

Public Document Pack
SOUTHEND-ON-SEA BOROUGH COUNCIL

People Scrutiny Committee

Date: Tuesday, 30th January, 2018 @ 18.30
Place: Committee Room 1 - Civic Suite

Contact: Fiona Abbott – Principal Democratic Services Officer
Email: committeesection@southend.gov.uk

AGENDA

**** **Part 1**

- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Questions from Members of the Public
- 4 Minutes of the Meeting held on Tuesday, 28th November, 2017

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

- 5 **Draft Capital Programme 2018/19 to 2021/22**
The report has been circulated with the Cabinet Agenda for its meeting on 18th January 2018. The relevant Minute and report has been referred direct to all Scrutiny Committees for consideration.
- 6 **Fees & Charges 2018/19**
The report has been circulated with the Cabinet Agenda for its meeting on 18th January 2018. The relevant Minute and report has been referred direct to all Scrutiny Committees for consideration.
- 7 **Draft General Fund Revenue Budget 2018/19**
The report has been circulated with the Cabinet Agenda for its meeting on 18th January 2018. The relevant Minute and report has been referred direct to all Scrutiny Committees for consideration.

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

- 8 **Monthly Performance Report**
Members are reminded to bring with them the most recent MPR for period ending November 2017 which was circulated recently. Comments / questions should be made at the appropriate Scrutiny Committee relevant to the subject matter.
- 9 **Annual Report on Safeguarding Children and Adults 2016-17**
Minute 617 (Cabinet Book 1 – Agenda Item 11 refers)
Called in by Councillors Jones and Nevin

- 10 Passenger Transport - Policy Changes**
Minute 619 (Cabinet Book 2 – Agenda Item 13 refers)
Referred direct to the Scrutiny Committee and called in by Councillors Jones and Gilbert

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

- 11 Mid and South Essex Sustainability and Transformation Partnership**
The report has been circulated with the Cabinet Agenda for its meeting on 29th January 2018. The relevant Minute and report will be referred direct to the Scrutiny Committee for consideration.

- 12 School Admission Arrangements**
The report will be circulated with the Cabinet Agenda for its meeting on 29th January 2018. The relevant Minute and report will be referred direct to the Scrutiny Committee for consideration.

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

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

****** OTHER SCRUTINY MATTERS**

- 13 Schools Progress Report**
Report of Deputy Chief Executive (People) – to follow
- 14 Connecting communities to avoid isolation - update**
Report of Chief Executive – to follow

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

Councillor C Nevin (Chair), Councillor L Davies (Vice-Chair)
Councillors B Arscott, M Borton, H Boyd, A Bright, S Buckley, M Butler,
A Chalk, C Endersby, D Garston, S Habermel, A Jones, C Mulroney,
G Phillips, M Stafford and C Walker

Co-opted Members

Church of England Diocese –
E Lusty (Voting on Education matters only)

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

Parent Governors

- (i) M Rickett (Voting on Education matters only)
- (ii) VACANT (Voting on Education matters only)

SAVS – A Semmence (Non-Voting)
Healthwatch Southend – VACANT (Non-Voting) (Jan Symmonds attending in interim)
Southend Carers Forum – T Watts (Non-Voting)
Co-opted Members

Church of England Diocese –
(Voting on Education matters only)

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

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

SAVS – (Non-Voting);
Healthwatch Southend – (Non-Voting);
Southend Carers Forum – (Non-Voting)

Observers
Youth Council -
(i) M Riley (Non-voting)
(ii) Y Bey (Non-Voting)

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SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of People Scrutiny Committee

Date: Tuesday, 28th November, 2017
Place: Committee Room 1 - Civic Suite

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Present: Councillor C Nevin (Chair)
Councillors L Davies (Vice-Chair), B Arscott, M Borton, H Boyd, A Bright, A Chalk, S Habermel, H McDonald*, D McGlone*, G Phillips, M Stafford, M Terry*, C Walker and P Wexham*
E Lusty and T Watts (co-opted members)
*Substitute in accordance with Council Procedure Rule 31.

In Attendance: Councillors J Courtenay and L Salter (Executive Councillors)
J K Williams, F Abbott, S Leftley, A Atherton, J O'Loughlin and S Houlden
M Riley and Y Bey – Youth Council (observers)

Start/End Time: 6.30 - 8.40 pm

505 Apologies for Absence

Apologies for absence were received from Councillor S Buckley (no substitute), Councillor M Butler (no substitute), Councillor C Endersby (substitute Cllr M Terry), Councillor D Garston (substitute Cllr D McGlone), Councillor A Jones (substitute Cllr H McDonald) and Councillor P Wexham (substitute Cllr C Mulroney) and A Semmence and L Crabb (co-opted members).

On behalf of the Committee, the Chairman welcomed M Riley, Youth Mayor and Y Bey, Deputy Youth Mayor to their first meeting.

506 Declarations of Interest

The following interests were declared at the meeting:-

- (a) Councillors Salter and Courtenay - 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 Salter – agenda item relating to Scrutiny Committee – updates - non pecuniary - husband is Consultant Surgeon at Southend Hospital and holds senior posts at the Hospital; son-in-law is GP; daughter is a doctor at Broomfield Hospital;
- (c) Councillor Salter - agenda item relating to Local Account – non-pecuniary – Chair of Health & Wellbeing Board which was referred to during discussion;
- (d) Councillor Nevin - agenda item relating to Scrutiny Committee – updates – non-pecuniary - 2 children work at MEHT; step sister works at Basildon Hospital; previous association at Southend and MEHT Hospitals; NHS employee in Trust outside area;
- (e) Ms E Lusty - agenda item relating to Schools Progress report – non-pecuniary – 1 child attends West Leigh School and 2 children attend Southend High School for Boys;

- (f) Councillor Boyd - agenda item relating to School Progress report – non-pecuniary – Governor at Westcliff High School for Girls and South East Essex Academy Trust, South East Essex Teaching School Alliance;
- (g) Councillor Arscott - agenda item relating to Schools Progress report – non-pecuniary – Governor at Our lady of Lourdes Catholic Primary School;
- (h) Councillor Borton - agenda item relating to Schools Progress report – non-pecuniary – Governor at Milton Hall School;
- (i) Councillor Walker – agenda item relating to Schools progress report – non-pecuniary – wife teachers part time at West Leigh Schools;
- (j) Councillor Terry - agenda item relating to Schools Progress report – non-pecuniary – partner is a teacher at a school locally;
- (k) Councillor Chalk - agenda item relating to Schools Progress report – non-pecuniary – Governor at Bournes Green Infants School.

507 Questions from Members of the Public

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

508 Minutes of the Special Meeting held on Monday, 18th September, 2017

Resolved:-

That the Minutes of the Special Meeting held on Monday, 18th September, 2017 be confirmed as a correct record and signed.

509 Minutes of Meeting held on Tuesday, 10th October, 2017

Resolved:-

That the Minutes of the Meeting held on Tuesday, 10th October, 2017 be confirmed as a correct record and signed.

510 Minutes of the Special Meeting held on Wednesday, 18th October, 2017

Resolved:-

That the Minutes of the Special Meeting held on Wednesday, 18th October, 2017 be confirmed as a correct record and signed.

511 Monthly Performance Report

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

Resolved:-

That the report be noted.

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

512 Comments, Compliments and Complaints

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

With regard to the section on Adult Social Care Services, set out in Appendix A to the report, the Committee asked questions about monitoring processes of missed calls for domiciliary care and residential care, using 'CM2000' and how this data could be reflected in the MPR for 2018 / 19. The Deputy Chief Executive said that this would be a decision for Cabinet and the Councillor will need to raise it with Cabinet at the appropriate time.

Resolved:-

That the following decision of Cabinet be noted:-

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

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

513 Mid-Year Adoption Report & RAA Update

The Committee considered Minute 450 of the meeting of Cabinet held on 7th November 2017, which had been called in to Scrutiny, together with a report of the Deputy Chief Executive (People). This outlined the activities of the Southend Adoption Service between April and September 2017.

A number of questions were raised at the meeting on behalf a Councillor who was unable to be present (around recruitment of adopters for example) and the Director of Children's Services agreed to provide a written response.

Resolved:-

That the following decision of Cabinet be noted:-

"That the submitted report be noted."

Note:- This is an Executive Function
Executive Councillor: Courtenay

514 Corporate Parenting Annual Report

The Committee considered Minute 451 of the meeting of Cabinet held on 7th November 2017, which had been called in to Scrutiny, together with a report of the Deputy Chief Executive (People). This presented the annual report on the work of the Corporate Parenting Group (CPG) regarding the progress and outcomes of children who are looked after by the Council.

In response to a question from Councillor Nevin regarding workforce challenges and recruitment and retention in Children's Services, the Director of Children's Services outlined the work being undertaken and the reduction in agency staff and advised that he would prepare a report setting out the present position.

Resolved:-

That the following decisions of Cabinet be noted:-

"1. That the annual report set out at Appendix 1 to the submitted report, be noted.

2. That the overarching priorities set for 2017/18 set out at Appendix 2 to the report, be approved.

3. That the Corporate Parenting Strategy for Looked After Children 2017/18 set out at Appendix 3 to the report, be approved."

Note:- This is an Executive Function
Executive Councillor: Courtenay

515 Local Account

The Committee considered Minute 452 of the meeting of Cabinet held on 7th November 2017, which had been called in to Scrutiny, together with a report of the Deputy Chief Executive (People). This presented the Local Account of Adult Social Care services in 2016-17, including the priorities and plans for 2017-18.

Resolved:-

That the following decision of Cabinet be noted:-

"That the Local Account of Adult Social Care services in 2016-17 be noted as the Council's self-assessment for these services."

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

516 Annual Report of Implementation of SEN Strategy

The Committee considered Minute 453 of the meeting of Cabinet held on 7th November 2017, which had been called in to Scrutiny, together with a report of the Deputy Chief Executive (People). This set out the progress of the first year (financial year April 2016-March 2017) of the implementation plan.

A number of questions were raised at the meeting on behalf a Councillor who was unable to be present (budget etc.) and the Executive Councillor agreed to provide a written response.

Resolved:-

That the following decisions of Cabinet be noted:-

“1. That the progress and areas that require further improvement as indicated in the submitted report for the first year of “Working together to improve outcomes”, be noted.

2. That a full review of the provision for SEND area and refresh of the current strategy, with a view to presenting the updated version to Cabinet by the end of the current financial year, be approved.

Note:- This is an Executive Function
Executive Councillor:- Courtenay

517 Schools Progress Report

The Committee received a report of the Deputy Chief Executive (People) which informed Members of the current position with regard to the performance of all schools, including those causing concern and updated on known Academy developments.

Resolved:-

That the report and the overall performance of schools be noted.

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

518 Scrutiny Committee - updates

The Committee received a report of the Chief Executive which updated Members on a number of scrutiny matters.

Referring to section 5.1 of the report regarding St Luke’s Primary Care Development, officers were asked to clarify when the contract was awarded to Virgin Care and also asked to find out some further information on the stakeholder group (when meets, if papers are available etc.).

Referring to section 5.4 of the report, the Scrutiny Officer clarified that the briefing for members by EPUT on the new clinical model for mental health services across the county, will be held on the evening of Monday 11th December 2017.

Resolved:-

That the report and actions taken be noted.

Note:- This is a Scrutiny Function

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

Resolved:-

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

Note: This is a Scrutiny Function.

Chairman: _____

Southend-on-Sea Borough Council

Agenda
Item No.

5

Report of Corporate Management Team
to
Cabinet
on
18 January 2018

Report prepared by: Joe Chesterton
Director of Finance and Resources

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

1. Purpose of Report

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

2. Recommendation

That the Cabinet:

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

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

3. Background

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

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

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

5. Spending Plans 2018/19 to 2021/22

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

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

Additionally, consideration has been given to:

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

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

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

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

5.2 Education

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

The grant funding was confirmed as follows:

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

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

5.3 Housing

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

5.4 Highways and Transportation

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

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

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

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

5.5 Other Services

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

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

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

6. Capital Programme 2018/19 to 2021/22

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

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

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

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

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

7. Funding the capital programme

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

The proposed estimated funding for the programme is as follows:

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

Note 1 - this relates to both internal and external borrowing

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

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

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

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

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

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

9. Other Options

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

10. Reasons for Recommendations

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

11. Corporate Implications

11.1 Contribution to Council's Vision & Corporate Priorities

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

11.2 Financial Implications

As set out in the report.

11.3 Legal Implications

None at this stage.

11.4 People Implications

None at this stage.

11.5 Property Implications

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

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

11.6 Consultation

Consultation has taken place as agreed in the budget timetable.

11.7 Equalities and Diversity Implications

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

11.8 Risk Assessment

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

11.9 Value for Money

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

11.10 Community Safety Implications

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

11.11 Environmental Impact

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

12. Background Papers

12.1 None.

13. Appendices

Appendix 1 – Approved Capital Programme November 2017

Appendix 2 – Changes to Approved Capital Programme

Appendix 3 – Virements Between Approved Schemes

Appendix 4 – Re-profiles Between Years

Appendix 5 – New External Funding

Appendix 5a – LTP3 – Capital Actions and Allocations

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

Appendix 7 – Proposed New Schemes and Additions - descriptions

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

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

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

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

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

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

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

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

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

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

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

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SUMMARY OF CHANGES TO THE CAPITAL PROGRAMME

Appendix 2

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

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

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

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VIREMENTS BETWEEN APPROVED SCHEMES

Appendix 3

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

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RE-PROFILES AND AMENDMENTS

Appendix 4

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

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SCHEMES FINANCED BY NEW EXTERNAL FUNDING

Appendix 5

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

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

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

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

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

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

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PROPOSED NEW SCHEMES AND ADDITIONS TO THE CAPITAL PROGRAMME

Appendix 6

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

PROPOSED NEW SCHEMES AND ADDITIONS TO THE CAPITAL PROGRAMME

Appendix 6

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

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

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

GENERAL FUND

DEPARTMENT OF THE CHIEF EXECUTIVE

C1 Commercial Property Investment - £10,000,000

18/19 - £7,250,000

19/20 - £2,750,000

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

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

Funding:

Capital - corporate borrowing;

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

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

18/19 - £190,000

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

Funding:

Capital - capital reserve;

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

Sub-Total Department of the Chief Executive

£10,190,000

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

DEPARTMENT FOR PEOPLE

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

18/19 - £120,000

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

Funding:

Capital – corporate borrowing;

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

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

18/19 - £300,000

19/20 - £100,000

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

Funding:

Capital – corporate borrowing;

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

Sub-Total Department for People

£520,000

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

DEPARTMENT FOR PLACE

A – CORE ICT INFRASTRUCTURE - £590,000

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

18/19 - £40,000

19/20 - £40,000

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

Funding:

Capital – corporate borrowing;

Revenue – none.

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

18/19 - £120,000

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

Funding:

Capital – corporate borrowing;

Revenue – none.

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

C7 ICT – Rolling Replacement Programme - £100,000

18/19 - £50,000

19/20 - £50,000

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

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

Funding:

Capital – corporate borrowing;

Revenue – none.

C8 ICT – Software Licencing - £160,000

18/19 - £80,000

19/20 - £80,000

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

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

Funding:

Capital – corporate borrowing;

Revenue – none.

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

C9 ICT – Enterprise Agreement - £130,000

18/19 - £65,000

19/20 - £65,000

This scheme is to provide adequate licensing for charges with the use of our Server, Database, Desktop and Applications software and the adoption of Windows 10 and Office 365 across the Council's estate. This scheme is in addition to the £280,000 p.a budget already in the approved capital programme until 2019/20, funded from corporate borrowing.

Funding:

Capital – corporate borrowing;

Revenue – none.

B – CORPORATE ICT BUSINESS TRANSFORMATION - £20,000

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

18/19 - £20,000

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

Funding:

Capital – capital reserve;

Revenue – none.

