Strategy and Performance team		(35)		(40)
	<b>0</b>	<b>(105)</b>	<b>(105)</b>	<b>(110)</b>
<b>Culture, Tourism &amp; the Economy</b>				
Pension opt-in costs	17			17
Grounds Maintenance income shortfall	70			70
Grounds Maintenance extension of seasonal workers	30			30
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
Cost to access Library data from previous ICT system	40			40
Vacancy within the Museums service		(32)		(32)
Utility costs at the old Beecroft Gallery		(30)		(30)
Outdoor sports income shortfall	120			120
Part year vacancy within the Parks Service		(50)		(44)
Pier admission income		(50)		(50)
Water testing costs along the Pier and Foreshore	100			100
Part year vacancy in the Economic Development team		(32)		(32)
Delays in delivery some Economic Development initiatives		(40)		(40)
Changes in the Town Centre action plan		(9)		(9)
Staffing underspend due to maternity leave		(9)		(10)
Energy Team capitalisation of salaries		(8)		0
	<b>477</b>	<b>(310)</b>	<b>167</b>	<b>180</b>
<b>Corporate and Community Support</b>				
Underspend on salary costs for Director of Legal and Democratic Services		(15)		(10)
Vacant posts in the Financial Planning and Control team		(90)		(70)
Income from Schools due to academisation	15			
Vacant posts in the Accounts Payable team		(20)		(20)
Additional rents (including Backrent) for SBC Properties		(50)		(50)
Income relating to Council Tax Court Costs		(40)		(5)
Unused budget in the NDR Collections team		0		(15)
Income relating to NNDR Court Costs	10			
Benefits Admin Team Staffing	25			25
Civic Centre contract cleaning	120			120
Civic Centre repairs and maintenance	35			0
Reduction in furniture purchases at the Civic Centre		(30)		(30)
Income for Pergola Walk and Mini Graves not achieved	150			100
Vacancies in the Customer Service team		(90)		(90)
Vacant post in the Dial-a-Ride team		(25)		0
Vacant hours in the Transport Management team		(5)		0
Income from Schools and SEH relating to Fuel	30			0
Unused budget in the Partnership team		(20)		(20)
Vacant hours in the Voluntary Organisations team		(15)		(15)
Excess budget Voluntary Organisation Grants		(30)		(30)
Vacant hours in the Democratic Services team		(5)		(5)
Members scrutiny and conference expenses		(10)		(10)
Overspend on running costs at Porters		8		10
Overtime for Mayoral Chauffeur		0		10
Underspend on Members N.I. and Hospitality Expenses		(28)		(20)
Unfunded Salary and Printing costs in Electoral Registration	45			45
Unfunded budget for Principle Solicitor	55			0
Vacant posts in Legal Team		0		(30)
Court Costs and Barrister Fees in Legal Team	0			200
Income for Legal Services	20			10
	<b>505</b>	<b>(465)</b>	<b>40</b>	<b>100</b>

<b>...Continued</b>			
<b>Housing, Planning &amp; Sustainability</b>			
Capitalisation of salaries is lower than the target	20		0
Vacancies in the Private Sector Housing team		(20)	(20)
Agency costs and market supplements in the Building Control and Development Control teams	143		130
Additional income generated by the Building Control and Development Control teams		(159)	(156)
	<b>163</b>	<b>(179)</b>	<b>(16)</b>
			<b>(46)</b>
<b>Children and Learning</b>			
Children with disabilities and associated cost of direct payments	69		65
Children's Placements - forecast for current cohort of PVI looked after children	649		645
Leaving Care accommodation costs and support costs	144		146
Staffing pressure costs in children services	165		232
Support costs for Children under Sect 17 and Sect 20	5		(74)
Home to School Transport		(50)	(50)
Funding pressures at the Marigold Assessment centre mostly attributable to transport costs	46		66
Forecast on current in-house fostering placements and impact of adoption referral income	154		130
	<b>1,232</b>	<b>(50)</b>	<b>1,182</b>
			<b>1,160</b>
<b>Health and Adult Social Care</b>			
People with a Learning Disability - pressures on residential care and supported living placements.	38		(120)
People with Mental Health Needs - Higher than estimated residential care placements and direct payments	153		158
Older People - residential care packages and complex homecare packages	137		171
Unachieved vacancy factor because social work teams are fully established	73		85
Lower than estimated residential care placements and a vacancy in the occupational therapy team		(82)	(13)
Health contribution towards Integrated Commissioning		(70)	(70)
Unachieved vacancy factor on Business Support team	10		38
	<b>411</b>	<b>(152)</b>	<b>259</b>
			<b>249</b>

<b>...Continued</b>			
<b><u>Transport, Waste &amp; Regulatory Services</u></b>			
Traffic signals maintenance contract		(8)	(25)
Shortfall in highways income	50		50
Additional maintenance costs in relation to bridges	9		0
Drainage cleansing	20		20
Vacant post in the Highways team		0	(47)
Winter service stock carried forward from 2016/17		(68)	(80)
Parking enforcement contractor underperformance and PCN bad debt provision	146		167
Car parking income is currently below expected increase	150		252
Security & cleaning costs incurred at the Travel Centre	83		68
License fee and maintenance of real time bus displays	19		25
Bus Shelter advertising income shortfall	14		10
Additional capitalisation of salaries in the Road Safety team		(37)	(28)
Staff time charged to grant funded projects		(26)	(15)
Streetwork inspectors posts being covered by agency	22		0
Additional streetwork inspectors above the budgeted establishment	66		60
Upgrades to streetwork inspectors equipment & systems	19		12
Streetwork permit income shortfall	58		64
Transport Programme Manager post will be vacant for 6 months		(29)	(37)
Access to information portal to allow staff to work effectively	13		13
Reduced capitalisation of salaries in the Traffic Management team	113		149
Additional potholes to be repaired due to recent poor weather	100		0
Traffic Management vacant post & operational costs		(60)	(59)
Contribution to the Essex Safety Camera Partnership is now self-funded by the partnership		(53)	(53)
Income from highways searches		(18)	0
Regulatory services staffing underspend		(30)	(75)
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		(610)	(610)
Food processing now generates income rather than costs		(130)	(100)
Standby pay budget no longer required due to service change		(22)	(28)
Income from Essex County Council in relation to the Waste Joint Working Agreement		(654)	(654)
Flood Defences pump station servicing	66		66
Flood Defences land licence	40		40
Additional maintenance costs in relation to sea defences	85		135
Vacant Flood Defence Engineer and Technician posts		(67)	(68)
Elements of the SPONGE project which are currently unfunded	15		14
Staffing saving in Business Support to be realised in 2018/19	20		20
Impact of the 2017/18 Pay Policy review	35		35
Business Support overtime and subscriptions	16		16
	<b>1,159</b>	<b>(1,947)</b>	<b>(788)</b>
			<b>(798)</b>
<b><u>Technology</u></b>			
Surplus generated from Network recharges to schools		(65)	0
	<b>0</b>	<b>(65)</b>	<b>0</b>
<b>Total</b>	<b>3,947</b>	<b>(3,273)</b>	<b>674</b>
			<b>735</b>

## **Non Service Variances (£1,440,000 forecast underspend)**

### Contingency – (£1,440,000)

There is a forecast underspend of £1,440k against Contingency which will be used to offset the projected overspends in Children & Learning and Health and Adult Social Care.

## **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 £10,487,790. Total net appropriations from/(to) reserves for 2017/18 will therefore equal £1,794,210.

- £964,000 from the Capital Reserve as agreed at Cabinet in February 2018
- (£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
- (£1,350,000) to the Interest Equalisation Reserve due to the performance of the Property Fund
- £759,200 from the Business Transformation Reserve to enable the progression of projects
- (£2,500,000) from Contingency to the Business Transformation Reserve
- (£125,000) to the Public Health Reserve Grant Reserve
- £594,710 from the General Grants Reserve
- £20,500 from the Public Health DAAT Reserve
- (£796,000) to the Adult Social Care Reserve
- £891,800 from the Children's Social Care Reserve
- £188,000 from the Supporting People Reserve
- (£125,000) to the Election Reserve (2017-18 is a fallow year)
- £388,000 from the Specific Corporate Projects Reserve
- (£400,000) to the Rental Equalisation Reserve
- (£766,000) appropriation to Reserves at the year-end for projected underspends

**(£10,487,790)** Total to 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 February 2018, this budget has now increased to £4,842,000. Earmarked Reserves will fund £4,618,000 of this, £75,000 is funded from the Agresso Reserve, £75,000 is funded from the Corporate Projects Reserve and the remaining £74,000 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
<b>Department</b>						
Chief Executive	0	570	420	990	990	0
People	500	912	3,129	4,541	3,503	(1,038)
Place	185	250	1,536	1,971	1,686	(285)
<b>Total</b>	<b>685</b>	<b>1,732</b>	<b>5,085</b>	<b>7,502</b>	<b>6,179</b>	<b>(1,323)</b>

Although the current forecast is showing a shortfall of £1,323,000 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 23<sup>rd</sup> February 2017 and anticipated that £3,392,000 would be appropriated to earmarked reserves in 2017/18.