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

C – DEPARTMENTAL ICT BUSINESS TRANSFORMATION - £220,000

C11 Income Management System - £220,000

18/19 - £220,000

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

Funding:

Capital – Agresso reserve;

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

D – THEATRES - £415,000

C12 Cliffs Pavilion – Boiler Flues - £125,000

18/19 - £10,000

19/20 - £115,000

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

Funding:

Capital – corporate borrowing;

Revenue – none.

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

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

18/19 - £25,000

19/20 - £90,000

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

Funding:

Capital – corporate borrowing;

Revenue – none.

C14 Cliffs Pavilion – Chiller - £175,000

18/19 - £5,000

19/20 - £170,000

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

Funding:

Capital – corporate borrowing;

Revenue –none.

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

E – PARKS AND LEISURE CENTRES - £300,000

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

18/19 - £85,000

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

Funding:

Capital – corporate borrowing;

Revenue – none.

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

18/19 - £115,000

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

Funding:

Capital – corporate borrowing;

Revenue – none.

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

C17 Parks Feasibility and Options Appraisals - £100,000

18/19 - £100,000

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

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

Funding:

Capital – corporate borrowing;

Revenue – none.

F – OTHER LEISURE ASSETS - £1,085,000

C18 Allotments Water Supply Upgrade - £210,000

18/19 - £100,000

19/20 - £110,000

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

Funding:

Capital – corporate borrowing;

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

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

C19 New Artist Studios - £875,000

18/19 - £875,000

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

Funding:

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

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

G – PROPERTY - £1,500,000

C20 Fire Improvement Works – £1,000,000

18/19 - £500,000

19/20 - £500,000

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

Funding:

Capital – corporate borrowing;

Revenue – none.

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

C21 Property Refurbishment - £500,000

18/19 - £250,000

19/20 - £250,000

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

Funding:

Capital – corporate borrowing;

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

H – HIGHWAYS - £3,675,000

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

18/19 - £150,000

19/20 - £200,000

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

Funding:

Capital – corporate borrowing;

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

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

C23 Manor Road Cliff Stabilisation - £325,000

18/19 - £100,000

19/20 - £225,000

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

Funding:

Capital – corporate borrowing;

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

C24 Parking Strategy - £200,000

18/19 - £200,000

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

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

Funding:

Capital – corporate borrowing;

Revenue – none.

C25 Coach Parking - £250,000

18/19 - £250,000

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

Funding:

Capital – corporate borrowing;

Revenue – none

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

C26 Shoebury Common Regeneration - £300,000

18/19 - £300,000

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

Funding:

Capital – corporate borrowing;

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

C27 Flood Prevention Works - £2,250,000

18/19 - £1,125,000

19/20 - £1,125,000

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

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

Funding:

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

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

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

I – OTHER PLACE SCHEMES - £1,575,000

C28 Housing Infrastructure Feasibility - £250,000

18/19 - £250,000

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

Funding:

Capital – corporate borrowing;

Revenue – none

C29 Better Queensway - £750,000

18/19 - £400,000

19/20 - £350,000

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

Funding:

Capital – capital reserve

Revenue – none.

C30 Security Measures - £500,000

18/19 - £500,000

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

Funding:

Capital – corporate borrowing;

Revenue – none.

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

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

18/19 - £75,000

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

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

Funding:

Capital – capital reserve;

Revenue – none.

<u>Sub-Total Department for Place</u>	<u>£9,380,000</u>
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<u>TOTAL CAPITAL SCHEMES - GENERAL FUND</u>	<u>£20,090,000</u>
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CAPITAL PROGRAMME - NEW SCHEMES/ADDITIONS
2018/19 to 2019/20

SCHEME SUBJECT TO EXTERNAL FUNDING APPROVAL

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

18/19 - £500,000

19/20 - £1,000,000

20/21 - £13,500,000

21/22 - £3,950,000

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

Funding:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Southend-on-Sea Borough Council

Report of Corporate Management Team

to
Cabinet
on
18 January 2018

Agenda
Item No.

6

Report prepared by: Ian Ambrose
Group Manager, Financial Management

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

1 Purpose of Report

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

2 Recommendation

Cabinet are asked to recommend to Council

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

3 Background

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

3.2 Members are asked to note

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

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

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

4 Proposals for 2018/19

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

Appendix 1 – Department for People

Appendix 2 – Department for Place

Appendix 3 – Department of the Chief Executive

5 Other Options

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

6 Reasons for Recommendations

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

7 Corporate Implications

7.1 Contribution to Council's Vision & Critical Priorities

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

7.2 Financial Implications

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

7.3 Legal Implications

None at this stage

7.4 People Implications

None at this stage

7.5 Property Implications

None at this stage

7.6 Consultation

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

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

7.7 Equalities Impact Assessment

None at this stage

7.8 Risk Assessment

The key risks are:

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

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

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

7.9 Value for Money

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

7.10 Community Safety Implications

None at this stage

7.11 Environmental Impact

None at this stage

8 Background Papers

None

9 Appendices

Appendix 1 – Department for People

Appendix 2 – Department for Place

Appendix 3 – Department of the Chief Executive

**DRAFT
FEES AND CHARGES**

2018/19

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

Notes:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Licensing Act 2003 (Statutory Fees)

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

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

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

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

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

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

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

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

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

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

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

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

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

Exceptionally Large Events

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

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

Exemptions

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

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

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

Gambling Act (Full Cost Recovery)

Table of Fees for Licensed Premises

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

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

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

Table of Fees Permits etc.

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

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

The following fees are payable:-

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

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

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

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

ZONE 1 - CENTRAL SEAFRONT ZONE

FAIRHEAD GREEN CAR PARK

0900 - 1800 Daily

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

SEAWAY CAR PARK

0900 - 1800 Daily

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

GAS WORKS CAR PARK

0900 - 1800 Daily

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

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

Maximum Season Ticket allocation	30%
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Season Tickets	Winter months only	Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Winter Season	Valid weekdays only	1/11 - 31/3	£150.00	£150.00	£200.00	£200.00
Quarterly	Remove Option	1/11 - 31/3	£85.00	£155.00		
Monthly	New payment option	1/11 - 31/3			£50.00	£250.00

Maximum Season Ticket allocation	25%
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Season Tickets	Winter months only	Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Winter Season	Valid weekdays only	1/11 - 31/3			£200.00	£200.00
Monthly	New payment option	1/11 - 31/3			£50.00	£250.00

Maximum Season Ticket allocation	30%
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WESTERN ESPLANADE (All sections)

0900 - 1800 Daily

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

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

Maximum Season Ticket allocation	25%
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SHOREFIELD ROAD CAR PARK

0900- 2100 Daily

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

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

Maximum Season Ticket allocation	10%
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ZONE 2 - TOWN CENTRE ZONE

TYLERS AVENUE CAR PARK

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

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

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

Maximum Season Ticket allocation	15%
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WARRIOR SQUARE CAR PARK

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

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

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

Maximum Season Ticket allocation	30%
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ALEXANDRA STREET CAR PARK

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

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

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

Maximum Season Ticket allocation	0%
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CLARENCE ROAD CAR PARK

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

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

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

Maximum Season Ticket allocation	4%
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YORK ROAD

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

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

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

Maximum Season Ticket allocation	15%
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ESSEX STREET CAR PARK

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

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

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

Maximum Season Ticket allocation	30%
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PLACE - CAR PARKING

FEES AND CHARGES 2018/19

APPENDIX 2

UNIVERSITY SQUARE CAR PARK (Pay By Phone Only)

24 hours Daily

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

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

Maximum Season Ticket allocation	50%
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LONDON ROAD (NORTH)

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

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

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

Maximum Season Ticket allocation	0%
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BAXTER AVENUE

0900 - 1800 Daily

Pay & Display	Current Tariff	Proposals	Proposed Tariff
N/A			

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

Maximum Season Ticket allocation	100%
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SHORT STREET

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

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

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

Maximum Season Ticket allocation	0%
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CAR PARKING

ZONE 2 - TOWN CENTRE ZONE

ON STREET

0900-1800 Daily

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

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

ZONE H - HOSPITAL AREA

0930-1630 DAILY Maximum 4 hours stay

ON STREET

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

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

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

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

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

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PLACE - CAR PARKING

FEES AND CHARGES 2018/19

APPENDIX 2

ZONE 4 - OUTER TOWN CENTRE

CIVIC CENTRE COMPLEX 0900-1800

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

BEECROFT Closing April 2018 to March 2019 0900-1800 DAILY

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

ZONE 5 - DISTRICT CAR PARKS

NORTH ROAD 0900-1800 (Monday to Saturday)

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

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

Maximum Season Tickets allocation	No limit
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Season Tickets	Winter months only	Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Annual	Valid weekend only	All year	£200.00	£200.00	£300.00	£300.00

Maximum Season Tickets allocation	No limit
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Season Tickets		Valid	Current Charge		Proposed Charge	
			Charge	Total Cost	Charge	Total Cost
Annual		All year	£300.00	£300.00	£300.00	£300.00
Quarterly		All year	£85.00	£340.00	£85.00	£340.00
Monthly		All year	£30.00	£360.00	£30.00	£360.00

Maximum Season Tickets allocation	60%
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PLACE - CAR PARKING

FEES AND CHARGES 2018/19

APPENDIX 2

ILFRACOMBE AVENUE

0900-1800 (Monday to Saturday)

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

NORTH STREET

0900-1800 (Monday to Saturday)

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

HAMLET COURT ROAD

0900-1800 (Monday to Saturday)

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

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

Maximum Season Tickets allocation	25%
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Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	All year	£300.00	£300.00	£300.00	£300.00
Quarterly	All year	£85.00	£340.00	£85.00	£340.00
Monthly	All year	£30.00	£360.00	£30.00	£360.00

Maximum Season Tickets allocation	30%
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Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	All year	£300.00	£300.00	£300.00	£300.00
Quarterly	All year	£85.00	£340.00	£85.00	£340.00
Monthly	All year	£30.00	£360.00	£30.00	£360.00

Maximum Season Tickets allocation	50%
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PLACE - CAR PARKING

FEES AND CHARGES 2018/19

APPENDIX 2

ELM ROAD

0900-1800 (Monday to Saturday)

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

CEYLON ROAD

0900-1800 (Monday to Saturday)

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

THORPE BAY BROADWAY

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

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

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

Maximum Season Tickets allocation	30%
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Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Type					
Annual	All year	£300.00	£300.00	£300.00	£300.00
Quarterly	All year	£85.00	£340.00	£85.00	£340.00
Monthly	All year	£30.00	£360.00	£30.00	£360.00

Maximum Season Tickets allocation	30%
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Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Type					
Annual	All year	£300.00	£300.00	£300.00	£300.00
Quarterly	All year	£85.00	£340.00	£85.00	£340.00
Monthly	All year	£30.00	£360.00	£30.00	£360.00

Maximum Season Tickets allocation	10%
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SEAFRONT ON -STREET

EASTERN ESPLANADE

0900-1800 DAILY

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

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

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

CHALKWELL ESPLANADE

0900-1800 DAILY

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

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

THE LEAS

0900-1800 DAILY

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

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

Maximum Season Ticket allocation	25%
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PLACE - CAR PARKING

FEES AND CHARGES 2018/19

APPENDIX 2

THORPE ESPLANADE

0900-1800 DAILY

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

BELTON BRIDGE

0900-1800 DAILY

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

ZONE 3 - OUTER SEAFRONT

BELTON GARDENS NORTH

0900-1800 DAILY

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

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

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

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

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

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PLACE - CAR PARKING

FEES AND CHARGES 2018/19

APPENDIX 2

BELTON GARDENS SOUTH

0900-1800 DAILY

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

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

LEIGH FOUNDRY

0900-1800 DAILY

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

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

VICTORIA WHARF

0900-1800 DAILY

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

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

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SHOEBURY COMMON CAR PARK

0900-1800 DAILY

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

THORPE ESPLANADE CAR PARK

0900-1800 DAILY

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

EAST BEACH CAR PARK

0900-1800 DAILY

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

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

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

Maximum Season Ticket allocation	100%
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Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual	Valid weekdays only	£30.00	£120.00	£30.00	£120.00
Quarterly	Valid weekdays only	£15.00	£180.00	£15.00	£180.00
Monthly	Valid weekdays only	£15.00	£180.00	£15.00	£180.00

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

Maximum Season Ticket allocation	100%
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Season Tickets	Valid	Current Charge		Proposed Charge	
		Charge	Total Cost	Charge	Total Cost
Annual*	Valid weekdays only	£100.00	£100.00	£100.00	£100.00
Quarterly*	Valid weekdays only	£30.00	£120.00	£30.00	£120.00
Monthly*	Valid weekdays only	£15.00	£180.00	£15.00	£180.00
Annual- Commuters	Valid weekdays only	£100.00	£100.00	£150.00	£150.00

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

Maximum Season Ticket allocation	100%
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NESS ROAD

0900-1800 DAILY

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

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

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

OTHER CHARGES

ALL PARKING MANAGEMENT AND RESIDENTS PARKING SCHEMES

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

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OTHER PERMITS

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

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OTHER PROVISIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Southend-on-Sea Borough Council

Report of Corporate Management Team
To
Cabinet
On
18 January 2018

Agenda
Item No.

7

Report prepared by: Joe Chesterton
Director of Finance & Resources

Draft General Fund Revenue Budget 2018/19
All Scrutiny Committees – Executive Councillor: Councillor John Lamb
A Part 1 Public Agenda Item

1. Purpose of Report

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

2. Recommendations

That Cabinet;

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

3. Council Budget Process

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

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

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

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

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

4. Government Funding – Grant and Finance Settlement

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

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

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

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

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

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

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

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

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

5. Government Funding – Dedicated Schools Grant (DSG)

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

6. Schools Budget

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

Block	Amount (£'s)	Detail
Schools Block	117,420,800	Allowing for 15,046 primary pupils @ £3,944.78 and 10,656 secondary pupils @ £5,228.74, plus growth, premises and mobility funding
Early Years Block (Provisional)	10,376,572	Allowing for 3,511.03 PTE 3 – 4 year old children @ £4.40 per hour, and 476.10 PTE 2 year old children @ £5.24 per hour
High Needs Block	18,208,999	Includes placement and top up funding

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

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

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

7. Medium Term Financial Strategy (MTFS)

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

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

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

8. 2018/19 Budget Proposals

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

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

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

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

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

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

9. Staffing implications of budget savings proposals

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

10. Southend 2050 and business planning framework

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

Appendix 15 will remain in place.

11. Budget Consultation

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

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

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

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

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

14. Council Tax (including Precepts)

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

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

15. 2019/20 and Beyond

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

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

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

16. Corporate Implications

16.1 Contribution to Council's Vision & Critical Priorities

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

16.2 Financial Implications

As set out in the body of the report.

16.3 Legal Implications

None at this stage.

16.4 People Implications

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

16.5 Property Implications

None

16.6 Consultation

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

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

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

16.7 Equalities Impact Assessment

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

16.8 Risk Assessment

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

16.9 Value for Money

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

16.10 Community Safety Implications

Assessments have been carried out for all revenue proposals.

16.11 Environmental Impact

Assessments have been carried out for all revenue proposals.

17. Background Papers

17.1 The provisional finance settlement 2018/19, DCLG

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

17.3 Equality Impact Assessments

18. Appendices

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

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

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

SUMMARY OF GENERAL FUND REVENUE ESTIMATES

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

LEADER
REVENUE BUDGET 2018/19

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

Leader Portfolio

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

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

Leader Portfolio

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

CORPORATE AND COMMUNITY SUPPORT SERVICES

REVENUE BUDGET 2018/19

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

Corporate and Community Support Services Portfolio

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

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

Corporate and Community Support Services Portfolio

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

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

Corporate and Community Support Services Portfolio

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

CULTURE, TOURISM AND THE ECONOMY

REVENUE BUDGET 2018/19

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

Culture, Tourism and the Economy Portfolio

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

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

Culture, Tourism and the Economy Portfolio

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

TRANSPORT, WASTE and REGULATORY SERVICES

REVENUE BUDGET 2018/19

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

Transport, Waste & Regulatory Services Portfolio

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

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

Transport, Waste & Regulatory Services Portfolio

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

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

Transport, Waste & Regulatory Services Portfolio

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

HOUSING, PLANNING and SUSTAINABILITY

REVENUE BUDGET 2018/19

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

Housing, Planning and Sustainability Portfolio

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

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

Housing, Planning and Sustainability Portfolio

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

CHILDREN & LEARNING
REVENUE BUDGET 2018/19

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

Children & Learning Portfolio

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

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

Children & Learning Portfolio

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

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

Children & Learning Portfolio

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

HEALTH and ADULT SOCIAL CARE
REVENUE BUDGET 2018/19

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

Health and Adult Social Care Portfolio

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

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

Health and Adult Social Care Portfolio

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

TECHNOLOGY
REVENUE BUDGET 2018/19

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

Technology Portfolio

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

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

Technology Portfolio

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

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

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

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

DEPARTMENT OF THE CHIEF EXECUTIVE

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

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

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

Sub-total Department of the Chief Executive

£90,000

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

DEPARTMENT FOR PEOPLE

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

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

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

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

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

41 Learning Disabilities costs of transitions - £500,000

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

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

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

51 Deprivation of Liberty Assessments - £150,000

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

61 Older People Demographics - £500,000

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

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

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

71 National Living Wage - £960,000

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

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

Sub-total Department for People

£3,405,000

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

DEPARTMENT FOR PLACE

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

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

9I CCTV service - £130,000

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

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

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

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

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

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

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

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

Sub-total Department for Place

£280,000

TOTAL INVESTMENT

£3,775,000

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

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

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

DEPARTMENT OF THE CHIEF EXECUTIVE

CE1 Asset rental and leases - £100,000

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

CE2 Commercial property income - £300,000

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

CE3 Customer Service Staffing - £40,000

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

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

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

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

CE5 Investment Income - £200,000

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

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

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

CE6 Wider Channel shift - £90,000

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

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

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

Sub-Total Department of the Chief Executive

£2,830,000

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

DEPARTMENT FOR PEOPLE

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

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

Details of projects

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

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

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

PE8 Procurement plan - £250,000

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

Contracts identified are;

LD 18 to 64 - £100K

Care Leavers - £50K

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

PE9 Innovations in Housing - £50,000

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

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

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

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

DEPARTMENT FOR PLACE

PL1 Car Parking income - £700,000

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

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

PL2 Cost reductions in Highways Infrastructure - £100,000

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

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

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

PL3 Pier income - £55,000

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

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

PL4 Libraries and museums income- £10,000

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

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

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

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

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

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

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

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

PUBLIC HEALTH

PH1 Sexual Health - £67,000

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

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

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

PH3 Health Improvement Initiatives - £44,000

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

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

PH4 NHS Health Checks - £6,000

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

PH5 Stop Smoking - £20,000

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

PH6 Back Office Efficiencies - £50,000

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

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

1 Purpose of Report

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

2 Recommendation

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

3 Background

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

4 Dedicated Schools Grant Allocations 2018/19

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

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

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

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

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

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

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

5 Schools Block

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

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

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

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

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

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

6 Centrally Retained Funding

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

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

6.3 The final amounts are therefore confirmed as;

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

7 Early Years Block (Provisional)

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

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

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

8 High Needs Block (Provisional)

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

9 Conclusion

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

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Appendix 14(i) - DSG Original Budget 201819

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

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

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

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

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

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

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

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

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

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

Department/ savings no.	Proposal (figures relate to 2018/19 savings proposals – unless stated)	Analysis findings
Chief Executive		
CE6 239	Wider Channel Shift - £90,000	More extensive use of My Southend for core council services will enable greater self-service by residents at times convenient to them and enable customers to better track progress on their service request. The Council will continue to provide alternative means of reporting for those who do not use new technology, or with no access (mainly the very elderly or socially excluded) until My Southend becomes further established. Staff will continue to provide support to residents visiting the Civic Centre and signpost residents to appropriate support agencies including the community hubs.

11 (investment)	Housing Benefit/Localised Council Tax Scheme Administration Grant - £90,000	<p>The additional resources will mitigate the loss of central government support for this grant. It will help to support the administration of key benefits to some of the most vulnerable residents in the borough, helping to reduce delays in payments and in doing so prevent potential homelessness from non-payment of rent. An equality analysis will be undertaken to assess more specific implications, taking into account the consequences of the introduction of Universal Credit.</p>
People		
PE2 240	Review of placements - £150,000	<p>The saving reflects the work of the Edge of Care Team in helping prevent children going into care and potentially experiencing a less favourable quality of life as a result. Saving will not result in any loss of service, therefore, there will be no impact in relation to equality groups.</p>
PE3	Troubled families - £100,000	<p>Saving will not result in any loss of service. Implementation of new action plan should result in more income from payment by results.</p>

<p>PE4</p> <p>241</p>	<p>Transport review - £50,000</p>	<p>Equality Analyses have been undertaken in relation to policy changes for passenger transport provision agreed by Cabinet on 7.11.17, following the transport review. These are for: home to school for pre and post-16 students with special educational needs and disabilities (SEND); Adults with learning disabilities and older adults attending day centres and activities; Looked After Children and Dial-a-Ride.</p> <p>The proposed new travel assistance policy and EAs were informed by the public consultation undertaken from July-October 2017, to obtain views from social workers, foster carers, parents of Looked After Children, transport operators and the wider public. The EAs will continue to be reviewed and updated.</p> <p>A further equality analysis will be undertaken as part of the process to take forward the proposed joint venture delivery vehicle for future transport provision.</p>
<p>PE6</p>	<p>Adult Social Care Transformation programme - £1,500,000</p> <p><u>Details of projects</u></p> <ul style="list-style-type: none"> • Care package evaluation using an enablement approach 300K • Review of high cost supported living placements - £100k • Re-ablement in a residential environment 100k • Community Asset based approach/Single Point of Access (SPOA redesign) 250k • Asset based approach/robust front door in LD - £200k • Development of an enablement domiciliary care contract - £200k 	<p>Measures designed to progress the Transforming Care agenda – promoting a more enabling approach, with the emphasis on prevention and maximising independence, for older people, those with long term conditions and those with a learning or sensory disability. A new domiciliary care contract has seen a new model of service provision from May 2017 with more customised provision to clients.</p> <p>Introduction of portals via Liquidlogic will enable people to access relevant information, advice and guidance and take themselves through stage one of a care assessment on-line. There will be a specific impact on those who find use of on-line access more difficult, notably the elderly and those with</p>

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

		and gender will be key considerations.
PE10	Children's services transformation - £100,000	Reflects service transformation programme, to move to more joined up working across council services and with partner agencies to obtain a more holistic picture of children in need of support and enable investment in child protection to help limit numbers of looked after children. EAs to be undertaken against specific areas of the programme.
PE11 243	Children's services savings - £165,000	Reduction in use of agency staff should provide a better service for children, as a result of greater stability of the services provided. Review of 'staying put' service may result in changes to allowances received by some foster carers, that could enable greater support to younger foster placements. Any changes are likely to bring arrangements more into line with neighbouring authorities. Review of supervised contact arrangements may lead, in some cases, to a more flexible approach to supervised contact that may enhance the experience, while ensuring safety is the paramount consideration. Minimal impact on equality groups, however, a specific equality analysis will be undertaken.
6I (investment)	Older People Demographics - £500,000	Additional funding goes some way to meet the growing demographic pressures from a growing older population and mitigating savings proposals.

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

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

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MONTHLY PERFORMANCE REPORT

November 2017

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CP 1.5 – Child Protection Plans

CP 3.3 – Delayed transfers of care

CP 3.5 – Adults with a learning disability in paid employment

CP 4.9 – Children in good or outstanding schools

CP 1.7 – Concluded section 42 enquiries (safeguarding)

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Capital Programme Budget Monitoring – Period 8

Version: **V1.0**

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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 better than the same month last year</p> <p> = Latest Month's performance is worse than the same month last year</p> <p> = Data not available for current or previous year</p>

Version: **V1.0**

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Section 1: 2017-2018 Exceptions - Current Month Performance



Comments on Indicators rated Red or Amber

Generated on: 21 December 2017 12:30

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

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 5.4	Working days lost per FTE due to sickness - excluding school staff [Cumulative]	Aim to Minimise	November 2017	4.60	4.27	7.20			The Corporate sickness target was met for the month of November 2017 however the year to date sickness levels continue to be above the year to date target. HR continues to provide detailed sickness absence statistic to Directors and managers to promote early intervention from Occupational Health. HR also have been providing some short absence sessions for line managers.	Policy & Resources Scrutiny

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Expected Outcome At risk of missing target
Responsible OUs Department for People

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 3.10	Percentage of Initial Child Protection Conferences that took place with 15 working days of the initial strategy discussion. [Cumulative YTD]	Aim to Maximise	November 2017	53.7%	90%	90%			In November there were 22 children who were the subject of Initial Child Protection Conferences (ICPC). Of these 21 took place within 15 days and the remaining case took 17 days to move to ICPC. This is 95.4% and meets target for this month.	People Scrutiny

Expected Outcome At risk of missing target
Responsible OUs Department for Place

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 2.3	Percentage of household waste sent for reuse, recycling and composting [Cumulative]	Aim to Maximise	November 2017	-	-	-	-	-	Discussions with the contractor currently taking place, in relation to relevant data and need to rebalance targets.	Place Scrutiny





Expected Outcome At risk of missing target
Responsible OUs Public Health









MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 3.8	Number of people successfully completing 4 week stop smoking course [Cumulative]	Aim to Maximise	November 2017	461	650	1,100			Department of Health guidelines state that quit attempts can be registered up to 42 days after a "quit date" is set. Therefore final data will not be available for this period for a further two months. Currently behind trajectory, 4-week-quit recovery plan is being implemented. Recent statistics show smoking prevalence in adults has fallen to 17.2% and footfall through stop smoking continues to decline.	People Scrutiny
CP 3.9	Take up of the NHS Health Check programme - by those eligible [Cumulative]	Aim to Maximise	November 2017	2,842	3,920	5,740			Continuing to work with large GP practices to encourage patients to attend for their NHS Health Checks. Still awaiting data from the outreach provider.	People Scrutiny

Expected Outcome At risk of missing target
 Cannot group these rows by Responsible OUs

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 1.6	Rate of Children in Need per 10,000 (including CiN, CPP and LAC and Care Leavers). [Monthly Snapshot]	Aim to Minimise	November 2017	347	296.6	296.6			This has reduced slightly this month due to considerable work being undertaken to bring LCS up to date. This will continue over the coming month and it is expected that this will reduce further due to this work.	People Scrutiny
CP 4.10	Total number of households in temporary accommodation.	Aim to Minimise	November 2017	116	100	100			Lack of available properties continues to have an impact on temporary accommodation occupancy. One factor is the reduction in availability of 2-bedroom properties. It is also difficult to source affordable properties in the private sector due to a combination of high rents that far exceed LHA levels and landlord's reluctance to accept benefit dependant tenants. In order to address these issues a number of activities have been put in place. A project has been agreed to contact private landlords and agents to see how we can improve the offer with a view to have a wider range of properties to work with. We have further started to reshape the service in readiness of the impending Homelessness Reduction Act 2017, focussing on dealing with people earlier in the process before they become homeless.	Policy & Resources Scrutiny



Expected Outcome Some slippage against target
Responsible OUs Department for People

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 1.1	Rate of children subject to a Child Protection Plan per 10,000 population under the age of 18. [Monthly Snapshot]	Goldilocks	November 2017	36.1	50.4-55.7	50.4-55.7			As previously identified the number of children subject to child protection plans has been decreasing from a high level although there has only been a slight reduction since October. The rate of children subject to plans continues to reduce and this is partly explained by increasing resources in Early Help and the use of other preventative interventions such as Family Group Conferences. However, we do envisage the rate to increase given current work within the Assessment and Intervention team and increasing concerns in relation to CSE.	People Scrutiny
251 CP 1.2	Rate of Looked After Children per 10,000 population under the age of 18. [Monthly Snapshot]	Aim to Minimise	November 2017	73.1	66	66			<p>The rate of children looked after remains above target and there has been a slight increase since last month. Whilst the data produced from Liquidlogic may not yet be 100% accurate, Group Managers, Service Managers and Team Managers have strong oversight and are reviewing the case list on a regular basis to identify any discrepancies, with the support of the data team. Whilst this indicator is some way off target we expect that the drop in child protection numbers will start to impact this indicator. In addition to this we are carrying out a piece of detailed analysis on the flow of children in this area with the support of Research in Practice to help us understand where any improvements might be made.</p> <p>Other than children who need to become looked after in an emergency, the decision for a child to become looked after is made by the Placement Panel to ensure that all other options are considered before care is agreed. The Panel process has prevented the numbers escalating and, where safely possible, put other measures in place to support the family. Planned work around reunification should ensure that children do not remain in care for longer than necessary.</p>	People Scrutiny





MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 1.4	Percentage of children who have been LAC for at least 5 working days, who have had a visit in the 6 weeks (30 working days), prior to the last day of the month.	Aim to Maximise	November 2017	86.9%	90%	90%			This is an improvement on previous months. Group Managers have been reassured that children who have not been visited in timescales are safe and have been visited or have a visit planned. This is an area of continued focus to ensure that improvements continue.	People Scrutiny
CP 3.2	Proportion of older people (65 and over) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services. [ASCOF 2B(1) [Rolling Quarter]	Aim to Maximise	November 2017	82.2%	88.6%	88.6%			For the November reporting cohort of 118 adults using the reablement service, 97 were independent or being supported in the community. Of the 21 not at home, three had been admitted back into hospital, four into nursing care, six into residential care and eight (7%) had died. The demand on reablement services has increased again this month in line with patients being identified as becoming fit for discharge from Southend Hospital. Current performance remains better than at the same time last year when it was 79.1%. The national benchmark is 82.5%.	People Scrutiny
252 CP 3.4	The proportion of people who use services who receive direct payments (ASCOF 1C (2A)) [YTD Snapshot]	Aim to Maximise	November 2017	29.9%	33.5%	33.5%			At the end of November, 524 of 1,753 long term service clients were receiving a Direct Payment. Performance on this indicator continues to fluctuate around 30% and this is anticipated to be the case for this financial year. Performance remains above the national benchmark of 28.3% and above the regional benchmark of 28.2%.	People Scrutiny
CP 5.6	Percentage of new Education Health and Care (EHC) plans issued within 20 weeks including exception cases. [Cumulative YTD]	Aim to Maximise	November 2017	48.6%	56%	56%			As a result of the current performance an action plan is in place for this indicator and has been presented to Executive DMT which will be monitored on a monthly basis. Between Apr-17 and Nov-17, 84 out of 173 EHC plans were issued within the 20 week timescale, an improvement of 3.2% over last month. As an example of how performance has improved in the later part of the year 87.2% of EHC's between Sep-17 and Nov-17 were completed in time. The national benchmark is 55.7%	People Scrutiny





Expected Outcome: Indicators on course to achieve target (Greens)

Expected Outcome On course to achieve target
Responsible OUs Department of the Chief Executive

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 5.2	Govmetric Measurement of Satisfaction (3 Channels - Phones, Face 2 Face & Web) [Cumulative]	Aim to Maximise	November 2017	87.22%	80.00%	80.00%			Satisfaction continues to be high on telephony with 1099 calls and a figure of 97.88% satisfaction in November. Face to Face has fallen slightly to 68.57% on last month but there is no clear cause for dissatisfaction. Overall figure for the 3 customer services (including the web) in November is 90.26% exceeding our target of 80% with the Year to Date figure standing at 87.22%.	Policy & Resources Scrutiny



Expected Outcome On course to achieve target
Responsible OUs Department for People