The closing HRA balance as at 31<sup>st</sup> 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 and fees and charges are also over achieving compared to the original target mainly 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 a £1,601,000 underspend on capital financing charges and this is largely because the actual depreciation charge is much lower than estimated in the budget. The overall underspend of £2,023,000 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	609	(609)
Virements over £50,000 previously reported	16,291	(16,291)
Virements approved under delegated authority	(131)	131
<b>Total virements</b>	<b>16,769</b>	<b>(16,769)</b>

The virements for Cabinet approval this period are:

- £ 58,900 Re-alignment of Group Manager Costs across 3 budget areas (Strategy & Performance, Partnership and Support to Voluntary Organisations)
- £ 55,400 Funded restructure of the People and Organisational Development team
- £400,000 Re-allocation of contingent Ofsted funding
- £ 94,450 Move barristers budget from Children's Services to Legal Services

**£608,750 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 31 January 2018 - Period 10**  
**Portfolio Holder Summary**

Portfolio	Gross Expend £'000	Gross Income £'000	Original Budget £'000	Virement £'000	Latest Budget £'000	Expected Outturn £'000	Forecast Variance £'000	Budget to Date £'000	Spend to Date £'000	To Date Variance £'000
Leader	2,567	(180)	2,387	131	2,518	2,413	(105)	8,298	7,768	(530)
Culture, Tourism & the Economy	16,350	(3,757)	12,593	243	12,836	13,003	167	11,018	11,186	168
Corporate and Community Support Services	121,679	(109,623)	12,056	(1,061)	10,995	11,035	40	9,837	8,944	(893)
Housing, Planning & Sustainability	7,725	(2,603)	5,122	(6)	5,116	5,100	(16)	4,487	4,336	(151)
Children & Learning	105,228	(78,991)	26,237	2,333	28,570	29,752	1,182	23,724	24,785	1,061
Health & Adult Social Care	67,470	(28,522)	38,948	(2,159)	36,789	37,048	259	30,724	30,929	205
Transport, Waste & Regulatory Services	33,996	(11,602)	22,394	198	22,592	21,804	(788)	19,314	18,427	(887)
Technology	5,354	(971)	4,383	549	4,932	4,867	(65)	4,159	4,010	(149)
<b>Portfolio Net Expenditure</b>	<b>360,369</b>	<b>(236,249)</b>	<b>124,120</b>	<b>228</b>	<b>124,348</b>	<b>125,022</b>	<b>674</b>	<b>111,561</b>	<b>110,385</b>	<b>(1,176)</b>
Reversal of Depreciation	(23,460)	4,629	(18,831)	1,817	(17,014)	(17,014)	0	(14,178)	(13,946)	232
Levies	590	0	590	0	590	590	0	491	473	(18)
Financing Costs	16,594	0	16,594	(9,582)	7,012	7,012	0	11,303	2,971	(8,332)
Contingency	5,228	0	5,228	(3,223)	2,005	565	(1,440)	2,524	0	(2,524)
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	247	247
<b>Sub Total</b>	<b>6,419</b>	<b>4,629</b>	<b>11,048</b>	<b>(10,988)</b>	<b>60</b>	<b>(1,380)</b>	<b>(1,440)</b>	<b>140</b>	<b>(10,255)</b>	<b>(10,395)</b>
<b>Net Operating Expenditure</b>	<b>366,788</b>	<b>(231,620)</b>	<b>135,168</b>	<b>(10,760)</b>	<b>124,408</b>	<b>123,642</b>	<b>(766)</b>	<b>111,701</b>	<b>100,130</b>	<b>(11,571)</b>
General Grants	0	(3,537)	(3,537)	0	(3,537)	(3,537)	0	(2,811)	(3,013)	(202)
Corporate Savings	0	0	0	0	0	0	0	0	0	0
Revenue Contribution to Capital	3,804	0	3,804	1,038	4,842	4,842	0	3,170	0	(3,170)
Contribution to / (from) Earmarked Reserves	(12,282)	0	(12,282)	9,722	(2,560)	(1,794)	766	(16,052)	(18,729)	(2,677)
Contribution to / (from) General Reserves	0	0	0	0	0	0	0	0	0	0
<b>Net Expenditure / (Income)</b>	<b>358,310</b>	<b>(235,157)</b>	<b>123,153</b>	<b>0</b>	<b>123,153</b>	<b>123,153</b>	<b>0</b>	<b>96,008</b>	<b>78,388</b>	<b>(17,620)</b>

<b>Use of General Reserves</b>						
Balance as at 1 April 2017			11,000		11,000	0
Use in Year			0	0	0	0
<b>Balance as at 31 March 2018</b>			<b>11,000</b>	<b>0</b>	<b>11,000</b>	<b>0</b>

**General Fund Forecast 2017/18**  
**at 31 January 2018 - Period 10**  
**Leader**  
**Portfolio Holder - Cllr J Lamb**

Service	Gross Expend £'000	Gross Income £'000	Original Budget £'000	Virement £'000	Latest Budget £'000	Expected Outturn £'000	Forecast Variance £'000	Budget to Date £'000	Spend to Date £'000	To Date Variance £'000
a Corporate Subscriptions	73	0	73	0	73	73	0	61	74	13
b Corporate and Non Distributable Costs	1,764	(180)	1,584	(50)	1,534	1,464	(70)	7,474	6,972	(502)
c Emergency Planning	85	0	85	0	85	85	0	71	67	(4)
d Strategy & Performance	645	0	645	181	826	791	(35)	692	655	(37)
<b>Total Net Budget for Portfolio</b>	<b>2,567</b>	<b>(180)</b>	<b>2,387</b>	<b>131</b>	<b>2,518</b>	<b>2,413</b>	<b>(105)</b>	<b>8,298</b>	<b>7,768</b>	<b>(530)</b>

**Virements**

**£000**

Transfer from earmarked reserves  
Allocation from Contingency  
In year virements

(25)  
351  
(195)  


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**131**

54



**General Fund Forecast 2017/18  
at 31 January 2018 - Period 10  
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 £45k against budget. A forecast underspend of £25k on Debt Management Expenses (due to enhanced cash fees being deducted at source rather than by invoice). MMF favourably affected due to lower county party balances and reduced share of HRA debt management income	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	

55

**General Fund Forecast 2017/18  
at 31 January 2018 - Period 10  
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	4	253	270	17	266	304	38
b Amenity Services Organisation	3,615	(670)	2,945	4	2,949	3,049	100	2,538	2,652	114
c Culture Management	67	(6)	61	230	291	291	0	271	271	0
d Library Service	3,394	(394)	3,000	(29)	2,971	3,061	90	2,612	2,744	132
e Museums and Art Gallery	1,135	(68)	1,067	(40)	1,027	965	(62)	878	826	(52)
f Parks And Amenities Management	1,693	(665)	1,028	22	1,050	1,120	70	877	876	(1)
g Sports Development	53	0	53	0	53	53	0	44	37	(7)
h Sport and Leisure Facilities	615	(304)	311	(78)	233	233	0	144	141	(3)
i Southend Theatres	849	(27)	822	(135)	687	687	0	596	602	6
j Resort Services Pier and Foreshore and Southend Marine Activity Centre	2,689	(884)	1,805	77	1,882	1,932	50	1,595	1,570	(25)
k Tourism	136	(18)	118	(78)	40	40	0	34	18	(16)
l Economic Development	571	(250)	321	71	392	320	(72)	286	240	(46)
m Town Centre	210	(59)	151	(2)	149	140	(9)	125	80	(45)
n Better Queensway	0	0	0	44	44	44	0	44	153	109
o Climate Change	106	(43)	63	141	204	196	(8)	194	157	(37)
p Closed Circuit Television	450	(32)	418	12	430	430	0	367	391	24
q Community Safety	213	(32)	181	0	181	172	(9)	147	124	(23)
<b>Total Net Budget for Portfolio</b>	<b>16,350</b>	<b>(3,757)</b>	<b>12,593</b>	<b>243</b>	<b>12,836</b>	<b>13,003</b>	<b>167</b>	<b>11,018</b>	<b>11,186</b>	<b>168</b>

**Virements**

**£000**

Transfer from earmarked reserves

290

Allocation from Contingency

47

In year virements

(94)

**243**

**General Fund Forecast 2017/18  
at 31 January 2018 - Period 10  
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	

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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.

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k.

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l. Staff vacancies are forecasted to result in an underspend as the current vacant role is yet to be filled. There has been a delay in plans to support key growth sectors which has resulted in additional underspend.

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Grant funding is due to be received which will cover project expenditure.

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m.

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n.

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o.

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p.

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q. There is a staffing underspend in the Community Safety team as a result of a member of staff being on maternity leave.

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**General Fund Forecast 2017/18  
at 31 January 2018 - Period 10  
Corporate and Community Support  
Portfolio Holder - Cllr A Moring**

Service	Gross Expend £'000	Gross Income £'000	Original Budget £'000	Virement £'000	Latest Budget £'000	Expected Outturn £'000	Forecast Variance £'000	Budget to Date £'000	Spend to Date £'000	To Date Variance £'000
a Departmental Support for the Chief Executive	771	0	771	(162)	609	594	(15)	510	431	(79)
b Accountancy	2,071	(352)	1,719	(15)	1,704	1,629	(75)	1,428	1,356	(72)
c Accounts Payable	126	(5)	121	0	121	101	(20)	104	92	(12)
d Accounts Receivable	185	(75)	110	0	110	110	0	92	95	3
e Insurance	155	(245)	(90)	0	(90)	(90)	0	112	115	3
f Asset Management	383	(5)	378	41	419	419	0	353	324	(29)
g Community Centres and Club 60	104	(1)	103	(11)	92	92	0	78	71	(7)
h Corporate and Industrial Estates	430	(2,611)	(2,181)	(652)	(2,833)	(2,883)	(50)	(2,319)	(2,420)	(101)
i Council Tax Admin	854	(595)	259	0	259	219	(40)	218	(34)	(252)
j Non Domestic Rates Collection	165	(305)	(140)	30	(110)	(100)	10	(131)	(133)	(2)
59 k Housing Benefit and Council Tax Benefit Admin	1,990	(1,195)	795	(283)	512	537	25	429	301	(128)
l Rent Benefit Payments	98,947	(99,050)	(103)	0	(103)	(103)	0	(39)	(497)	(458)
m Internal Audit & Corporate Fraud	835	(188)	647	0	647	647	0	541	533	(8)
n Buildings Management	2,645	(113)	2,532	(51)	2,481	2,606	125	2,217	2,336	119
o Cemeteries and Crematorium	1,263	(2,525)	(1,262)	(115)	(1,377)	(1,227)	150	(1,127)	(954)	173
p Customer Services Centre	1,985	(290)	1,695	3	1,698	1,608	(90)	1,414	1,338	(76)
q Dial A Ride Service	122	(19)	103	(16)	87	62	(25)	72	57	(15)
r Registration of Births Deaths and Marriages	329	(371)	(42)	0	(42)	(42)	0	(34)	(32)	2
s Transport Management	160	0	160	7	167	162	(5)	140	137	(3)
t Vehicle Fleet	527	(344)	183	(4)	179	209	30	151	188	37
u Partnership Team	277	0	277	(50)	227	207	(20)	188	173	(15)
v Support To Voluntary Sector	779	0	779	29	808	763	(45)	674	643	(31)
w Human Resources	1,745	(497)	1,248	80	1,328	1,328	0	1,109	1,120	11
x People & Organisational Development	406	(91)	315	(21)	294	294	0	245	204	(41)
y Tickfield Training Centre	290	(97)	193	20	213	213	0	183	186	3
z Democratic Services Support	354	0	354	10	364	349	(15)	306	273	(33)
aa Mayoralty	185	0	185	11	196	204	8	168	176	8
ab Member Support	705	0	705	25	730	702	(28)	612	574	(38)
ac Elections and Electoral Registration	352	0	352	(121)	231	276	45	302	235	(67)