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 1.5	Percentage of children who have had their Child Protection Plan for at least 20 working days and who have had a visit in the 20 working days prior to the last day of the month.	Aim to Maximise	November 2017	96.2%	90%	90%			Performance in November has improved significantly to be above target for the first time this financial year. It should be noted that small problems remain with Liquid Logic and as such the cohort used for this calculation is likely to be skewing the performance figure. Even so this is a continued area of focus for the service. There is a need to ensure that the improvements are sustained. There is an action plan to improve performance including proactive use of weekly reporting of performance by Team Managers. Group Managers have been reassured that children who have not been visited in timescales are safe and have been visited or have a visit planned.	People Scrutiny
CP 3.3	Delayed transfers of care (people) from hospital which are attributable to social care ONLY, per 100,000 population. [ASCOF 2C(2)] [YTD Average]	Aim to Minimise	November 2017	1.06	1.43	1.43			Performance is strong in relation to this indicator. In the last reporting month there has been one Social Care Acute Delay and nil Social Care Non-Acute Delays despite a record number of referrals being received by the Social Care Team (500+) in the month of November. The Hospital Social Care Team continue to	People Scrutiny

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
									ensure clients are moved from acute settings when medically stable, supporting the acute hospital through the winter demands. Winter plans are in place and the structure around DTOC in the acute setting is operationally stable. Work continues with EPUT (non-acute) to monitor the processes to ensure robust timeliness and that data is accurate with the joint sign off process with Social Care being robust.	
CP 3.5	Proportion of adults with a learning disability in paid employment. (ASCOF 1E) [Monthly Snapshot]	Aim to Maximise	November 2017	11.9%	10%	10%			Performance remains stable above target with no indication of change. 56 adults are in paid employment and The Learning Disability Team are working with local employers who are keen to support in offering employment opportunities to clients with Learning Disabilities. We are confident that this indicator will meet the annual target.	People Scrutiny
CP 4.9	Percentage of children in good or outstanding schools. [Monthly Snapshot]	Aim to Maximise	November 2017	85.6%	80%	80%			Chalkwell Hall Infants and Juniors had their Ofsted inspections published in November, retaining an overall rating of Good. Performance remains above target.	People Scrutiny

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Expected Outcome On course to achieve target
Cannot group these rows by Responsible OUs

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Comment - explanation of current performance, actions to improve performance and anticipated future performance	Scrutiny Committee
CP 1.7	The proportion of concluded section 42 enquiries (safeguarding investigations) with an action and a result of either Risk Reduced or Risk Removed. [Cumulative YTD]	Aim to Maximise	November 2017	89.2%	74%	74%			Performance for this indicator continues to be strong, stable and be above the national benchmark of 67%. We expect this performance to continue and for the target to be met.	People Scrutiny

Section 2: 2017- 2018 Corporate Performance Indicators

Information for all 2013-2014 Corporate Priority Indicators

Generated on: 21 December 2017 12:30



Performance Data Expected Outcome: At risk of missing target 7 On course to achieve target 18 Some slippage against target 6 No Value 2

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

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
CP 1.1	Rate of children subject to a Child Protection Plan per 10,000 population under the age of 18. [Monthly Snapshot]	Goldilocks	November 2017	36.1	50.4-55.7	50.4-55.7			John O'Loughlin	People Scrutiny
256 CP 1.2	Rate of Looked After Children per 10,000 population under the age of 18. [Monthly Snapshot]	Aim to Minimise	November 2017	73.1	66	66			John O'Loughlin	People Scrutiny
CP 1.4	Percentage of children who have been LAC for at least 5 working days, who have had a visit in the 6 weeks (30 working days), prior to the last day of the month.	Aim to Maximise	November 2017	86.9%	90%	90%			John O'Loughlin	People Scrutiny
CP 1.5	Percentage of children who have had their Child Protection Plan for at least 20 working days and who have had a visit in the 20 working days prior to the last day of the month.	Aim to Maximise	November 2017	96.2%	90%	90%			John O'Loughlin	People Scrutiny
CP 1.6	Rate of Children in Need per 10,000 (including CiN, CPP and LAC and Care Leavers). [Monthly Snapshot]	Aim to Minimise	November 2017	347	296.6	296.6			John O'Loughlin	People Scrutiny
CP 1.7	The proportion of concluded section 42 enquiries (safeguarding investigations) with an action and a result of either Risk Reduced or Risk Removed. [Cumulative YTD]	Aim to Maximise	November 2017	89.2%	74%	74%			Sharon Houlden	People Scrutiny

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

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
CP 2.1	Number of reported missed collections per 100,000 [Monthly Snapshot]	Aim to Minimise	November 2017	39	45	45			Carl Robinson	Place Scrutiny
CP 2.2	% acceptable standard of cleanliness: litter [Cumulative]	Aim to Maximise	November 2017	98%	93%	93%			Carl Robinson	Place Scrutiny
CP 2.3	Percentage of household waste sent for reuse, recycling and composting [Cumulative]	Aim to Maximise	November 2017	-	-	-	-	-	Carl Robinson	Place Scrutiny

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

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
256 3.1	Proportion of adults in contact with secondary mental health services who live independently with or without support. (ASCOF 1H) [Monthly Snapshot]	Aim to Maximise	November 2017	TBC	70%	70%	-	TBC	Sharon Houlden	People Scrutiny
CP 3.2	Proportion of older people (65 and over) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services. [ASCOF 2B(1) [Rolling Quarter]	Aim to Maximise	November 2017	82.2%	88.6%	88.6%			Sharon Houlden	People Scrutiny
CP 3.3	Delayed transfers of care (people) from hospital which are attributable to social care ONLY, per 100,000 population. [ASCOF 2C(2)] [YTD Average]	Aim to Minimise	November 2017	1.06	1.43	1.43			Sharon Houlden	People Scrutiny
CP 3.4	The proportion of people who use services who receive direct payments (ASCOF 1C (2A)) [YTD Snapshot]	Aim to Maximise	November 2017	29.9%	33.5%	33.5%			Sharon Houlden	People Scrutiny
CP 3.5	Proportion of adults with a learning disability in paid employment. (ASCOF 1E) [Monthly Snapshot]	Aim to Maximise	November 2017	11.9%	10%	10%			Sharon Houlden	People Scrutiny

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
CP 3.6	Participation and attendance at council owned / affiliated cultural and sporting activities and events and visits to the Pier [Cumulative]	Aim to Maximise	November 2017	4,891,531	2,900,000	4,350,000			Scott Dolling	Place Scrutiny
CP 3.7	Public Health Responsibility Deal [Cumulative]	Aim to Maximise	November 2017	38	26	40			Andrea Atherton	People Scrutiny
CP 3.8	Number of people successfully completing 4 week stop smoking course [Cumulative]	Aim to Maximise	November 2017	461	650	1,100			Lee Watson	People Scrutiny
CP 3.9	Take up of the NHS Health Check programme - by those eligible [Cumulative]	Aim to Maximise	November 2017	2,842	3,920	5,740			Andrea Atherton	People Scrutiny
CP 3.10	Percentage of Initial Child Protection Conferences that took place with 15 working days of the initial strategy discussion. [Cumulative YTD]	Aim to Maximise	November 2017	53.7%	90%	90%			John O'Loughlin	People Scrutiny
CP 257 257	The number of Early Help Assessments closed with successful outcomes for the clients (excluding TACAF).	Aim to Maximise	November 2017	177	-	-	-	-	John O'Loughlin	People Scrutiny

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

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
CP 4.3	% of Council Tax for 2017/18 collected in year [Cumulative]	Aim to Maximise	November 2017	70.00%	69.80%	97.30%			Joe Chesterton	Policy & Resources Scrutiny
CP 4.4	% of Non-Domestic Rates for 2017/18 collected in year [Cumulative]	Aim to Maximise	November 2017	71.20%	70.60%	97.90%			Joe Chesterton	Policy & Resources Scrutiny
CP 4.5	Major planning applications determined in 13 weeks [Cumulative]	Aim to Maximise	November 2017	100.00%	79.00%	79.00%			Peter Geraghty	Place Scrutiny
CP 4.6	Minor planning applications determined in 8 weeks [Cumulative]	Aim to Maximise	November 2017	94.92%	84.00%	84.00%			Peter Geraghty	Place Scrutiny

MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
CP 4.7	Other planning applications determined in 8 weeks [Cumulative]	Aim to Maximise	November 2017	94.45%	90.00%	90.00%			Peter Geraghty	Place Scrutiny
CP 4.8	Current Rent Arrears as % of rent due.	Aim to Minimise	November 2017	1.38%	1.77%	1.77%			Sharon Houlden	Policy and Resources Scrutiny
CP 4.9	Percentage of children in good or outstanding schools. [Monthly Snapshot]	Aim to Maximise	November 2017	85.6%	80%	80%			Brin Martin	People Scrutiny
CP 4.10	Total number of households in temporary accommodation.	Aim to Minimise	November 2017	116	100	100			Sharon Houlden	Policy & Resources Scrutiny

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

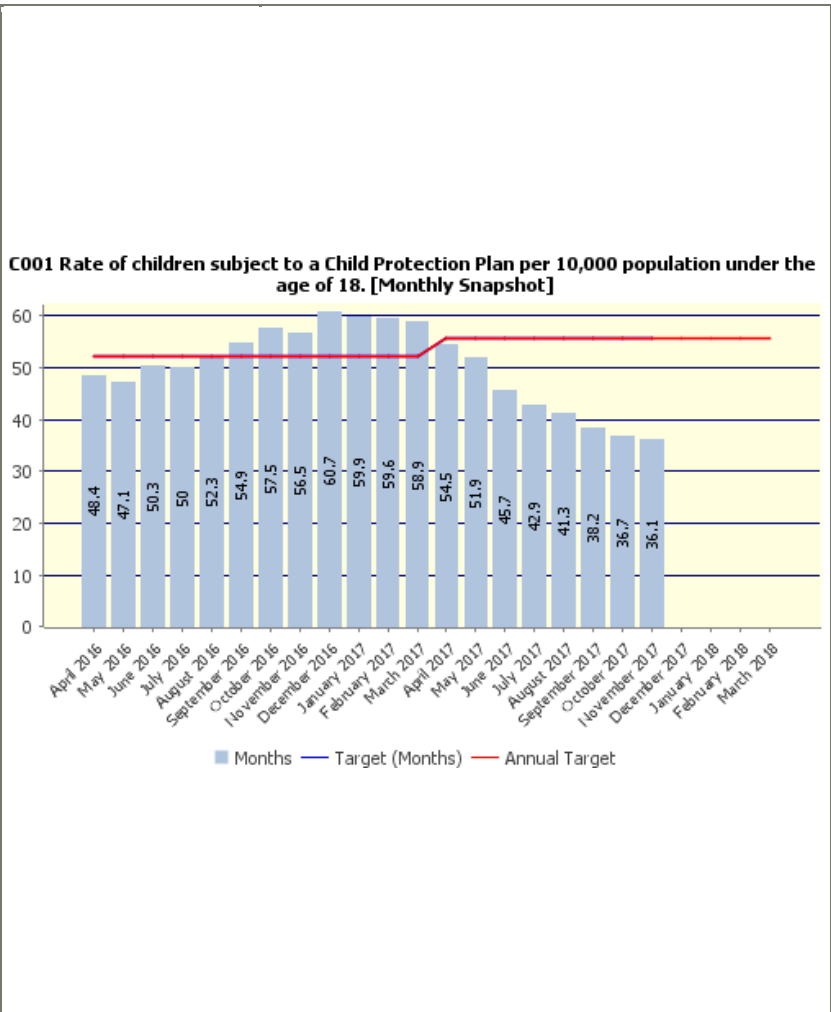
MPR Code	Short Name	Minimise or Maximise	Latest Month	Month's Value	Month's Target	Annual Target 2017/18	Expected Outcome	Better or worse than last year	Managed By	Scrutiny Committee
CP 5.1	Number of hours delivered through volunteering within Culture, Tourism and Property, including Pier and Foreshore and Events. [Cumulative]	Aim to Maximise	November 2017	18,213	12,667	19,000			Scott Dolling	Place Scrutiny
CP 5.2	Govmetric Measurement of Satisfaction (3 Channels - Phones, Face 2 Face & Web) [Cumulative]	Aim to Maximise	November 2017	87.22%	80.00%	80.00%			Nick Corrigan; Joanna Ruffle	Policy & Resources Scrutiny
CP 5.4	Working days lost per FTE due to sickness - excluding school staff [Cumulative]	Aim to Minimise	November 2017	4.60	4.27	7.20			Joanna Ruffle	Policy & Resources Scrutiny
CP 5.5	Increase the number of people signed up to MySouthend to 35,000 [Cumulative]	Aim to Maximise	November 2017	33,298	30,000	35,000			Ellen Butler; Joanna Ruffle	Policy & Resources Scrutiny
CP 5.6	Percentage of new Education Health and Care (EHC) plans issued within 20 weeks including exception cases. [Cumulative YTD]	Aim to Maximise	November 2017	48.6%	56%	56%			Brin Martin	People Scrutiny

Section 3: Detail of indicators rated Red or Amber


Aim: SAFE: Priorities • Create a safe environment across the town for residents, workers and visitors. • Work in partnership with Essex Police and other agencies to tackle crime. • Look after and safeguard our children and vulnerable adults.
 Expected Outcome: At risk of missing target 1 Some slippage against target 3

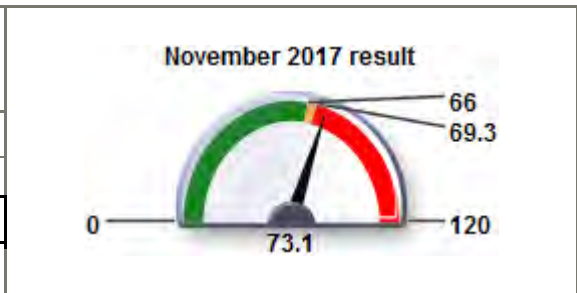
CP 1.1	Rate of children subject to a Child Protection Plan per 10,000 population under the age of 18. [Monthly Snapshot]			
Expected Outcome		Format	Goldilocks	
Managed By	John O'Loughlin			
Year Introduced	2014			

Date Range 1		
	Value	Target
April 2016	48.4	52.3
May 2016	47.1	52.3
June 2016	50.3	52.3
July 2016	50	52.3
August 2016	52.3	52.3
September 2016	54.9	52.3
October 2016	57.5	52.3
November 2016	56.5	52.3
December 2016	60.7	52.3
January 2017	59.9	52.3
February 2017	59.6	52.3
March 2017	58.9	52.3
April 2017	54.5	50.4 - 55.7
May 2017	51.9	50.4 - 55.7
June 2017	45.7	50.4 - 55.7
July 2017	42.9	50.4 - 55.7
August 2017	41.3	50.4 - 55.7
September 2017	38.2	50.4 - 55.7
October 2017	36.7	50.4 - 55.7
November 2017	36.1	50.4 - 55.7
December 2017		
January 2018		
February 2018		
March 2018		

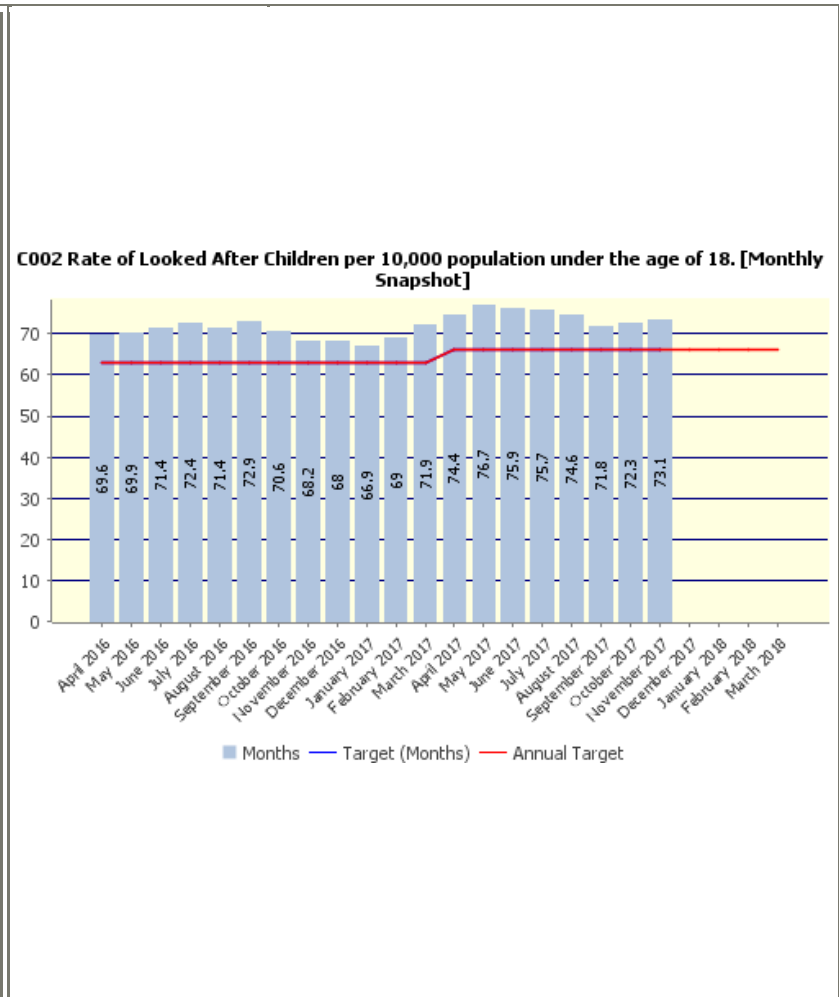


As previously identified the number of children subject to child protection plans has been decreasing from a high level although there has only been a slight reduction since October. The rate of children subject to plans continues to reduce and this is partly explained by increasing resources in Early Help and the use of other preventative interventions such as Family Group Conferences. However, we do envisage the rate to increase given current work within the Assessment and Intervention team and increasing concerns in relation to CSE.