ad Local Land Charges	192	(297)	(105)	0	(105)	(105)	0	(79)	(84)	(5)
ae Legal Services	1,170	(243)	927	105	1,032	1,107	75	858	1,031	173
af Corporate Procurement	610	0	610	235	845	845	0	743	743	0
ag Property Management and Maintenance	567	(109)	458	(156)	302	302	0	319	366	47
<b>Total Net Budget for Portfolio</b>	<b>121,679</b>	<b>(109,623)</b>	<b>12,056</b>	<b>(1,061)</b>	<b>10,995</b>	<b>11,035</b>	<b>40</b>	<b>9,837</b>	<b>8,944</b>	<b>(893)</b>

**Virements**

**£000**

Transfer from earmarked reserves  
Allocation from Contingency  
In year virements

(173)

(257)

(631)

**(1,061)**

**General Fund Forecast 2017/18  
at 31 January 2018 - Period 10  
Corporate and Community Support  
Portfolio Holder - Cllr A Moring**

Forecast Outturn Variance	Year to Date Variance
a. The full budget for the post of Director of Legal & Democratic Services will not be required.	
b. An underspend has stemmed from vacant posts in the Financial Planning and Control team, some of which have now been filled.	
c. Vacant post	
d.	
e.	
f.	
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 however this is expected to be offset by income from higher than budgeted Court Costs income.	
j. The income target for Court Costs raised relating to non-payment of Business Rates is not expected to be met although the pressure will be offset by income from Council Tax Court Costs	
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 10 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. Repairs and security costs are also expected to over spend.	Repairs, 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. There has also been an increase in Public Health Act funerals, resulting in increased costs. It was hoped that additional income from burials, cremations and memorials would compensate for the shortfall but at Period 10, this has not been realised and a pressure of £150k 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 and capitalisation of salaries (due to the Abavus project work)	
q. Vacant post	
r.	
s. Vacant hours	
t. Since the decommissioning of fuel tanks at Tickfield, income from Schools and South Essex Homes has reduced.	
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. The expenditure budget for grants will not be fully utilised	
w.	
x.	Although there is currently a year to date underspend, a fully funded restructure has been conducted which has been partly funded by increased income targets which will need to be monitored to ensure they can be delivered in full.
y.	
z. Members' Scrutiny and Conference Expenses budgets are underspent. This is in line with last year's outturn 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 are 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



Forecast Outturn Variance	Year to Date Variance
ad.	will be transferred to the Election Reserve at year-end.
ae. There has historically been insufficient budget to cover the costs of the shared Principal Solicitor which is contributing to a pressure of £55k on the employee budgets. Additionally the income budget will not be met resulting in a further £20k pressure.	A drawdown of £125k from Contingency will be processed in Period 11 to cover increased Barrister Costs
af.	
ag.	Staff time is still to be capitalised against a variety of capital projects.

**General Fund Forecast 2017/18  
at 31 January 2018 - Period 10  
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
<b>Housing</b>										
a Strategy & Planning for Housing	164	0	164	(70)	94	114	20	78	83	5
b Private Sector Housing	2,734	(1,056)	1,678	143	1,821	1,801	(20)	1,509	1,451	(58)
c Housing Needs & Homelessness	822	(534)	288	(296)	(8)	(8)	0	202	125	(77)
d Supporting People	2,508	0	2,508	213	2,721	2,721	0	2,171	2,156	(15)
<b>Planning</b>										
e Building Control	400	(410)	(10)	2	(8)	70	78	(7)	60	67
f Development Control	862	(603)	259	2	261	185	(76)	221	173	(48)
g Regional and Local Town Plan	235	0	235	0	235	217	(18)	313	288	(25)
<b>Total Net Budget for Portfolio</b>	<b>7,725</b>	<b>(2,603)</b>	<b>5,122</b>	<b>(6)</b>	<b>5,116</b>	<b>5,100</b>	<b>(16)</b>	<b>4,487</b>	<b>4,336</b>	<b>(151)</b>

**Virements**

Transfer from earmarked reserves  
Allocation from Contingency  
In year virements

**£000**

(62)

30

26

(6)

**General Fund Forecast 2017/18  
at 31 January 2018 - Period 10  
Housing, Planning & Sustainability  
Portfolio Holder - Cllr M Flewitt**

<b>Forecast Outturn Variance</b>	<b>Year to date Variance</b>
a. The capitalisation of salaries target is higher than the staff time so far capitalised up to period 10. This pressure is partly reduced by the Group Manager vacancy in the team.	
b. Forecast underspend on Private Sector Housing because of vacant posts in the team. The underspend has been partly reduced by inspection and enforcement income and agency costs.	
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.	
of 5. 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. However, this is being offset by funding received in relation to a Playing Pitches Study	

**General Fund Forecast 2017/18  
at 31 January 2018 - Period 10  
Children and Learning  
Portfolio Holder - Cllr J Courtenay**

<b>Service</b>	<b>Gross Expend £'000</b>	<b>Gross Income £'000</b>	<b>Original Budget £'000</b>	<b>Virement £'000</b>	<b>Latest Budget £'000</b>	<b>Expected Outturn £'000</b>	<b>Forecast Variance £'000</b>	<b>Budget to Date £'000</b>	<b>Spend to Date £'000</b>	<b>To Date Variance £'000</b>
<b><u>Retained</u></b>										
a Children Fieldwork Services	4,145	0	4,145	1,007	5,152	5,296	144	4,295	4,413	118
b Children with Disabilities	1,149	(169)	980	(300)	680	749	69	565	624	59
c Childrens Specialist Support and Commissioning	2,557	(105)	2,452	(42)	2,410	2,481	71	1,815	1,870	55
d Inhouse Fostering and Adoption	4,546	(191)	4,355	807	5,162	5,316	154	4,082	4,215	133
e Leaving Care placements and resources	1,031	(115)	916	240	1,156	1,301	145	1,166	1,373	207
f Private Volunatary Independent provider placements	3,475	(120)	3,355	850	4,205	4,854	649	3,463	4,045	582
g Early Help and Family Support	1,534	(1,081)	453	349	802	802	0	675	675	0
h Youth Offending Service	1,906	(632)	1,274	(54)	1,220	1,220	0	1,116	1,116	0
i Youth Service	1,067	(403)	664	(8)	656	656	0	543	543	0
j School Support and Education Transport	9,037	(3,519)	5,518	(741)	4,777	4,727	(50)	3,982	3,925	(57)
k Early Years Development and Child Care Partnership	10,769	(9,562)	1,207	50	1,257	1,257	0	1,057	1,048	(9)
l High Needs Educational Funding	15,052	(14,342)	710	184	894	894	0	601	601	0
m Childrens Commissioning	0	0	0	0	0	0	0	195	207	12
<b><u>Delegated</u></b>										
n Maintained Schools Delegated Budgets	39,420	(39,419)	1	(1)	0	0	0	0	2	2
o Southend Adult Community College	3,393	(3,186)	207	(8)	199	199	0	166	155	(11)
p Pupil Premium	6,147	(6,147)	0	0	0	0	0	3	(27)	(30)
<b>Total Net Budget for Portfolio</b>	<b>105,228</b>	<b>(78,991)</b>	<b>26,237</b>	<b>2,333</b>	<b>28,570</b>	<b>29,752</b>	<b>1,182</b>	<b>23,724</b>	<b>24,785</b>	<b>1,061</b>

**Virements****£000**

Transfer from earmarked reserves  
Allocation from Contingency  
In year virements

1,634

175

524

**2,333**

**General Fund Forecast 2017/18  
at 31 January 2018 - Period 10  
Children and Learning  
Portfolio Holder - Cllr J Courtenay**

<b>Forecast Outturn Variance</b>	<b>Year to Date Variance</b>
a. Staffing pressures in relation to Social Works running at full establishment including agency cover. Forecasts also indicate continued pressure on transport costs at the Marigold Assessment centre	Reflecting year to date pressures on staffing costs and transport provision at the marigold assessment centre
b. Marginal overspend variance on Children with Disabilities	
c. Staff pressures in relation to plan and reviews, where the team is running at full establishment with agency cover.	Reflecting year to date pressures on staffing costs
d. Overspend pressures within Inhouse fostering care provision due to the increased numbers of children looked after and service running at increased capacity, and a marginal overspend on Adoption services.	
e. Overspend pressure on leaving care accommodation and support costs	Reflecting Year to date pressures on leaving care accommodation and support costs
f. Overspend pressure due to increased Looked after children numbers during 2016/17 and into 2017/18. Additional financial pressures are also included due to high cost secured placements. Through the work of the Edge of Care team and the service, the service are 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.
g.	
h.	
i.	
j. Underspend due to additional contributions for transporting out of borough pupils from other local authorities.	
k.	
l.	
m.	

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 6<sup>th</sup> 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 and 2018/19, 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 31 January 2018 - Period 10  
Health and Adult Social Care  
Portfolio Holder - Cllr L Salter**

Service	Gross Expend £'000	Gross Income £'000	Original Budget £'000	Virement £'000	Latest Budget £'000	Expected Outturn £'000	Forecast Variance £'000	Budget to Date £'000	Spend to Date £'000	To Date Variance £'000
<b>Adult Social Care</b>										
a Adult Support Services and Management	224	0	224	71	295	225	(70)	245	242	(3)
b Business Support Team	2,120	(346)	1,774	(142)	1,632	1,642	10	1,362	1,362	0
c Strategy & Development	1,797	(215)	1,582	(39)	1,543	1,543	0	1,296	1,330	34
d People with a Learning Disability	14,383	(1,421)	12,962	16	12,978	13,016	38	10,713	10,739	26
e People with Mental Health Needs	3,350	(167)	3,183	350	3,533	3,686	153	2,861	3,013	152
f Older People	28,807	(14,592)	14,215	292	14,507	14,644	137	11,823	11,994	171
g Other Community Services	2,522	(865)	1,657	(2,529)	(872)	(799)	73	1,469	1,434	(35)
h People with a Physical or Sensory Impairment	4,572	(1,211)	3,361	(18)	3,343	3,261	(82)	2,787	2,732	(55)
i Service Strategy and Regulation	124	(69)	55	0	55	55	0	46	47	1
<b>Health</b>										
j Public Health	6,991	(7,141)	(150)	(221)	(371)	(371)	0	(1,591)	(1,680)	(89)
k Drug and Alcohol Action Team	2,313	(2,230)	83	61	144	144	0	(244)	(242)	2
l Young Persons Drug and Alcohol Team	267	(265)	2	0	2	2	0	(43)	(42)	1
<b>Total Net Budget for Portfolio</b>	<b>67,470</b>	<b>(28,522)</b>	<b>38,948</b>	<b>(2,159)</b>	<b>36,789</b>	<b>37,048</b>	<b>259</b>	<b>30,724</b>	<b>30,929</b>	<b>205</b>

**Virements**

Transfer from earmarked reserves  
Allocation from Contingency  
In year virements

<b>£000</b>
(865)
22
(1,316)
<b><u>(2,159)</u></b>



**General Fund Forecast 2017/18  
at 31 January 2018 - Period 10  
Health and Adult Social Care  
Portfolio Holder - Cllr L Salter**

Forecast Outturn Variance	Year to Date Variance
a. Health contribution towards Integrated Commissioning.	
b. Forecast variance mostly attributed to vacancy factor in the Business Support team.	
c.	
d. The forecast overspend is because of pressures on residential care and supported living placements.	
e. Outturn on Mental Health is showing a year end pressure of £153K. 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 and residential care. This forecast will be monitored closely during the financial year.	Pressures on homecare and residential care packages.
g. Forecasting a pressure on the Social work teams because they are currently not meeting the budgeted vacancy factor.	
h. Underspend mainly due to lower than estimated residential care placements and direct payments. There is also an underspend on staffing due to a vacancy in the occupational therapy team.	
i.	
j.	
k.	
l.	

**General Fund Forecast 2017/18**  
**at 31 January 2018 - Period 10**  
**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
<b><u>Transport</u></b>										
a Highways Maintenance	9,830	(2,048)	7,782	(348)	7,434	7,528	94	6,240	6,703	463
b Bridges and Structural Engineering	412	0	412	2	414	423	9	345	354	9
c Decriminalised Parking	1,157	(1,666)	(509)	0	(509)	(363)	146	(400)	(441)	(41)
d Car Parking Management	1,031	(6,485)	(5,454)	129	(5,325)	(5,175)	150	(4,493)	(4,283)	210
e Concessionary Fares	3,217	0	3,217	90	3,307	3,307	0	3,259	3,276	17
f Passenger Transport	400	(64)	336	18	354	470	116	317	410	93
g Road Safety and School Crossing	234	0	234	0	234	197	(37)	197	166	(31)
h Transport Planning	599	(854)	(255)	10	(245)	(122)	123	(73)	(477)	(404)
i Traffic and Parking Management	503	(5)	498	127	625	607	(18)	521	507	(14)
<b><u>Waste and Cleansing</u></b>										
j Public Conveniences	550	0	550	0	550	515	(35)	463	378	(85)
k Waste Collection	4,393	0	4,393	222	4,615	4,515	(100)	3,848	3,761	(87)
l Waste Disposal	5,533	0	5,533	(158)	5,375	4,635	(740)	4,481	3,508	(973)
m Street Cleansing	1,381	(7)	1,374	(14)	1,360	1,360	0	1,135	1,121	(14)
n Household Recycling	486	0	486	(16)	470	470	0	392	392	0
o Environmental Care	386	(4)	382	(143)	239	217	(22)	198	138	(60)
p Waste Management	487	0	487	(10)	477	(177)	(654)	241	249	8
<b><u>Other Services</u></b>										
q Flood and Sea Defence	745	(11)	734	(7)	727	866	139	607	764	157
r Enterprise Tourism and Environment Central Pool	1,354	0	1,354	16	1,370	1,441	71	1,144	1,231	87
<b><u>Regulatory</u></b>										
s Regulatory Business	523	(11)	512	23	535	535	0	448	390	(58)
t Regulatory Licensing	304	(433)	(129)	227	98	98	0	36	(126)	(162)
u Regulatory Management	227	0	227	0	227	197	(30)	188	190	2
v Regulatory Protection	244	(14)	230	30	260	260	0	220	216	(4)
<b>Total Net Budget for Portfolio</b>	<b>33,996</b>	<b>(11,602)</b>	<b>22,394</b>	<b>198</b>	<b>22,592</b>	<b>21,804</b>	<b>(788)</b>	<b>19,314</b>	<b>18,427</b>	<b>(887)</b>

**Virements**

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

**£000**

233

240

(275)**198**

**General Fund Forecast 2017/18  
at 31 January 2018 - Period 10  
Transport, Waste & Regulatory Services  
Portfolio Holder - Cllr T Cox**

Forecast Outturn Variance	Year to date Variance
<p>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 poor weather. 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 highways licenses.</p>	<p>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.</p>
<p>b. An old invoice from 2013 has recently been written off.</p>	
<p>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.</p>	
<p>d. Increased car parking income in the first 5 months of the year created a positive outlook, however the past 4 months have all been lower than expected which is resulting in a projected shortfall at year end. This situation improved in January.</p>	<p>Currently there is a shortfall in car parking income which is expected to improve between now and the end of the year.</p>
<p>e.</p>	
<p>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.</p>	<p>Costs of security requirements at the Travel Centre continue to be above the budget provision available.</p>
<p>g. This work is now undertaken through the Parking Compliance contract and as a result there is an underspend of previous operational costs.</p>	
<p>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. There is also a shortfall in the amount of income the service is generating from issuing permits and Fixed Penalty Notices.</p>	<p>The South Essex Active Travel programme is currently behind the anticipated spend profile for the grant.</p>
<p>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. However this is being offset due to changes in the contributions to the Essex Safety Camera Partnership.</p>	

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.	
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.  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.	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.
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.	
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. There have also been additional repair costs this year in relation to maintaining sea defences.	Costs have been incurred due to the storage of spoil in relation to the flood defence scheme, the servicing of pumping stations across the Borough and additional repair costs to maintain sea defences.
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.	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.
s.	Costs incurred under the Regulatory Management section need to be recharged to Regulatory Business.
t.	Costs incurred under the Regulatory Management section need to be recharged to Regulatory Licensing.

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u.

Costs incurred under this section need to be recharged to Regulatory Business and Licensing.

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v.

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**General Fund Forecast 2017/18  
at 31 January 2018 - Period 10  
Technology  
Portfolio Holder - Cllr T Byford**

<b>Service</b>	<b>Gross Expend £'000</b>	<b>Gross Income £'000</b>	<b>Original Budget £'000</b>	<b>Virement £'000</b>	<b>Latest Budget £'000</b>	<b>Expected Outturn £'000</b>	<b>Forecast Variance £'000</b>	<b>Budget to Date £'000</b>	<b>Spend to Date £'000</b>	<b>To Date Variance £'000</b>
Information Communications and a Technology	5,354	(971)	4,383	549	4,932	4,867	(65)	4,159	4,010	(149)
<b>Total Net Budget for Portfolio</b>	<b>5,354</b>	<b>(971)</b>	<b>4,383</b>	<b>549</b>	<b>4,932</b>	<b>4,867</b>	<b>(65)</b>	<b>4,159</b>	<b>4,010</b>	<b>(149)</b>

**Virements**

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

**£000**

364

5

180

**549**

**General Fund Forecast 2017/18  
at 31 January 2018 - Period 10  
Technology  
Portfolio Holder - Cllr T Byford**

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<b>Forecast Outturn Variance</b>	<b>Year to date Variance</b>
<hr/>	
a.	Surplus generated from increased Network recharges to schools. This is a one-off only, as £80k has already been identified as a saving for 2018-19.