CP 1.2	Rate of Looked After Children per 10,000 population under the age of 18. [Monthly Snapshot]		
Expected Outcome		Format	Aim to Minimise
Managed By	John O'Loughlin		
Year Introduced	2014		




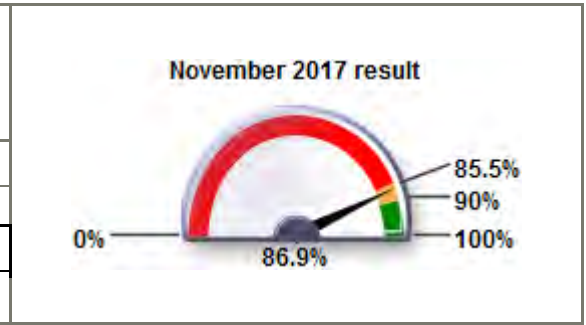
Date Range 1		
	Value	Target
April 2016	69.6	63
May 2016	69.9	63
June 2016	71.4	63
July 2016	72.4	63
August 2016	71.4	63
September 2016	72.9	63
October 2016	70.6	63
November 2016	68.2	63
December 2016	68	63
January 2017	66.9	63
February 2017	69	63
March 2017	71.9	63
April 2017	74.4	66
May 2017	76.7	66
June 2017	75.9	66
July 2017	75.7	66
August 2017	74.6	66
September 2017	71.8	66
October 2017	72.3	66
November 2017	73.1	66
December 2017		
January 2018		
February 2018		
March 2018		



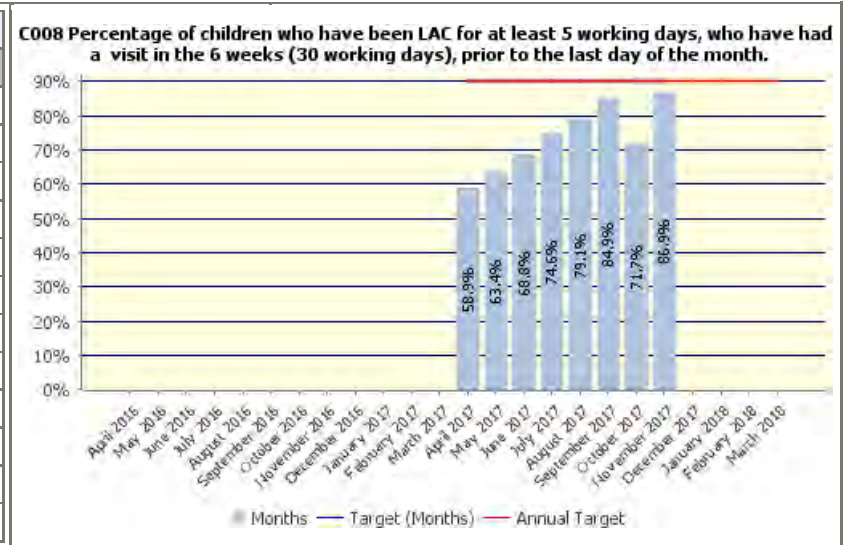
The rate of children looked after remains above target and there has been a slight increase since last month. Whilst the data produced from Liquidlogic may not yet be 100% accurate, Group Managers, Service Managers and Team Managers have strong oversight and are reviewing the case list on a regular basis to identify any discrepancies, with the support of the data team. Whilst this indicator is some way off target we expect that the drop in child protection numbers will start to impact this indicator. In addition to this we are carrying out a piece of detailed analysis on the flow of children in this area with the support of Research in Practice to help us understand where any improvements might be made.

Other than children who need to become looked after in an emergency, the decision for a child to become looked after is made by the Placement Panel to ensure that all other options are considered before care is agreed. The Panel process has prevented the numbers escalating and, where safely possible, put other measures in place to support the family. Planned work around reunification should ensure that children do not remain in care for longer than necessary.


CP 1.4	Percentage of children who have been LAC for at least 5 working days, who have had a visit in the 6 weeks (30 working days), prior to the last day of the month.		
Expected Outcome		Format	Aim to Maximise
Managed By	John O'Loughlin		
Year Introduced	2017		

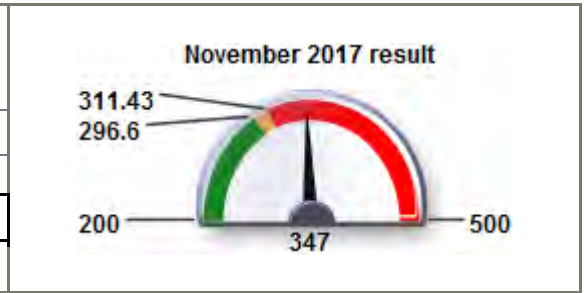


Date Range 1		
	Value	Target
April 2017	58.9%	90%
May 2017	63.4%	90%
June 2017	68.8%	90%
July 2017	74.6%	90%
August 2017	79.1%	90%
September 2017	84.9%	90%
October 2017	71.7%	90%
November 2017	86.9%	90%
December 2017		
January 2018		
February 2018		
March 2018		

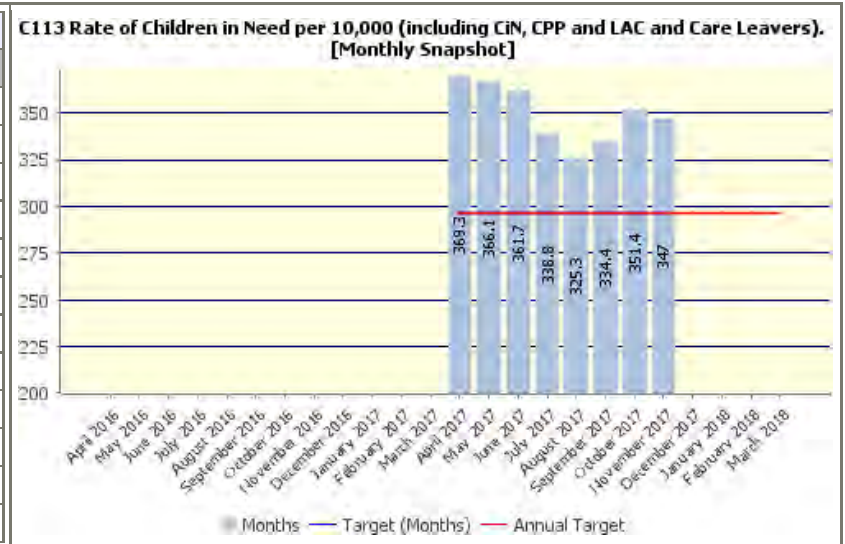


This is an improvement on previous months. Group Managers have been reassured that children who have not been visited in timescales are safe and have been visited or have a visit planned. This is an area of continued focus to ensure that improvements continue.

CP 1.6	Rate of Children in Need per 10,000 (including CiN, CPP and LAC and Care Leavers). [Monthly Snapshot]		
Expected Outcome		Format	Aim to Minimise
Managed By	John O'Loughlin		
Year Introduced	2017		



Date Range 1		
	Value	Target
April 2017	369.3	296.6
May 2017	366.1	296.6
June 2017	361.7	296.6
July 2017	338.8	296.6
August 2017	325.3	296.6
September 2017	334.4	296.6
October 2017	351.4	296.6
November 2017	347	296.6
December 2017		
January 2018		
February 2018		
March 2018		



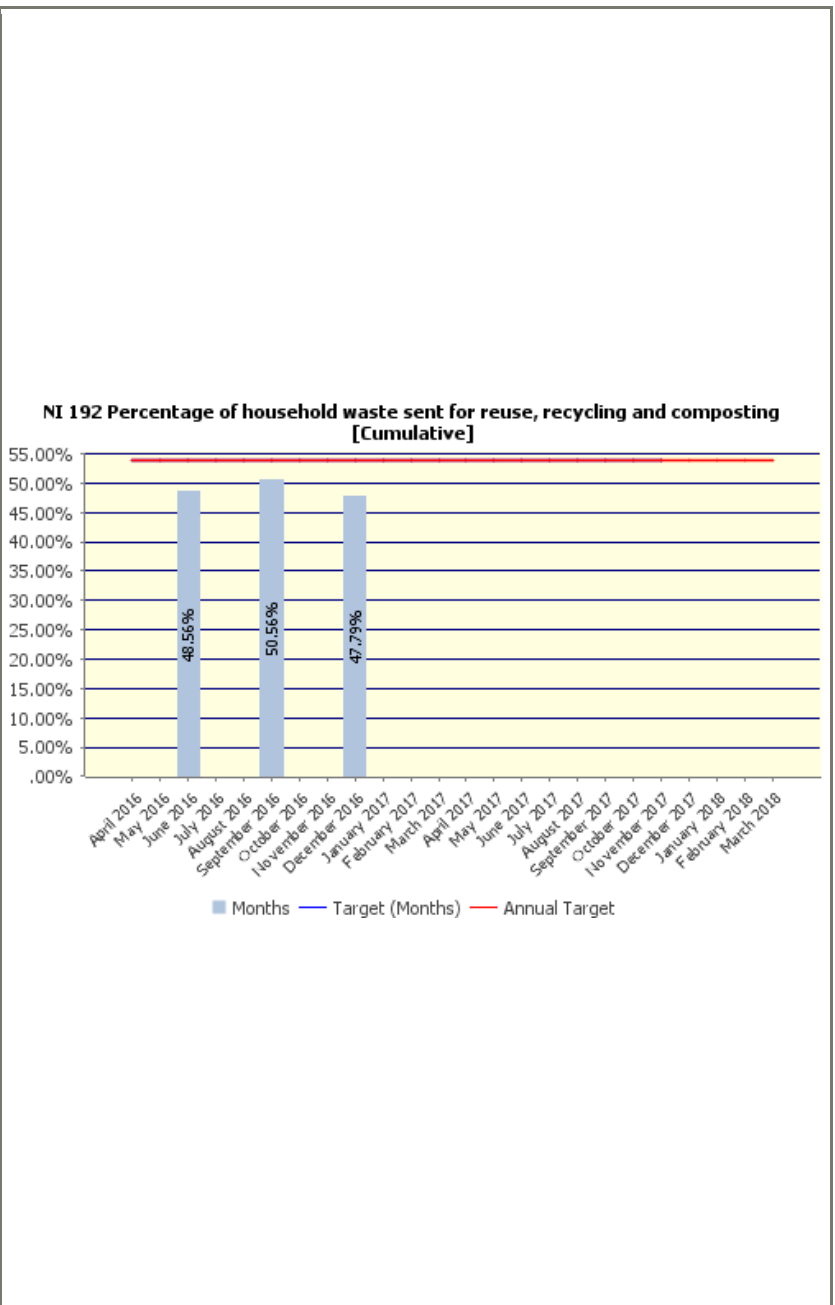
This has reduced slightly this month due to considerable work being undertaken to bring LCS up to date. This will continue over the coming month and it is expected that this will reduce further due to this work.

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

Expected Outcome: At risk of missing target 1

CP 2.3	Percentage of household waste sent for reuse, recycling and composting [Cumulative]		November 2017 result N/A
Expected Outcome	●	Format Aim to Maximise	
Managed By	Carl Robinson		
Year Introduced	2008		

Date Range 1		
	Value	Target
April 2016	N/A	54.00%
May 2016	N/A	54.00%
June 2016	48.56%	54.00%
Q1 2016/17		
July 2016	N/A	54.00%
August 2016	N/A	54.00%
September 2016	50.56%	54.00%
Q2 2016/17		
October 2016	N/A	54.00%
November 2016	N/A	54.00%
December 2016	47.79%	54.00%
Q3 2016/17		
January 2017	N/A	54.00%
February 2017	N/A	54.00%
March 2017	N/A	54.00%
Q4 2016/17		
April 2017	N/A	TBC
May 2017	N/A	TBC
June 2017	N/A	TBC
Q1 2017/18		
July 2017	N/A	TBC
August 2017	N/A	TBC
September 2017	N/A	TBC
Q2 2017/18		
October 2017	N/A	TBC
November 2017	N/A	TBC
December 2017		
Q3 2017/18		
January 2018		
February 2018		
March 2018		
Q4 2017/18		



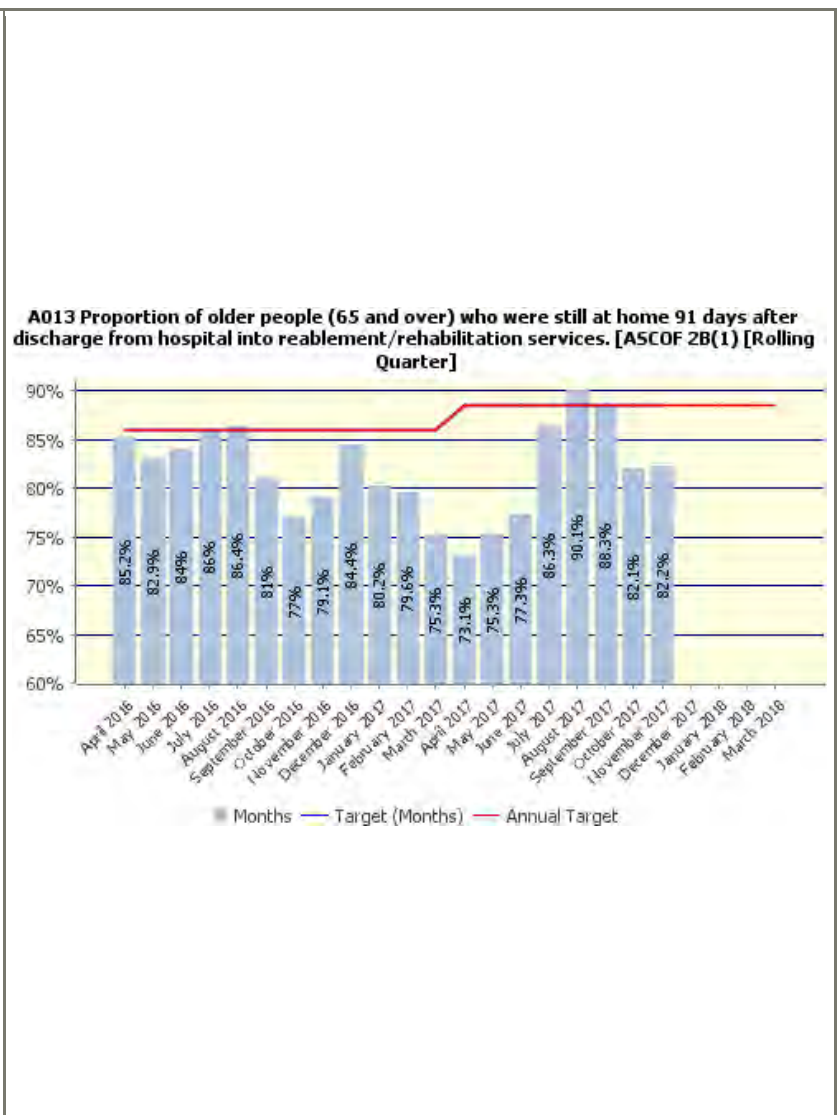
Discussions with the contractor currently taking place, in relation to relevant data and need to rebalance targets