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**Housing Revenue Account Forecast 2017/18**  
**at 31 January 2018 - Period 10**  
**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	221	0	221	6	179	185	6
b Premises (Excluding Repairs)	732	0	732	761	0	761	29	610	624	14
c Repairs	4,831	0	4,831	4,831	0	4,831	0	4,088	3,717	(371)
d Supplies & Services	68	0	68	68	0	68	0	57	40	(17)
e Management Fee	5,827	0	5,827	5,827	0	5,827	0	4,931	4,931	0
f MATS	1,124	0	1,124	1,124	0	1,124	0	937	937	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	9,763	0	9,763	(1,601)	8,949	7,398	(1,551)
<b>Expenditure</b>	<b>24,544</b>	<b>0</b>	<b>24,544</b>	<b>22,978</b>	<b>0</b>	<b>22,978</b>	<b>(1,566)</b>	<b>19,750</b>	<b>7,360</b>	<b>(1,919)</b>
i Fees & Charges	(393)	0	(393)	(435)	0	(435)	(42)	(359)	(368)	(9)
j Rents	(26,673)	0	(26,673)	(27,023)	0	(27,023)	(350)	(22,056)	(22,356)	(300)
k Other	(277)	0	(277)	(377)	0	(377)	(100)	(265)	(369)	(104)
l Interest	(135)	0	(135)	(158)	0	(158)	(23)	(124)	(145)	(21)
m Recharges	(459)	0	(459)	(401)	0	(401)	58	(421)	(368)	53
<b>Income</b>	<b>(27,936)</b>	<b>0</b>	<b>(27,936)</b>	<b>(28,393)</b>	<b>0</b>	<b>(28,393)</b>	<b>(457)</b>	<b>(23,225)</b>	<b>(9,660)</b>	<b>(381)</b>
n Appropriation to Earmarked reserves	3,392	0	3,392	5,415	0	5,415	2,023	3,392	5,416	2,024
o Statutory Mitigation on Capital Financing	0	0	0	0	0	0	0	0	0	0
<b>Net Expenditure / (Income)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(83)</b>	<b>3,115</b>	<b>(275)</b>
<b>Use of Reserves</b>										
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			
<b>Balance as at 31 March 2018</b>	<b>3,502</b>	<b>0</b>	<b>3,502</b>	<b>3,502</b>	<b>0</b>	<b>3,502</b>	<b>0</b>			

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. Actual depreciation charge is lower than estimated in the budget because of an underspend on the capital programme.	
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.	

08



**Capital Programme Budget  
Monitoring 2017/18**

**Period 10**

**as at 31<sup>st</sup> January 2018  
Departmental Summary**

## Capital Programme Monitoring Report – January 2018

### 1. Overall Budget Performance

The revised Capital budget for the 2017/18 financial year is £64.324million which includes all changes agreed at February Cabinet. Actual capital spend at 31<sup>st</sup> January is £42.895million representing approximately 67% of the revised budget. This is shown in Appendix 1. (Outstanding creditors totalling £0.419million 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 31 January 2017/18 £'000	Expected outturn 2017/18 £'000	Latest Expected Variance to Revised Budget 2017/18 £'000
Chief Executive	25,040	17,387	25,040	-
People	7,709	6,115	7,709	-
Place	25,020	15,894	25,020	-
Housing Revenue Account (HRA)	6,555	3,499	6,555	-
<b>Total</b>	<b>64,324</b>	<b>42,895</b>	<b>64,324</b>	<b>-</b>

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	25,034	-	6	<b>25,040</b>
People	230	7,479	-	<b>7,709</b>
Place	13,702	10,704	614	<b>25,020</b>
Housing Revenue Account (HRA)	6,250	-	305	<b>6,555</b>
<b>Total</b>	<b>45,216</b>	<b>18,183</b>	<b>925</b>	<b>64,324</b>
As a percentage of total budget	70.3%	28.3%	1.4%	

The funding mix for the total programme could change depending on how much grant and external contributions are received by the Council by the end of the year.

The grants and external contributions position to 31<sup>st</sup> January is as follows:

Department	Grant Budget £'000	Developer & Other Contributions Budget £'000	Total external funding budget £'000	External funding received £'000	External funding outstanding £'000
Chief Executive	-	6	6	-	6
People	7,479	-	7,479	4,286	3,193
Place	10,704	614	11,318	9,668	1,650
Housing Revenue Account (HRA)	-	305	305	305	-
<b>Total</b>	<b>18,183</b>	<b>925</b>	<b>19,108</b>	<b>14,259</b>	<b>4,849</b>

## 2. Department Budget Performance

### Department of the Chief Executive

The revised capital budget for the Department of the Chief Executive is £25.040million. The budget is distributed across various scheme areas as follows:

Department of the Chief Executive	Revised Budget 2017/18 £'000	Outturn to 31 January 2017/18 £'000	Expected outturn 2017/18 £'000	Latest Forecast Variance to Year End 2017/18 £'000
Asset Management (Property)	24,145	16,682	24,145	-
Transformation	376	373	376	-
Cemeteries & Crematorium	362	332	362	-
<b>Subtotal</b>	<b>24,883</b>	<b>17,387</b>	<b>24,883</b>	-
Priority Works (see table)	157	-	157	-
<b>Total</b>	<b>25,040</b>	<b>17,387</b>	<b>25,040</b>	-

Priority Works	£'000
Budget available	500
Less budget allocated to agreed schemes	(343)
Remaining budget	157

Actual spend at 31<sup>st</sup> January stands at £17.387million. This represents 69% of the total available budget.

#### Asset Management (Property)

The demolition of Herbert Grove has now been completed on time and on budget. The final retention will be paid once the snagging period is over.

The new beach huts have now been completed and handed over. The lettings process is now underway.

A contractor has now been found during the procurement process for the reconstruction and enhancement of the Library car park. The project board is due to meet during February to discuss the best way forward.

A further Commercial Property acquisition is being progressed for completion this financial year.

## **Transformation**

The integration complexities on the Channel Shift project have delayed the GoLive of the revenues & benefits element of the portal and subsequently additional internal and backfill resourcing costs will be incurred. The remainder of the portal went live on 2<sup>nd</sup> February and the revenues and Benefits element is now planned for the beginning of April.

## **Cemeteries and Crematorium**

The contract to replace electrical switch gear at the Crematorium has now been awarded and a start date is to be agreed.

The Pergola Walk Memorial scheme is almost complete except from the procurement of floral tribute stands and the delivery of the vases.

## **Priority Works**

The Priority works provision budget currently has £157k remaining unallocated.

## Department for People

The revised Department for People budget totals £7.709million.

Department for People	Revised Budget 2017/18 £'000	Outturn to 31 January 2017/18 £'000	Expected outturn 2017/18 £'000	Latest Expected Variance to Year End 2017/18 £'000
Adult Social Care	697	216	697	-
General Fund Housing	1,510	823	1,510	-
Condition Schemes	563	450	563	-
Devolved Formula Capital	173	172	173	-
Early Years	204	242	204	-
Primary and Secondary School Places	4,562	4,212	4,562	-
<b>Total</b>	<b>7,709</b>	<b>6,115</b>	<b>7,709</b>	<b>-</b>

Actual spend at 31<sup>st</sup> January stands at £6.115million. This represents 79% 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 adaptations framework on the Disabled Facilities scheme has encountered some issues during the procurement process. This is now in the process of being re-tendered.

### Condition Schemes

A budget of £563k 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 £15k 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.



## **Early Years**

The Department for Education released some funding for Early Years expansion at Edwards Hall, Friars and Small Friends. Works at both Edwards Hall and Small Friends are now complete with the budget for Friars carried forward into 2018/19.

## **Primary and Secondary School Places**

The primary expansion programme is now complete with final retention payments of £40k being held against three 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 planning permission has now been granted at St Thomas More. 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.

## Department for Place

The revised capital budget for the Department for Place is £25.020million. This includes all changes approved at February Cabinet. The budget is distributed across various scheme areas as follows:

Department for Place	Revised Budget 2017/18 £'000	Outturn to 31 January 2017/18 £'000	Expected outturn 2017/18 £'000	Latest Expected Variance to Year End 2017/18 £'000
Culture - Leisure	190	10	190	-
Culture - Parks	147	94	147	-
Culture - Libraries	35	273	35	-
Culture - Theatres	235	115	235	-
Culture - Museums	751	92	751	-
Other Culture	403	418	403	-
Culture S106 Agreements	175	49	175	-
ICT Programme	3,137	2,235	3,137	-
Airport Business Park	3,117	2,127	3,117	-
Better Queensway – Regeneration	628	250	628	-
Incubation Centre	8	8	8	-
Other Enterprise, Tourism & Regeneration	59	24	59	-
Southend Pier	2,479	847	2,479	-
Coastal Defence & Foreshore	277	170	277	-
Highways and Infrastructure	6,284	4,857	6,284	-
Highways S106 Agreements	246	9	246	-
Parking Management	492	194	492	-
Section 38, 278 & 78 Agreements / CIL	104	26	104	-
Local Transport Plan	1,908	1,559	1,908	-
Local Growth Fund	3,822	2,177	3,822	-
Community Safety	20	13	20	-
Transport	118	59	118	-
Energy Saving Projects	385	288	385	-
<b>Total</b>	<b>25,020</b>	<b>15,894</b>	<b>25,020</b>	<b>-</b>

Actual spend at 31<sup>st</sup> January stands at £15.894million. This represents 64% of the total available budget.

## **Culture**

Procurement exemption has been obtained for the replacement hammer cage at Southend Leisure and Tennis Centre (SLTC). A start date is currently being agreed with the leisure operator.

The contractor started on site at SLTC on 30<sup>th</sup> January for the installation of the Building Management System (BMS). Works are due to complete at the end of May 2018.

The design has been agreed for the Southchurch Park Tow Path and an order has been raised with the contractor.

The contractor is now on site at Leigh Library Gardens and the works are due to be completed by the end of February before the reinstatement works can take place. These works are dependent on the weather conditions over the next few months.

The contractors are due to start work on site at Belton Way steps during March 2018. These works are weather dependent and may be delayed if adverse conditions occur.

## **ICT**

Suppliers have been identified and contacted with regards to quotes for the EDRMS scanners. This will enable the procurement process to progress so that the scanners can be purchased.

The websense replacement scheme has been delayed and the current licence has been extended to cover the filtering process until the new application is in place.

The data centre scheme has experienced some unexpected delays to deliver the latter stages of completion due to reasons outside of the Council's control. A bug in the system has taken the supplier a month to fix plus Thurrock Council are looking to refurbish their data centre this coming financial year therefore alternative data centre back up sites are currently being investigated. There is no additional impact to the budget provision because of these delays.