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

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


CP 3.2	Proportion of older people (65 and over) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services. [ASCOF 2B(1) [Rolling Quarter]			<p>November 2017 result</p>
Expected Outcome		Format	Aim to Maximise	
Managed By	Sharon Houlden			
Year Introduced	2012			

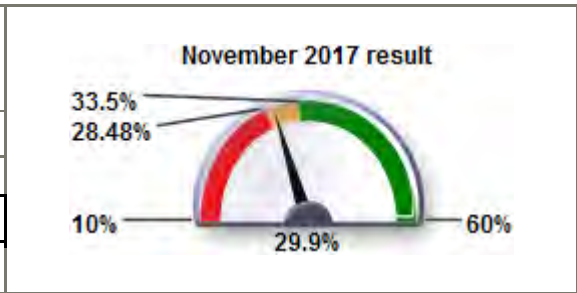
Date Range 1		
	Value	Target
April 2016	85.2%	86%
May 2016	82.9%	86%
June 2016	84%	86%
Q1 2016/17		
July 2016	86%	86%
August 2016	86.4%	86%
September 2016	81%	86%
Q2 2016/17		
October 2016	77%	86%
November 2016	79.1%	86%
December 2016	84.4%	86%
Q3 2016/17		
January 2017	80.2%	86%
February 2017	79.6%	86%
March 2017	75.3%	86%
Q4 2016/17		
April 2017	73.1%	88.6%
May 2017	75.3%	88.6%
June 2017	77.3%	88.6%
Q1 2017/18		
July 2017	86.3%	88.6%
August 2017	90.1%	88.6%
September 2017	88.3%	88.6%
Q2 2017/18		
October 2017	82.1%	88.6%
November 2017	82.2%	88.6%
December 2017		



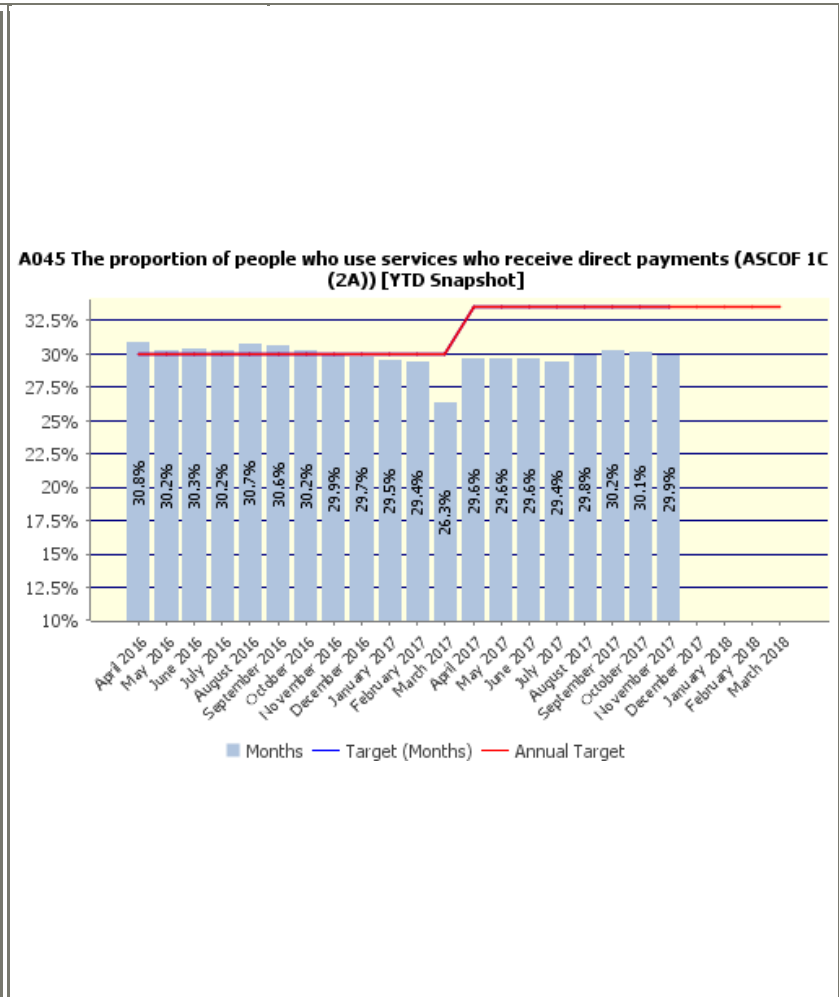
For the November reporting cohort of 118 adults using the reablement service, 97 were independent or being supported in the community. Of the 21 not at home, three had been admitted back into hospital, four into nursing care, six into residential care and eight (7%) had died.

The demand on reablement services has increased again this month in line with patients being identified as becoming fit for discharge from Southend Hospital. Current performance remains better than at the same time last year when it was 79.1%. The national benchmark is 82.5%.


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

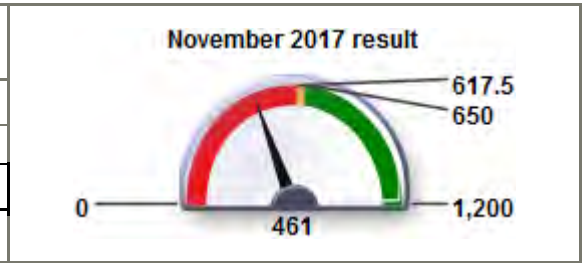


Date Range 1		
	Value	Target
April 2016	30.8%	30%
May 2016	30.2%	30%
June 2016	30.3%	30%
July 2016	30.2%	30%
August 2016	30.7%	30%
September 2016	30.6%	30%
October 2016	30.2%	30%
November 2016	29.9%	30%
December 2016	29.7%	30%
January 2017	29.5%	30%
February 2017	29.4%	30%
March 2017	26.3%	30%
April 2017	29.6%	33.5%
May 2017	29.6%	33.5%
June 2017	29.6%	33.5%
July 2017	29.4%	33.5%
August 2017	29.8%	33.5%
September 2017	30.2%	33.5%
October 2017	30.1%	33.5%
November 2017	29.9%	33.5%
December 2017		
January 2018		
February 2018		
March 2018		

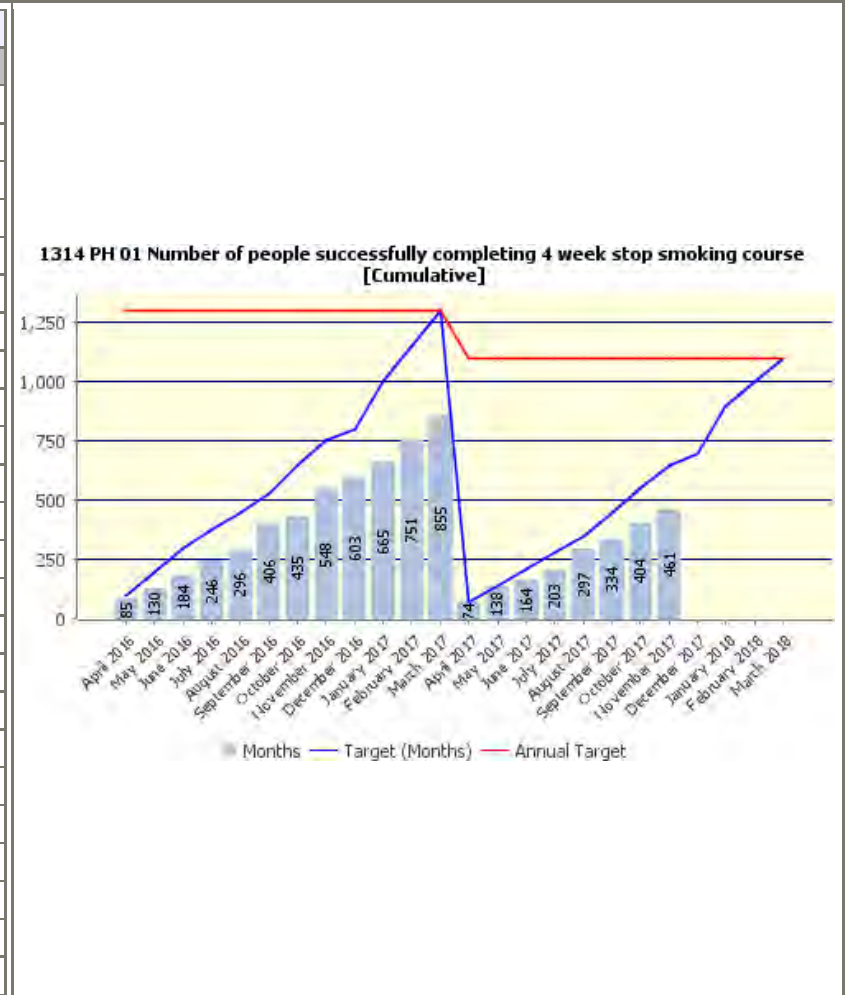


At the end of November, 524 of 1,753 long term service clients were receiving a Direct Payment. Performance on this indicator continues to fluctuate around 30% and this is anticipated to be the case for this financial year. Performance remains above the national benchmark of 28.3% and above the regional benchmark of 28.2%.


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



Date Range 1		
	Value	Target
April 2016	85	100
May 2016	130	200
June 2016	184	300
July 2016	246	380
August 2016	296	450
September 2016	406	530
October 2016	435	650
November 2016	548	750
December 2016	603	800
January 2017	665	1,000
February 2017	751	1,150
March 2017	855	1,300
April 2017	74	70
May 2017	138	140
June 2017	164	210
July 2017	203	280
August 2017	297	350
September 2017	334	450
October 2017	404	550
November 2017	461	650
December 2017		700
January 2018		900
February 2018		1,000
March 2018		1,100

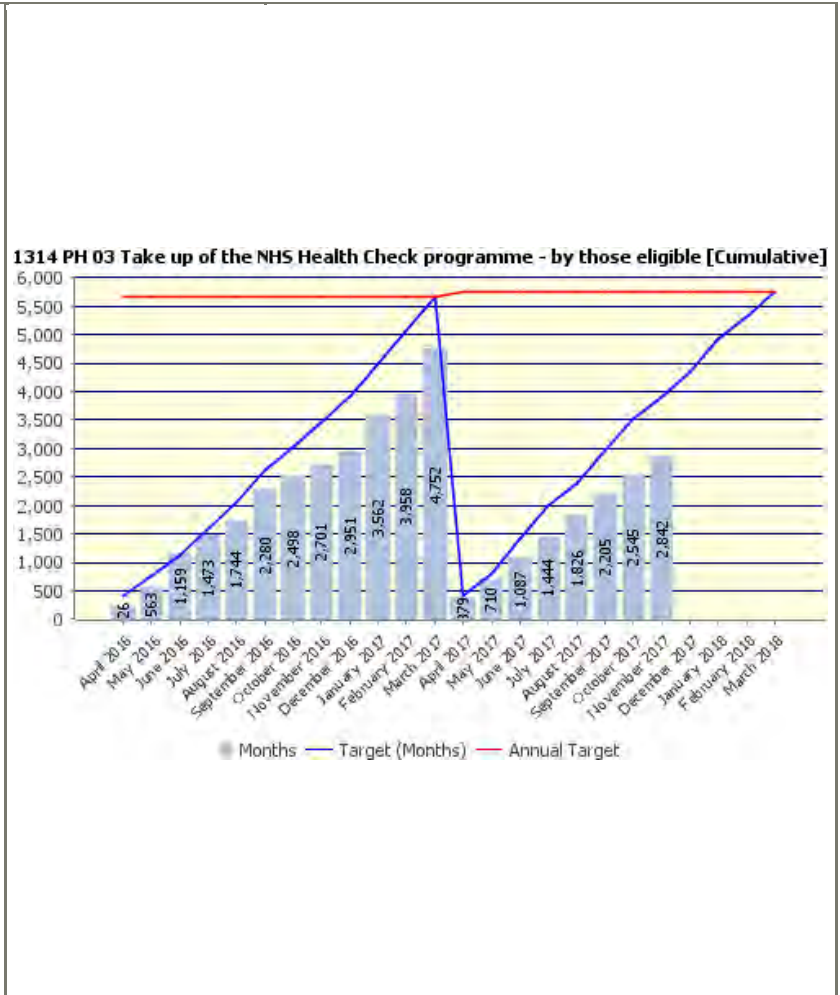


Department of Health guidelines state that quit attempts can be registered up to 42 days after a "quit date" is set. Therefore final data will not be available for this period for a further two months. Currently behind trajectory, 4-week-quit recovery plan is being implemented. Recent statistics show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

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



Date Range 1		
	Value	Target
April 2016	226	406
May 2016	563	763
June 2016	1,159	1,120
July 2016	1,473	1,592
August 2016	1,744	2,064
September 2016	2,280	2,632
October 2016	2,498	3,038
November 2016	2,701	3,443
December 2016	2,951	3,914
January 2017	3,562	4,482
February 2017	3,958	5,050
March 2017	4,752	5,673
April 2017	379	414
May 2017	710	828
June 2017	1,087	1,406
July 2017	1,444	1,984
August 2017	1,826	2,398
September 2017	2,205	2,976
October 2017	2,545	3,506
November 2017	2,842	3,920
December 2017		4,334
January 2018		4,912
February 2018		5,326
March 2018		5,740



Continuing to work with large GP practices to encourage patients to attend for their NHS Health Checks. Still awaiting data from the outreach provider.

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

Date Range 1			C006 Percentage of Initial Child Protection Conferences that took place with 15 working days of the initial strategy discussion. [Cumulative YTD]
	Value	Target	
April 2017	27.3%	90%	
May 2017	26.5%	90%	
June 2017	33.3%	90%	
July 2017	54.5%	90%	
August 2017	59.3%	90%	
September 2017	58.7%	90%	
October 2017	46.3%	90%	
November 2017	53.7%	90%	
December 2017			
January 2018			
February 2018			
March 2018			

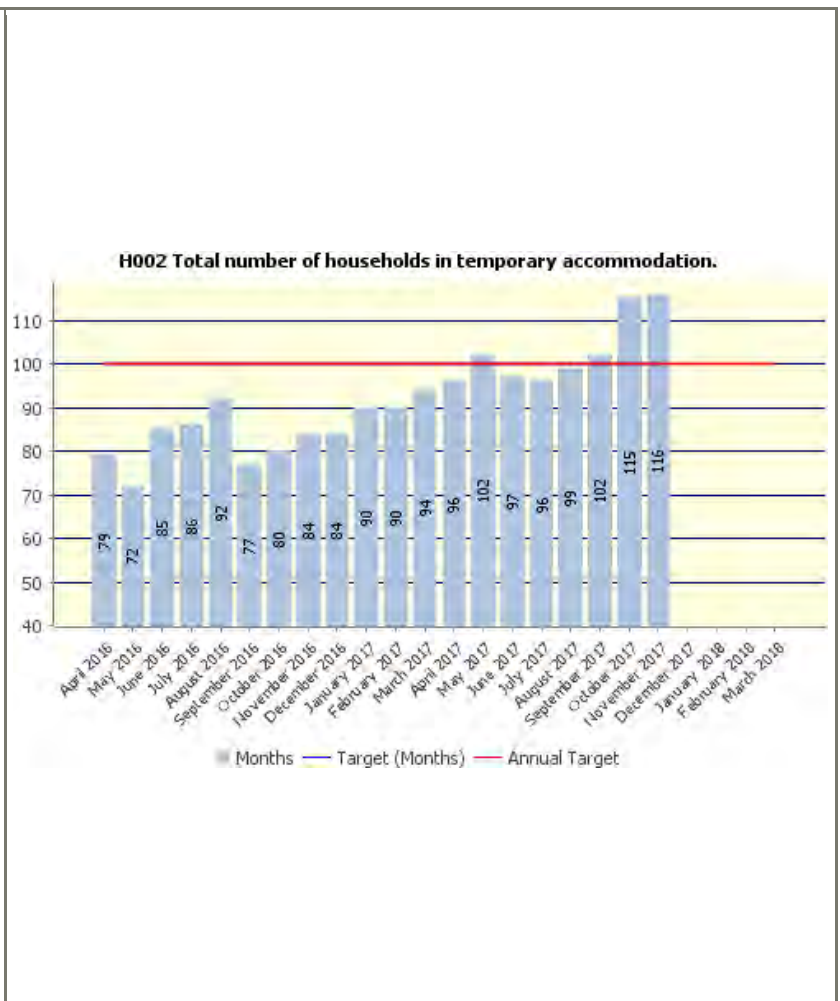
In Nov-17 there were 22 children who were the subject of Initial Child Protection Conferences (ICPC); Of these 21 took place within 15 days and the remaining case took 17 days to move to ICPC. This is 95.4% and meets target for this month.