## **Airport Business Park**

There has been a delay on the infrastructure works due to the need to re-procure utilities and archaeology. Re-procurement is now underway. The clubhouse build is on programme and progressing well. The first plot disposal has been agreed and is current with legal. The re-profile process is underway with the South East Local Enterprise Partnership (SELEP) to reflect the changes which will be reflected in the report to June Cabinet.

## **Better Queensway - Regeneration**

The consultation report has now been shared and has formed part of the report to February Cabinet. Analysis has shown broad support for the scheme from the community.

## **Incubation Centre**

No plans for the reconfigured office space have yet been brought forward. The shared intelligence report to inform the business case is due by the end of February.

## **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 phase one works of the bearing refurbishment went out to tender on 5<sup>th</sup> February and bids are due back in early March.

## **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 31<sup>st</sup> March 2018 with a programme in place to replace concrete columns in the 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.

## **Section 38, 278 and 78 Schemes and Community Infrastructure Levy (CIL)**

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 part of the bridge strengthening programme.

The Real Time Passenger Information (RTPI) boards have been installed as part of the Better Operations of Traffic Control Systems 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 SELEP 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 was undertaken which monitored behaviours and is to be reviewed. The new footbridge is currently under design and the foundation works have now commenced on site.

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 will 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.

Other schemes currently agreed included the Pier Energy Efficiency scheme which is currently with procurement and the Old Beecroft Ground Source Heat Pump Feasibility which is currently awaiting bids from contractors.

## Housing Revenue Account

The revised budget for the Housing Revenue Account capital programme for 2017/18 is £6.555million. The latest budget and spend position is as follows:

Housing Revenue Account	Revised Budget 2017/18 £'000	Outturn to 31 January 2017/18 £'000	Expected outturn 2017/18 £'000	Forecast Variance to Year End 2017/18 £'000
Decent Homes Programme	5,415	2,885	5,415	-
Council House Adaptations	565	261	565	-
Other HRA	575	353	575	-
<b>Total</b>	<b>6,555</b>	<b>3,499</b>	<b>6,555</b>	<b>-</b>

The actual spend at 31<sup>st</sup> January of £3.499million represents 53% of the HRA capital budget.

### Decent Homes Programme

The Decent Homes programme has continued throughout the year with the renewal of kitchens, bathrooms, roofs, electrical and heating systems and windows. Four high rise blocks across the borough have had their roofs replaced and energy efficient LED lighting has been installed at Adam Elm House.

The single largest area of work undertaken during the year was the full fire safety compartmentation project to three of the four high rise blocks at Queensway. The remaining block had these works during 2016/17. This means that all thirteen high rise blocks in Southend have now had the fire safety compartmentation works undertaken.

### 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.

### Other HRA

The housing construction scheme is continuing to progress with the contractors on site undertaking the necessary culvert diversion works. Works commenced with trial holes on 15<sup>th</sup> January and full diversion works commences on 22<sup>nd</sup> January. It is anticipated that the remainder of the highways works and the culvert enabling works will be complete by the end of March. The tender for the overall build contractor has now closed with a view to make an appointment in March and to commence on site at the beginning of April.

## Summary of Capital Expenditure at 31st January 2018

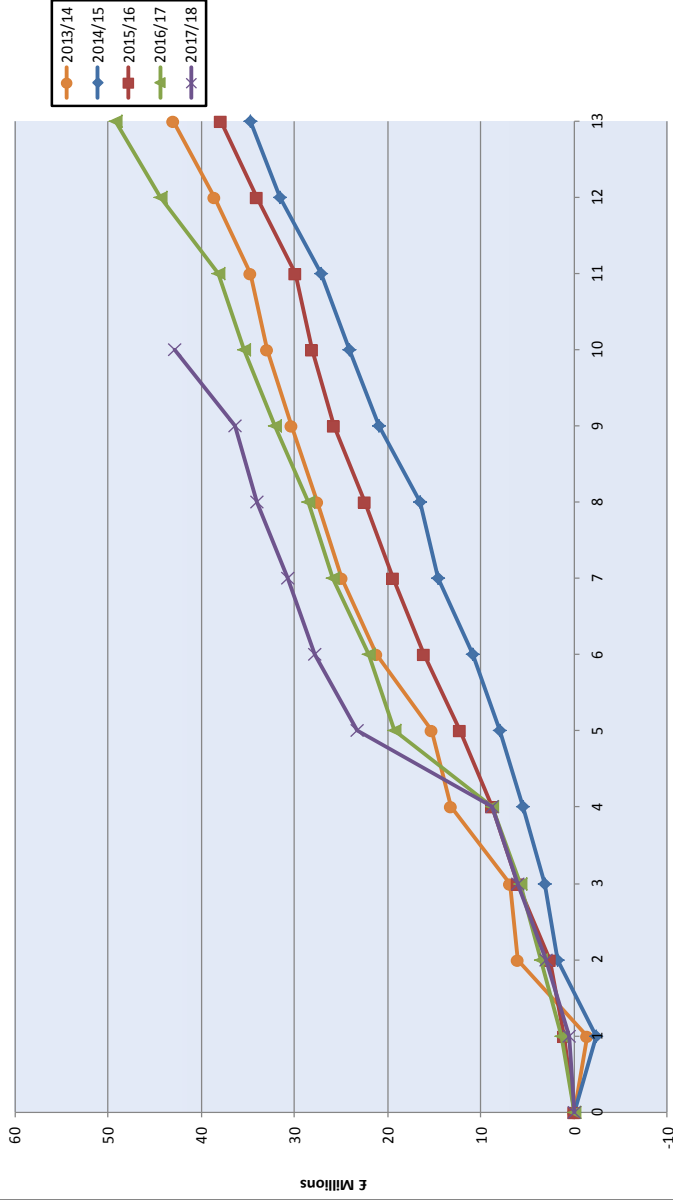
## Appendix 1

	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	18,640	25,040	17,387	25,040	0	69%
People	13,582	(5,873)	7,709	6,115	7,709	0	79%
Place	48,140	(23,120)	25,020	15,894	25,020	0	64%
Housing Revenue Account	8,610	(2,055)	6,555	3,499	6,555	0	53%
	<b>76,732</b>	<b>(12,408)</b>	<b>64,324</b>	<b>42,895</b>	<b>64,324</b>	<b>0</b>	<b>67%</b>
<b>Council Approved Original Budget - February 2017</b>							
	<b>76,732</b>						
Chief Executive amendments	19,333						
People amendments	(10,041)						
Place amendments	(17,151)						
HRA amendments	(689)						
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						
<b>Council Approved Revised Budget - February 2018</b>	<b>64,324</b>						

**Actual compared to Revised Budget spent is £42.895M or 67%**

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	88.0



# Southend-on-Sea Borough Council

Agenda  
Item No.

6

Report of the Deputy Chief Executive (People)

to

Cabinet

on

13<sup>th</sup> March 2018

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

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## Annual Procurement Plan 2018/19

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

### A Part 1 Public Agenda Item

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#### 1. Purpose of Report

To obtain approval for the Council's Annual Procurement Plan for 2018/19.

#### 2. Recommendation

That the Annual Procurement Plan 2018/19 attached at **Appendix 1** be approved.

#### 3. Background

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

The Annual Procurement Plan lists the high value (Contracts with a value over £74,999) procurement activity that will be managed by the Corporate Procurement team. It includes all spend areas across each service where leverage and efficiency opportunities exist.

The Annual Procurement Plan for 2018/19 attached at **Appendix 1** has been produced in consultation with the appropriate Deputy Chief Executives, Directors, Group Managers and Council contract managers who have provided details of known contracts in their areas that are due for renewal and any new procurements (Revenue and Capital) in 2018/19.

The Annual Procurement Plan for 2018/19 ensures professional procurement expertise will be employed on the high value and/or high risk contracts. Whilst

this plan gives Cabinet authority to procure, officers will still need to comply with all relevant managerial processes.

Alongside delivery of the Plan during 2018/19 Commissioners across the Council will analyse spend data and the Corporate Contracts Register with the intention of creating a 5-year timetable of when Corporate Contracts are due to expire. Key stakeholders across the Council will start to map out the Council's commissioning intentions and opportunities that exist moving forward. Alongside this will be consideration of the social value benefits, commissioning for outcomes, investment opportunities, and the approach to de-commissioning and how best The Council spends the 'Southend £'. This will further cross-departmental approaches to commissioning and also align with the transformation agenda.

Whilst the longer-term strategic review of contracts is conducted Corporate Procurement and Commissioners will be doing some in depth work around the Procurements on the 2018/19 plan and sourcing opportunities where contracts can be grouped according to outcomes and a more strategic approach to commissioning being developed. This may lead to some quick wins in terms of streamlining services, removing duplication and ever closer alignment with what already exists in the community.

The recent review of the Council's Contracts Procedure Rules (CPRs) will also consider how best The Council spends the 'Southend £'. Notably the CPRs now set out the aspiration to increase spend with local businesses and the added benefits that this could bring to the Town's economy, environment and communities.

An analysis of spend (revenue and capital) in 2016/17 highlighted that The Council spent £154m with external suppliers and of this 25% (£38.7m) was with Southend based businesses. The revised CPRs place a requirement on the service areas to specifically request quotes and single source from local suppliers where spend is under £25k and best value can be ascertained.

Corporate Procurement will continue to work closely with the Economic Development Team and provide training to ensure that local businesses, voluntary and community sector providers are aware of how to formally bid for Council tendered contracts (both in Southend and across the Local/Central Government sector) as well as quoting for lower value contracts (under £75,000). Contractual spend under £75,000 accounted for a total of £19.5M spend in 2016/17, of which local businesses only succeeded in securing £3.3M (17%). The expectation is that the application of the revised CPRs over the coming years will lead to the local percentage spend increasing and therefore benefit Southend by:

- Increased local **employment**,
- Improved **business start-up** success and sustainability
- Increased spend in the local economy because **local suppliers often spend locally**
- Increased **income** through business rates, parking charges and council tax

#### 4. Other Options

An Annual Procurement Plan is a requirement in the Constitution.