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

Expected Outcome: At risk of missing target 1

CP 4.10	Total number of households in temporary accommodation.		<p>November 2017 result</p>
Expected Outcome		Format Aim to Minimise	
Managed By	Sharon Houlden		
Year Introduced			

Date Range 1		
	Value	Target
April 2016	79	100
May 2016	72	100
June 2016	85	100
July 2016	86	100
August 2016	92	100
September 2016	77	100
October 2016	80	100
November 2016	84	100
December 2016	84	100
January 2017	90	100
February 2017	90	100
March 2017	94	100
April 2017	96	100
May 2017	102	100
June 2017	97	100
July 2017	96	100
August 2017	99	100
September 2017	102	100
October 2017	115	100
November 2017	116	100
December 2017		
January 2018		
February 2018		
March 2018		



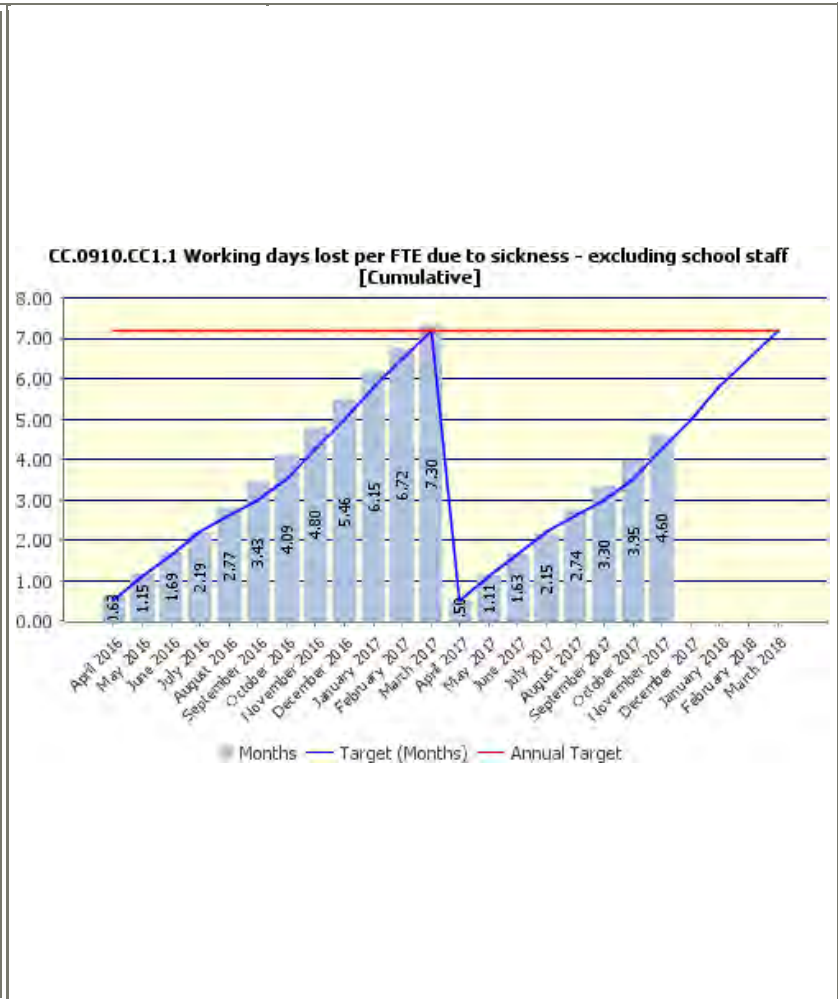
Lack of available properties continues to have an impact on temporary accommodation occupancy. One factor is the reduction in availability of 2-bedroom properties. It is also difficult to source affordable properties in the private sector due to a combination of high rents that far exceed LHA levels and landlord's reluctance to accept benefit dependant tenants. In order to address these issues a number of activities have been put in place. A project has been agreed to contact private landlords and agents to see how we can improve the offer with a view to have a wider range of properties to work with. We have further started to reshape the service in readiness of the impending Homelessness Reduction Act 2017, focussing on dealing with people earlier in the process before they become homeless.

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


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

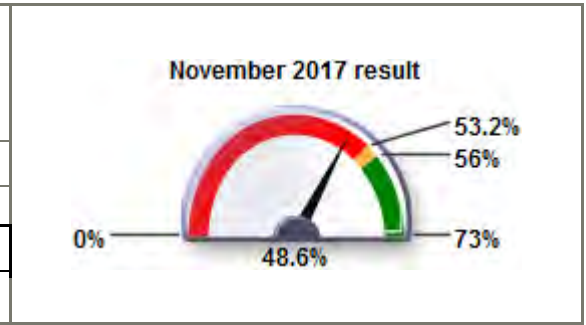
CP 5.4	Working days lost per FTE due to sickness - excluding school staff [Cumulative]		
Expected Outcome		Format Aim to Minimise	
Managed By	Joanna Ruffle		
Year Introduced	2009		

Date Range 1		
	Value	Target
April 2016	0.63	0.51
May 2016	1.15	1.10
June 2016	1.69	1.65
July 2016	2.19	2.21
August 2016	2.77	2.61
September 2016	3.43	3.01
October 2016	4.09	3.51
November 2016	4.80	4.27
December 2016	5.46	4.99
January 2017	6.15	5.82
February 2017	6.72	6.49
March 2017	7.30	7.20
April 2017	0.50	0.51
May 2017	1.11	1.10
June 2017	1.63	1.65
July 2017	2.15	2.21
August 2017	2.74	2.61
September 2017	3.30	3.01
October 2017	3.95	3.51
November 2017	4.60	4.27
December 2017		4.99
January 2018		5.82
February 2018		6.49
March 2018		7.20

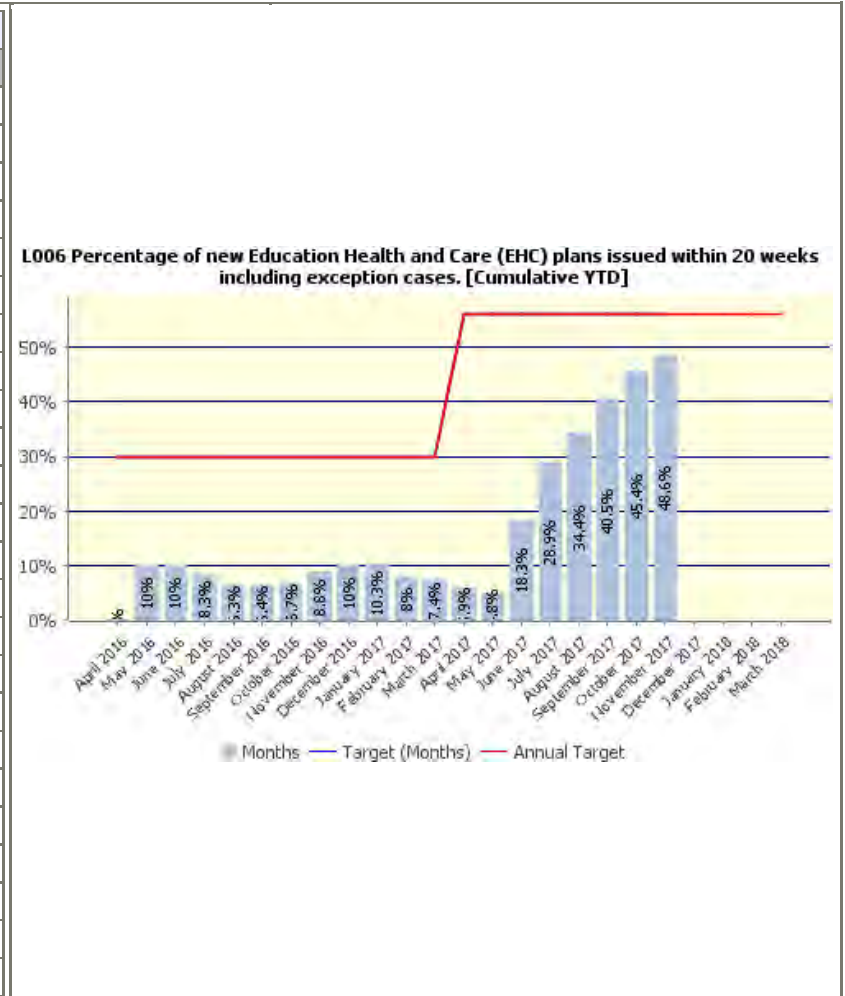


The Corporate sickness target was met for the month of November 2017 however the year to date sickness levels continue to be above the year to date target. HR continues to provide detailed sickness absence statistic to Directors and managers to promote early intervention from Occupational Health. HR also have been providing some short absence sessions for line managers.

CP 5.6	Percentage of new Education Health and Care (EHC) plans issued within 20 weeks including exception cases. [Cumulative YTD]		
Expected Outcome		Format	Aim to Maximise
Managed By	Brin Martin		
Year Introduced	2016		



Date Range 1		
	Value	Target
April 2016	0%	30%
May 2016	10%	30%
June 2016	10%	30%
July 2016	8.3%	30%
August 2016	6.3%	30%
September 2016	6.4%	30%
October 2016	6.7%	30%
November 2016	8.8%	30%
December 2016	10%	30%
January 2017	10.3%	30%
February 2017	8%	30%
March 2017	7.4%	30%
April 2017	5.9%	56%
May 2017	4.8%	56%
June 2017	18.3%	56%
July 2017	28.9%	56%
August 2017	34.4%	56%
September 2017	40.5%	56%
October 2017	45.4%	56%
November 2017	48.6%	56%
December 2017		
January 2018		
February 2018		
March 2018		



As a result of the current performance an action plan is in place for this indicator and has been presented to Executive DMT which will be monitored on a monthly basis. Between Apr-17 and Nov-17, 84 out of 173 EHC plans were issued within the 20 week timescale, an improvement of 3.2% over last month. As an example of how performance has improved in the later part of the year 87.2% of EHC's between Sep-17 and Nov-17 were completed in time. The national benchmark is 55.7%

SECTION 4 – Partnership Indicators

Health and Wellbeing Indicators

	Performance Measures	Rationale for inclusion	Latest Performance
1.	<p>Referral for treatment - % of patients referred from GP to hospital treatment within 18 weeks</p> <p>http://southendccg.nhs.uk/news-events/governing-body-papers/december-2017</p>	<p>National standard, providing a measurement of key area of performance and a key area of public concern. Can be produced monthly and is easy to benchmark.</p>	<p style="text-align: center;">85.30% (September - 2017)</p> <p>NHS Southend CCG was not compliant for July; with 31,411 pathways of which 4,622 were over 18 weeks and 21 were over 52 weeks.</p> <p>Against national target of 85%</p>
2.	<p>Cancer treatment - % patients treated within 62 days of GP urgent suspected cancer referral</p> <p>http://southendccg.nhs.uk/news-events/governing-body-papers/december-2017</p>	<p>National standard, providing a measurement of key area of performance and a key area of public concern. Can be produced monthly and is easy to benchmark.</p>	<p>62 Day Operational Standard 76% (August 2017)</p> <p>Against national average of 82.4%</p> <p>25 out of 33 patients were treated within 62 days.</p>
3.	<p>A&E - % of patients attending Southend Hospital A&E, seen and discharged in under 4 hours</p> <p>http://southendccg.nhs.uk/news-events/governing-body-papers/</p>	<p>National standard. Provides information relating to the effectiveness of the urgent care system. Can be produced monthly and is easy to benchmark.</p>	<p style="text-align: center;">89.38% (October)</p> <p style="text-align: center;">89.58% (Year to date)</p> <p style="text-align: center;">Against national target of 90%</p>
4.	<p>Mental health - Improving Access to Psychological Therapy (IAPT) - % of people with common mental health problems accessing the service and entering treatment in the current year</p> <p>http://southendccg.nhs.uk/news-events/governing-body-papers/december-2017/1968-item-10e-integrated-commissioning-and-performance-report-071217/file</p>	<p>Provides an indicator for a priority area for councillors and one of the HWB Strategy ambitions. Can be produced monthly and is easily benchmarked.</p>	<p>15.0% as at Q1 – Q3 2017, however aiming to exceed this and work to 15.8%.</p> <p>Which means that at least 278 people need to be entering treatment in the IAPT service each month.</p> <p>Based on performance over the rest of the year to date, it seems likely that the target will be close to the national NHS England target for 2017/18 of 16.8%.</p>

			Performance in Southend is on track to achieve or exceed at year end.
5.	<p>Dementia - % of people diagnosed with dementia against the estimated prevalence. (66.7% national ambition).</p> <p>http://southendccg.nhs.uk/news-events/governing-body-papers/december-2017/1968-item-10e-integrated-commissioning-and-performance-report-071217/file</p>	Issue of increasing prevalence and concern among the public. Can be produced monthly and is easy to benchmark.	<p>74.6% achieved in October 2017 (this is a 1.4% increase) - this is against the 66.7% diagnosis ambition target.</p> <p>Southend remains the only CCG in the East of England that is compliant with the national target.</p>
6.	<p>Primary Care – GP Patient Survey: - Overall experience of the GP surgery (very/fairly good; fairly/very poor; neither good nor poor)</p> <p>https://gp-patient.co.uk/surveys-and-reports</p>	Provides residents views on the quality of GP service in the borough. Survey is now produced annually.	<p>Overall experience of GP surgery – July 2017</p> <p>Very good – 42% Fairly good – 41% Neither good nor poor – 11% Fairly poor – 4% Very poor – 3%</p> <p>National Average of patients rating ‘Good’ is 85%</p>
7.	<p>End of life care - Preferred Place of Death (PPoD) – Percentage of patients referred to the Palliative Care Support Register (PCSE) who have expressed a preference for place of death and who achieve this preference. *</p>	Nationally accepted as a key performance indicator for end of life care; integral to Ambitions for Palliative and End of Life Care: a national framework for local action 2015-2020. Can be produced monthly.	<p>Southend: 75%</p> <p>The PPoD achievement for Southend in October 2017 is 56 out of 75.</p> <p>(no national target at present)</p>

*although patients make a preference for a place of death, often home, the reality of the last days/hours of life often prompts patients and/or relatives/carers to change their mind and seek what they consider to be a place of safety and support, which is invariably the acute trust. Patients are documented for PPoD as: Home; Hospital; Hospice; Care/Nursing Home; Community Hospital.