#### 5. Reasons for Recommendations

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

#### 6. Corporate Implications & Corporate Priorities

##### 6.1 Contribution to Council's vision

The Corporate Priorities support the aims and vision of the Council along with the objectives of Southend partnerships to improve the quality of life, prosperity and life chances for people in the borough. The Annual Procurement Plan covers activity in all areas of the Council's Corporate Priorities and these are reviewed as part of the options appraisal process.

##### 6.2 Financial Implications

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

##### 6.3 Legal Implications

All of the attached contracts will be tendered in compliance with the UK Public Contracts Regulations 2015.

##### 6.4 People Implications

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

##### 6.5 Property Implications

None

## 6.6 Consultation

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

## 6.7 Equalities and Diversity Implications

Contract specifications will take into account equality aspects and these will be evaluated as part of the tender process through to contract management. The Options Appraisal stage for each procurement also considers whether an Equality Analysis is required and if so this is conducted and signed off by the necessary corporate leads.

## 6.8 Risk Assessment

Risks will be assessed at the 'options appraisal' stage and managed through the tender process and mitigated with an appropriate contract management plan. As part of each procurement the General Data Protection Regulation (GDPR) is also considered in terms of the use and handling of data by the supplier. As part of this process a Privacy Impact Assessment may be required as well as approval by the necessary corporate leads.

## 6.9 Value for Money

The Plan is part of a framework to ensure the Council obtains value for money in procurement. Delivery of the Plan will also contribute to the delivery of the Council's budget for 2018/19.

## 6.10 Community Safety Implications

As detailed in 6.1 these are considered in terms of the contractual contribution to enhanced community safety and the safeguarding of vulnerable adults and children.

## 6.11 Environmental Impact

As detailed in 6.1 these are considered in terms of the contractual contribution to our environment and also the potential added benefits under the Social Value Act.

## 7. Background papers

Contracts Procedure Rules and Financial Procedure Rules as previously approved.

## 8. Appendices

**Appendix 1** – Master Procurement Plan 2018/19





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S_Proc Ref no	Category	Department	Procurement Lead	Title	Contract Manager	Named ICT Service Delivery Manager	Estimated value	Revenue, Capital or Revenue	Start date	Expiry date	Contract period	Tendered?	Options to extend	Mandatory, Essential, Optional/Service	Suppliers	Estimated annual value	Comments
	People	People	Emma Woolf	Revision of personal, partner, child and emotional support to local care services	Gemma Peeters	Richard Whitehead	£260,000 of direct	Revenue	06/07/18	1/05/19	68	Yes	24	Essential	None		We are exploring options to transfer this contract when the current contract expires. This will be a continuation of the current contract for a period of 24 months for a contract start date of 01 July 2018.
	People	People	Lucie Clark	CRM/Marketing and Production Development	Elaine Houghton	Mark Churchill	£1,860,000	Revenue	06/06/18	1/05/19	24	Yes	24	Essential	FLIX (The School Development) and PRIC1 (CRM/Marketing)	£180,000	Value for first year is PRIC1 £110,000 and Flix £70,000
24028910	People	People	Lucie Clark	Supported housing for offenders	Elaine Houghton	Richard Whitehead	£300,000	Revenue	16/07/18	12/05/19	24	Yes	24	Optional	Home Group	£160,000	On the job but we are not sure if we should only use one of the services. There is an option for a further year's extension until 28/05/20.
24028906	Public Health	Public Health	Lucie Clark	Night Knight Management Service	Tracy Harris	Richard Whitehead	£400,000	Revenue	06/06/18	1/06/19	36	Yes	24	Mandatory	Multi Contracts - Active Ltd for a contract The Security Unit, Manning Ward & UPT Contract	£80,000	A procurement will continue in April 2018 for a contract start date of 01 September 2018.
	People	People	Emma Woolf	HEAC Recovery College	Jo Dickinson	Richard Whitehead	15.1	Revenue	06/06/18	1/06/19	24	Yes	24	Optional		£100,000	All three parties (HEAC, DCC and NHS) have confirmed their intention to extend the contract for a further year from 01/06/2018. Procurement to start August 2018 for a contract start date of 01 April 2019.
	People	People	Lucie Clark	Equipaging and Supporting Families	Angela Lym	Mark Churchill	£700,000	Revenue	06/06/18	1/05/17	24	Yes	24	Optional	Volunteering Matters	£100,000	A procurement will continue in October 2018 for a contract start date of 01 April 2019.
	Public Health	Public Health	Lucie Clark	Healthy Child Programme - (including health visitors and health team relationship services)	Margaret King	Mark Churchill	£6,250,000	Revenue	06/02/18	1/04/19	36	No	12 (offer to extend contract)	Mandatory	Line Partnership Authority NHS Trust & NHS (primary GPs)	£2,400,000	A joint tender submission agreement is in place. A procurement will be conducted in November 2018 for a new contract to commence from 01 April 2019.
	People	People	Lucie Clark	Supported housing for teenage parents and pregnant teens	Angela Lym	Mark Churchill	£122,000.75	Revenue	06/06/17	30/06/19	31	No	0	Essential	Secondary Support Living	£96,000.00	A procurement is due to commence March / April 2018 for a new contract to be awarded from 01 July 2018.
	People	People	Lucie Clark	Healthy Lifestyle Hub	Tracy Harris	Matthew Wilson	£1,170,700	Revenue	06/06/18	1/05/19	36	Yes	36	Optional	Anglian Community Enterprise (ACE) CIC	£100,100	If this contract is not extended a procurement will continue September / October 2018 for a new contract to commence from 01 June 2019.
	Public Health	Public Health	Lucie Clark	NHS Outreach Health Checks	Ed Brewster-Dragon	Matthew Wilson	£281,200	Revenue	06/06/18	1/05/19	36	Yes	24	Optional	Anglian Community Enterprise (ACE) CIC	£28,200	Options for this contract are being explored. The contract can be extended for up to 36 months. A procurement would commence November 2018 for a new contract to commence from 01 April 2019.
	People	People	Emma Woolf	Community Falls	Tracy Harris	Matthew Wilson	£1,000,000	Revenue	06/06/18	30/06/19	36	Yes	24	Optional	NEULT	£210,079	If this contract is not extended a procurement will commence October / November 2018 for a new contract to commence from 01 April 2019.
	People	People	Lucie Clark	Support for Alcohol and Substance Misuse in the Night Time Economy	Tracy Harris	Richard Whitehead	£100,000	Revenue	15/06/17	01/05/19	21	Yes	12	Optional	SOVA	£30,000	If this contract is not extended a procurement will commence in November 2018 for a contract start date of 01 April 2019.
	People	People	Emma Woolf	IPU / Framework for Supported Living for Adults with Learning Disability and Adults with a Mental Health Need	Lucienne Eady & Emma Peeters	Richard Whitehead	15.1	Revenue	06/07/18	30/06/19	48	No	48	Essential	New Contract Supported Living placements - providers to support placement with range of Social Housing and Private Providers	£4,800,000	This is a new procurement - extending the current supporting arrangements that we currently have in place.
24028913	People	People	Lee White	Floating Support	Tracy Harris	Richard Whitehead	£4,527,000	Revenue	06/06/18	1/05/19	36	Yes	36	Optional	Fordley Music	£760,000	Request for extension of this contract against a tender. Further negotiation of terms and service delivery arrangements needs to be agreed.
24028914	People	People	Lucie Clark	Sample Care for DND	Angela Lym	Mark Churchill	£600,000	Revenue	07/07/18	06/07/19	36	Yes	24	Essential	ST Christopher's Centre	£90,000	This is a new procurement - identifying and procuring the current QIP purchasing / QA
	People	People	Emma Woolf	Support for Young Framework for 1st Doctors	Sarah Ridge	Mark Churchill	£800,000	Revenue	06/06/18	1/05/19	48	No	48	Mandatory	New contract	£100,000	This is a new procurement - extending the current supporting arrangements that we currently have in place.
	People	People	Emma Woolf	Specialist Mental Health	Gemma Peeters	Mark Churchill	£300,000	Revenue	06/06/18	1/06/19	100	No	0	Essential	C&H	£10,000	We are exploring options to extend this contract with a complementary financial arrangement which is currently being pursued. There may be a need to extend this contract by a number of years before the end of the contract. The job and any service delivery arrangements will be reviewed in March 2018 for a contract start date of 01 May 2018.
	People	People	Emma Woolf	Mental Spine Provider Framework	Gemma Peeters	Richard Whitehead		Revenue	06/06/17	09/04/19	48	Yes					Extend a procurement to continue - to be reviewed in the current contract - 2018. There may be a need for a further extension of the framework until 2018 depending on demand and capacity.
	People	People	Emma Woolf	Mental Spine Provider Framework Complex Needs	Gemma Peeters	Richard Whitehead		Revenue	06/06/17	09/04/19	48	Yes					This will be the first batch of the Complex Needs Framework. A procurement will commence March / April 2018.
24029061	People	Adults	People	Supported housing for adults with a mental health issue	Lucienne Eady	Mark Churchill	2 2,890,000.00	Revenue	01/06/18	31/03/19	40	Yes	36	Essential	Richmond Fellowship	£262,000	This contract is being extended by 12 months.
24029062	People	Adults	People	Supported housing for adults with learning disability	Lucienne Eady	Mark Churchill	£1,700,000	Revenue	01/06/18	30/06/19	40	Yes	36	Essential	Mansfield Housing Association	£607,000	None to extend for at least 1 year.
	People	People	Lucie Clark	Approved Care for Supportive Drug & Alcohol Rehabilitation Service	Eden Matthews	Richard Whitehead	£800,000	Revenue	09/08/2014	31/03/2019	36	Yes	0	Essential	24x7 Treatment Centre, MAC C Centre, Beacon & New Community Support, Broxley Lodge, Millbrook House, Lynton, Phoenix Forum, Leary & Lynton Recovery and Treatment Unit, Tuckley Park Services and Westonspring Drug Project	£100,000	Procurement due to commence with the new Provider of 24x7 Treatment Centre to take their services contract to be an OR responsible for the Assets and Deliverables and also to be a provider. The current contract is due to end 31/03/2019. A procurement will be published in March 2018. A procurement is needed regarding contract variation with the new provider and commence during March / April 2018.
	People	People	Lucie Clark	Approved Care for Drug and Alcohol Rehabilitation	Eden Matthews	Richard Whitehead	£800,000	Revenue	09/08/2014	31/03/2019	24	Yes	0	Essential	Broxley Lodge, Broxley Lodge, Phase 12, Lynton Tuckley and Community Drug Project, Lynton House, The Nelson Trust, Phoenix House, The Phoenix Forum, The Lynton Arms, The Lynton Community Centre	£220,794	A procurement will commence during March / April 2018.
	People	People	Emma Woolf	Provider of Last Resort	Phil Meeni	Richard Whitehead	Nil	Nil	Nil	Nil	Nil	Yes	Nil	Nil	Nil	Nil	This is unlikely to be a procurement. Options are being considered for the new provider - it is not likely that the current contract will be extended with enhanced care and service initiatives.
	People	People	Emma Woolf	Supporting Against Financial Abuse	Sarah Bloor	Richard Whitehead	Nil	Nil	Nil	Nil	Nil	Yes	Nil	Nil	Nil	Nil	We are exploring options to extend this contract with the Specialist Mental Health Service contract. There may be a need to extend this contract by a number of years before the end of the contract. The job and any service delivery arrangements will be reviewed in March 2018 for a contract start date of 01 May 2018.
	People	People	Lucie Clark	Young People's Taper Service	Angela Lym	Mark Churchill	Nil	Revenue	21/06/2014	1/03/2017	36 x 14	Yes	Yes	Essential	Southend MCA	£141,000	Extending the final 12 month extension.
24029067	People	People	Emma Woolf	AMR Advisory Provision	Ngela Harvey	Richard Whitehead	Nil	Revenue	28/7/2015	30/11/16	20	Yes	10-12	Mandatory	PSNHS	£550,000.00	







E-Proc Ref no	Category	Department	Procurement Lead	Title	Contract Manager	Named ICT Service Delivery Mechanism	Estimated value	Revenue, Capital or Income	Start date	Expiry date	Contract period	Tendered?	Option to extend	Mandatory, Essential, Optional Service	Suppliers	Estimated annual value	Comments
	Property	South Essex Homes	SEH	Structural Works (W&A)	SEH	Richard Whitehead	£250k	Capital	18/03		3Y	New	No	Essential		£250k	
	Property	South Essex Homes	SEH	Regulation Report and Void Property Review with provision for future planned work elements	SEH	Richard Whitehead	£30k-£50k	Revenue	01/04/19		3Y+5	New	Yes	Essential		£3-5k	PA programme procurement already commenced
	Property	South Essex Homes	SEH	Service & Maintenance of Gas Boilers	SEH	Richard Whitehead	£10k	Revenue	15/03		3Y+5	New	Yes	Essential	Acorn Services M44512/1	£1k	Currently reviewing existing contract which has option to extend 27 beyond date 2019 and 2020
	Property	South Essex Homes	SEH	Kitchens, Bathrooms & Rooms	SEH	Richard Whitehead	£3k	Capital	18/03		3Y+2	New	Yes	Essential		£700k	Existing contract in place but performance issues may necessitate renegotiation
	Property	South Essex Homes	SEH	Heating - Boiler Replacements	SEH	Richard Whitehead	£1.4M	Capital	18/03		3Y+1	New	Yes	Essential		£850k	
	Property	South Essex Homes	SEH	Heating - Boiler Replacements	SEH	Richard Whitehead	£200k	Capital	01/06/16		2Y+1	Yes M1517/10	Yes	Essential	CPGB1	£150k	Contract to be extended post-Mar-18
	Property	South Essex Homes	SEH	Heating - Radiator (E, D, D, Alternatives)	SEH	Richard Whitehead	£75k	Capital	18/03		3Y	New	No	Essential		£75k	
	Property	South Essex Homes	SEH	Commercial Boiler Replacements	SEH	Richard Whitehead	£30k	Capital	18/03		2Y+2	New	Yes	Essential		£75k	
	Property	South Essex Homes	SEH	Oil Maintenance	SEH	Richard Whitehead	£40k	Revenue	15/06		3Y+2	Yes M1518/01	Yes	Essential	Precision Life	£40k	Contract to be extended post-Mar-18
	Property	South Essex Homes	SEH	Consultant - Oil Refurb, Strip & Supply (10/12)	SEH	Richard Whitehead	£100k	Capital	18/03		3Y+2	New	Yes	Essential		£20k	
	Property	South Essex Homes	SEH	Equality & Equality Requirements	SEH	Richard Whitehead	£250k	Capital	18/03		3Y+2	New	Yes	Essential		£30k	
	Property	South Essex Homes	SEH	High Rise Roof	SEH	Richard Whitehead	£270k	Capital	18/03		3Y	New	No	Essential		£270k	
	Property	South Essex Homes	SEH	Widened Area	SEH	Richard Whitehead	£400k	Capital	18/03		3Y	New	No	Essential		£200k	
	Property	South Essex Homes	SEH	Lifts - Adams One	SEH	Richard Whitehead	£100k	Capital	18/03		3Y	New	No	Essential		£100k	
	Property	South Essex Homes	SEH	Lifts - Adams One Refurb/strip	SEH	Richard Whitehead	£10k	Capital	18/03		3Y	New	No	Essential		£20k	
	Property	South Essex Homes	SEH	Lifts - Yordan	SEH	Richard Whitehead	£80k	Capital	18/03		3Y	New	No	Essential		£80k	
	Property	South Essex Homes	SEH	DBSA Doors (Single Unit)	SEH	Richard Whitehead	£800k	Capital	18/03		3Y	New	No	Essential		£800k	Procure/PA Framework
	Property	South Essex Homes	SEH	Fire Doors (Strip & Associated Works Medium Rise)	SEH	Richard Whitehead	£200k	Capital	18/03		3Y	New	No	Essential		£200k	Possible lift with new contracts or lift
	Property	South Essex Homes	SEH	Fire Doors & Associated Works - Redwood	SEH	Richard Whitehead	£125k	Capital	18/03		3Y	New	No	Essential		£125k	
	Property	South Essex Homes	SEH	Window Repairs - High Rise	SEH	Richard Whitehead	£35k	Capital	18/03		3Y	New	No	Essential		£35k	
	Property	South Essex Homes	SEH	Window Cleaning	SEH	Richard Whitehead	£250k	Capital	18/03		3Y	New	No	Essential		£250k	
	Property	South Essex Homes	SEH	Outdoor Lighting Replacements & Landfill Services Upgrade	SEH	Richard Whitehead	£380k	Capital	18/03		3Y	New	No	Essential		£380k	
	Property	South Essex Homes	SEH	Emergency Lighting (with Battery Units Upgrade)	SEH	Richard Whitehead	£60k	Capital	18/03		3Y	New	No	Essential		£60k	
	Property	South Essex Homes	SEH	Legionella Prevention & Monitoring Equipment	SEH	Richard Whitehead	£80k	Capital	18/03		3Y	New	No	Essential		£80k	
	Property	South Essex Homes	SEH	Legionella	SEH	Richard Whitehead	£150k	Revenue	18/03		2Y+2	New	Yes	Essential		£25k	
	Property	South Essex Homes	SEH	Terminal Block Upgrade	SEH	Richard Whitehead	£120k	Capital	18/03		3Y	New	No	Essential		£120k	
	Property	South Essex Homes	SEH	Final Maintenance Framework	SEH	Richard Whitehead	£36k	Revenue	18/03		3Y+1	New	Yes	Essential		£90k	MC Framework
	Property	South Essex Homes	SEH	Door Entry Service & Repair	SEH	Richard Whitehead	£270k	Revenue	18/03		2Y+1	New	Yes	Essential		£50k	
	Property	South Essex Homes	SEH	Emergency Lighting (Systems, Service & Maintenance)	SEH	Richard Whitehead	£120k	Revenue	18/03		3Y+1	Yes M1516/07	Yes	Essential	Bike Contracts	£20k	Contract to be extended post-Mar-18
	Property	South Essex Homes	SEH	Commercial Extract Fans	SEH	Richard Whitehead	£30k	Revenue	18/03		3Y+2	New	Yes	Essential		£7k	
	Property	South Essex Homes	S&C	Asbestos removal Works	SEH	Richard Whitehead	£450k	Capital	18/03		3Y+2	New	Yes	Essential		£90k	S&C/M1516 Procurement (figures above are SEH requirements only)
	Property	South Essex Homes	SEH	Strip off, Haul off & Strip off Services	SEH	Richard Whitehead	£150k	Revenue	18/03		3Y+2	New	Yes	Essential		£30k	



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## CABINET

Tuesday, 13<sup>th</sup> March 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 Director for Culture Tourism and Property authorised:**

- 1.1 Deed of Variation – HQ Theatres  
The signing of the Deed of Variation in respect of the contract with HQ Theatres

**2. The Director of Finance and Resources authorised:**

- 2.1 Surrender and Renewal of Miller Leisure’s Leasehold Interests at Sealife Centre, Eastern Avenue, Southend-on-Sea  
Agreement of terms for the surrender and renewal of the main Sealife Adventure lease to enable the extension of the attraction on to land to the east whilst protecting the Council’s revenue position and generating a capital receipt.
- 2.2 Grant of agreement for lease of land at East Beach for a Restaurant Development  
Approval of updated Heads of Terms (subject to planning) for proposed building agreement and lease for a new restaurant development at East Beach.

**3. The Chief Executive authorised:**

- 3.1 Memorandum of Understanding to form ASELA  
The signing of the memorandum of understanding on behalf of the Council to form the Association of South Essex Local Authorities (ASELA).

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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