Local Economy Indicators

Performance Measures		Latest Performance Economic Scorecard Reported Quarterly										
1.	Average House Prices	<table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th></th> <th style="text-align: center;">August 2016</th> <th style="text-align: center;">August 2017</th> </tr> </thead> <tbody> <tr> <td style="background-color: #d3d3d3;">Average Price</td> <td style="text-align: center;">£250,998</td> <td style="text-align: center;">£276,602</td> </tr> <tr> <td style="background-color: #d3d3d3;">% Change</td> <td style="text-align: center;">12.47% (Aug 15-16)</td> <td style="text-align: center;">10.20% (Aug 16-17)</td> </tr> </tbody> </table>			August 2016	August 2017	Average Price	£250,998	£276,602	% Change	12.47% (Aug 15-16)	10.20% (Aug 16-17)
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2.	Planning Applications	<table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tbody> <tr> <td style="text-align: center;">November 2017</td> <td style="text-align: center;">193</td> </tr> <tr> <td style="text-align: center;">November 2016</td> <td style="text-align: center;">158</td> </tr> </tbody> </table>		November 2017	193	November 2016	158					
November 2017	193											
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3.	Job Seekers Allowance Claimants	<table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr style="background-color: #d3d3d3;"> <th></th> <th style="text-align: center;">October 2016</th> <th style="text-align: center;">October 2017</th> </tr> </thead> <tbody> <tr> <td style="background-color: #d3d3d3;">JSA Claimants (Number)</td> <td style="text-align: center;">2,180</td> <td style="text-align: center;">2,330</td> </tr> <tr> <td style="background-color: #d3d3d3;">JSA Claimants %</td> <td style="text-align: center;">2.0%</td> <td style="text-align: center;">2.10%</td> </tr> </tbody> </table> <p style="margin-top: 10px;">Source: Office of National Statistics & Southend-on-Sea Borough Council</p>			October 2016	October 2017	JSA Claimants (Number)	2,180	2,330	JSA Claimants %	2.0%	2.10%
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JSA Claimants %	2.0%	2.10%										

Community Safety Indicators

Short name	Month's value (April-September cumulative)	Comment – explanation of current performance, actions to improve performance and anticipated future performance																											
Score against 10 BCS crimes; Theft of Vehicle, theft from vehicle, vehicle interference, domestic burglary, theft of cycle, theft from person, criminal damage, common assault, wounding's, robbery. [Cumulative]	4688	<p>During the month of October there was a predictable increase in demand due to the Halloween festivities and half term period. The Community Policing Team ensured that additional resources were in place to meet the demand and made good use of dispersal powers granted under the Crime and ASB Act 2014. Dwelling Burglary continues to reduce which is positive, preventative measures are being taken to educate the community in an effort to prevent themselves becoming victims of this horrible crime. This has come in the form of social media campaigns, working with key community groups and advice being passed at Local Community Meetings. There has been a steep rise in missing person reports; there is no clear indication as to why this is the case. However, each episode is reviewed by our Missing Person Liaison Officer in an effort to reduce the likelihood of individuals being reported on multiple occasions. Whilst there has been an increase in the number of crimes compared to the previous period there is an excellent increase in positive outcomes. Through excellent partnership work the CSP has obtained 3 Criminal Behavioural Orders directly linked to those frequenting the Town Centre.</p> <p>October BCS Breakdown: Theft of a vehicle – 4%; Theft from a vehicle - 7% ; Vehicle interference – 1%; Burglary in a dwelling – 8%; Bicycle Theft – 4%; Theft from the person -2%; Criminal damage (exc 59) - 17%; HMIC Violence without injury – 35%; Wounding (Serious or Other) – 19%; Personal Robbery – 2%.</p>																											
Performance Measures	Rationale for inclusion	Latest Performance Available																											
10 BCS crimes	Provides a broad indication of the level of crime in the borough, is a familiar performance measure and is easy to benchmark.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Individual Components of 10 BCS Comparator Crime</th> <th style="width: 20%;">iQuanta (September 2017)</th> <th style="width: 45%;">Essex Police Performance Summary Offences (Rolling 12 months to September 2017)</th> </tr> </thead> <tbody> <tr> <td>10 BCS Crimes - total</td> <td style="text-align: center;">*</td> <td style="text-align: center;">7297</td> </tr> <tr> <td>Theft of a vehicle</td> <td style="text-align: center;">37</td> <td style="text-align: center;">380</td> </tr> <tr> <td>Theft from Vehicle</td> <td style="text-align: center;">77</td> <td style="text-align: center;">843</td> </tr> <tr> <td>Vehicle Interference</td> <td style="text-align: center;">15</td> <td style="text-align: center;">174</td> </tr> <tr> <td>Burglary in a dwelling</td> <td style="text-align: center;">69</td> <td style="text-align: center;">483</td> </tr> <tr> <td>Bicycle theft</td> <td style="text-align: center;">39</td> <td style="text-align: center;">395</td> </tr> <tr> <td>Theft from the person</td> <td style="text-align: center;">16</td> <td style="text-align: center;">229</td> </tr> <tr> <td>Criminal Damage (exc 59)</td> <td style="text-align: center;">119</td> <td style="text-align: center;">1715</td> </tr> </tbody> </table>	Individual Components of 10 BCS Comparator Crime	iQuanta (September 2017)	Essex Police Performance Summary Offences (Rolling 12 months to September 2017)	10 BCS Crimes - total	*	7297	Theft of a vehicle	37	380	Theft from Vehicle	77	843	Vehicle Interference	15	174	Burglary in a dwelling	69	483	Bicycle theft	39	395	Theft from the person	16	229	Criminal Damage (exc 59)	119	1715
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			Violence Without Injury	286	3143
			Wounding (Serious or Other)	157	*
			Robbery (Personal Property)	21	217
		<p>*Not recorded.</p> <p>**Solved rates show the ratio between the number of police-recorded crimes where the offender has received a formal sanction (includes; charges, cautions, penalty notices and cannabis warnings), and the total number of crimes recorded in the time period covered. (Solved rates do not include restorative justice or a community resolution.</p>			
Potential Performance Measures		Rationale for inclusion	Latest Performance		
			Number (01/11/2016 – 31/10/2017)		Increase/Decrease % (01/10/2016 – 30/09/2017)
2	Total number of crimes +/- incidents	Provides a broad indication of the level of crime in the borough, covering all crimes	Total number of Incidents	Total number of Crimes	Crimes - ↓1
			3812 (October)	15183 (October)	Incidents - ↑5
3	Anti-social Behaviour reported	A key concern of members and public that is not reflected in the 10 BCS crimes performance measure.	6681		↓1
4	Number of arrests (cumulative)	Provides key performance information relating to Police activity to tackle crime. However, the measure may be misleading as the number of arrests has been declining as a result of greater use of alternatives to formal charges (penalty notices, community resolution, cautions etc..) – a trend which is likely to continue.	499		↑9
5	'Positive disposals' (outcomes of crimes 'cleared up' other than a formal conviction –..)	Recognises the full range of possible outcomes taken following arrest, such as community resolution, cautions etc...	215		↓29
6	Number of domestic abuse incidents	High profile area of work and a demand pressure on resources.	2228		–
7	Number of incidents of missing people reported	High profile area of work and a demand pressure on resources.	110		↑60



Revenue Budget Monitoring 2017/18

Period 8

as at 30th November 2017
Portfolio Summary

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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 30th November 2017.

The starting point for the budget monitoring is the original budget as agreed by Council in February 2017.

2. Overall Budget Performance – General Fund

As at the end of November, an underspend to the overall Council budget of £530,000 is currently being forecast for the year-end. This position reflects a projected overspend of £316,000 in Council departmental spending and a £846,000 underspend on financing costs. The variances which services are reporting are detailed in section 3. The forecast net underspend of £530,000 is currently expected to be transferred to earmarked reserves to ensure the General Fund balance remains at £11 million.

General Fund Portfolio Forecast Comparison 2017/18 at 30 November 2017 - Period 8

Portfolio	Latest Budget 2017/18 £000	Projected Outturn 2017/18 £000	November Forecast Variance £000	October Forecast Variance £000
Leader	2,314	2,229	(85)	(50)
Culture, Tourism & the Economy	13,055	13,275	220	50
Corporate and Community Support Services	11,546	11,572	26	(165)
Housing, Planning & Sustainability	5,181	5,199	18	12
Children & Learning	27,491	28,518	1,027	1,027
Health & Adult Social Care	39,044	39,260	216	234
Transport, Waste & Regulatory Services	22,953	21,847	(1,106)	(733)
Technology	4,593	4,593	0	0
Total Portfolio	126,177	126,493	316	375
Non-Service Areas	6,783	5,937	(846)	(2,622)
Earmarked Reserves	(9,807)	(9,277)	530	2,247
Net Expenditure / (Income)	123,153	123,153	0	0

Where Portfolios are forecasting an overspend by the end of the year, the relevant Director has been advised that appropriate action plans must be in place to address any projected overspend position so that a balanced budget for the Council is produced by the year end.

3. Service Variances - £316,000 forecast overspend

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

Portfolio	Unfavourable	Favourable	Net	Previous period
	£'000	£'000	£'000	£'000
<u>Leader</u>				
Part year vacancy for Chief Executive post		(40)		(40)
Treasury Management costs		(15)		(10)
Vacant posts in the Strategy and Performance team		(30)		0
	0	(85)	(85)	(50)
<u>Culture, Tourism & the Economy</u>				
Pension opt-in costs	17			17
Grounds Maintenance income shortfall	70			50
Grounds Maintenance extension of seasonal workers	30			0
Part year vacancies within the Library Service		(50)		(50)
Saving in relation to a new library ICT system delayed for 1 year	50			50
Set up costs of the new library ICT system	50			50
Vacancy within the Museums service		(32)		(32)
Utility costs at the old Beecroft Gallery		(30)		(30)
Outdoor sports income shortfall	120			0
Part year vacancy within the Parks Service		(20)		(20)
Pier admission income		(50)		(50)
Water testing costs along the Pier and Foreshore	100			100
Part year vacancy in the Economic Development team		(20)		(20)
Staffing underspend due to maternity leave		(15)		(15)
	437	(217)	220	50
<u>Corporate and Community Support</u>				
Underspend on PA costs for Director of Legal and Democratic Services		(10)		(10)
Vacant posts in the Financial Planning and Control team		(60)		(60)
Vacant posts in the Accounts Payable team		(20)		(20)
Vacant post in Asset Management team		(50)		(50)
Additional rents (including Backrent) for SBC Properties		(50)		(50)
Income relating to Council Tax Court Costs		(90)		(90)
Unused budget in the NDR Collections team		(10)		(10)
Benefits Admin Team Staffing	50			50
Civic Centre contract cleaning	61			60
Income for Pergola Walk not achieved	50			50
Vacancies in the Customer Service team		(20)		(20)
Unused budget in the Partnership team		(20)		(20)
Vacant hours in the Voluntary Organisations team		(15)		(15)
Vacant hours in the Democratic Services team		(5)		
Members scrutiny and conference expenses		(10)		(10)
Overspend on running costs at Porters		10		10
Overtime for Mayoral Chauffeur		10		10
Underspend on Members N.I. and Hospitality Expenses		(20)		(20)
Unfunded Salary and Printing costs in Electoral Registration	45			
Vacant posts in Legal Team		(30)		0
Court Costs and Barrister Fees in Legal Team	200			30
Income for Legal Services	10			0
	416	(390)	26	(165)

...Continued				
Housing, Planning & Sustainability				
Capitalisation of salaries is lower than the target		30		0
Vacancies in the Private Sector Housing team		(20)		(10)
Agency costs and market supplements in the Building Control and Development Control teams	135			163
Additional income generated by the Building Control and Development Control teams		(127)		(141)
	135	(117)	18	12
Children and Learning				
Children with disabilities and associated cost of direct payments	30			30
Children's Placements - forecast for current cohort of PVI looked after children	568			568
Leaving Care accommodation costs and support costs	146			146
Staffing pressure costs in children services	211			211
Support costs for Children under Sect 17 and Sect 20		(74)		(74)
Home to School Transport		(50)		(50)
Funding pressures at the Marigold Assessment centre mostly attributable to transport costs	66			66
Forecast on current in-house fostering placements and impact of adoption referral income	130			130
	1,151	(124)	1,027	1,027
Health and Adult Social Care				
People with a Learning Disability - Lower than estimated residential care placements and day care services		(143)		(140)
People with Mental Health Needs - Higher than estimated residential care placements and direct payments	162			188
Older People - residential care packages and complex packages	162			229
Unachieved vacancy factor because social work teams are fully established	62			
Physical and Sensory Impairment - Higher than estimated residential care placements	22			20
Health contribution towards Integrated commissioning		(70)		(70)
Unachieved vacancy factor on Business Support team		21		7
	408	(192)	216	234

...Continued				
Transport, Waste & Regulatory Services				
Traffic signals maintenance contract		(25)		(25)
Shortfall in highways income	50			50
Drainage cleansing	20			20
Winter service stock carried forward from 2016/17		(80)		(80)
Parking enforcement contractor underperformance and PCN bad debt provision	144			144
Security costs incurred at the Travel Centre	68			68
License fee and maintenance of real time bus displays	25			0
Bus Shelter advertising income shortfall	10			0
Additional capitalisation of salaries in the Road Safety team		(28)		(28)
Staff time charged to grant funded projects		(15)		(15)
Additional streetwork inspectors above the budgeted establishment	66			66
Upgrades to streetwork inspectors equipment	11			11
Streetwork permit income shortfall	64			64
Transport Programme Manager post will be vacant for 6 months		(37)		0
Reduced capitalisation of salaries in the Traffic Management team	149			108
Traffic Management vacant post		(59)		0
Contribution to the Essex Safety Camera Partnership is now self-funded by the partnership		(53)		(80)
Electricity refunds due to updated meter readings		(15)		(15)
Public conveniences contractor underspend		(20)		(20)
Waste service contractor underspend		(100)		(100)
Waste MBT still in commissioning phase		(600)		(900)
Food processing now generates income rather than costs		(100)		(100)
Standby pay budget no longer required due to service		(28)		(28)
Income from Essex County Council in relation to the Waste Joint Working Agreement		(679)		0
Flood Defences pump station servicing	66			66
Flood Defences land licence	40			40
Vacant Flood Defence Engineer and Technician posts		(35)		(34)
Staffing saving in Business Support to be realised in 2018/19	20			20
Impact of the 2017/18 Pay Policy review	35			35
	768	(1,874)	(1,106)	(733)
Technology				
ICT agency cost to backfill secondments to capital projects	0			0
	0	0	0	0
Total	3,315	(2,999)	316	375

Non Service Variances (£846,000 forecast underspend)

Financing Costs – (£846,000)

This provision is forecast to be underspent against budget at the year-end for the following reasons:

- PWLB interest is lower due to reduced borrowing and interest on short term borrowing (£405,000)
- Investments from the property fund currently have a higher value than anticipated offset by in-house investments (£490,000)
- Other interest adjustments £49,000.

4. Appropriations to / from Earmarked Reserves

Net appropriations from Earmarked Reserves totalling £12,282,000 were agreed by Council when setting the 2017/18 budget in February 2017. The current outturn position allows for further in-year net appropriations to reserves totalling £3,005,590. Total net appropriations from/(to) reserves for 2017/18 will therefore equal £9,276,410.

- £3,827,000 from the Capital Reserve as agreed at Cabinet in November 2017
- (£6,036,000) to the Minimum Revenue Provision Reserve as a result of the MRP review
- (£2,196,000) to the Capital Reserve as a result of the MRP review
- £507,200 from the Business Transformation Reserve to enable the progression of projects
- £75,000 from the Public Health Reserve Grant Reserve
- £844,710 from the General Grants Reserve
- £20,500 from the Public Health DAAT Reserve
- £27,000 from the Adult Social Care Reserve
- £520,000 from the Children's Social Care Reserve
- (£125,000) to the Election Reserve (2017-18 is a fallow year)
- £260,000 from the Specific Corporate Projects Reserve
- (£200,000) to the Rental Equalisation Reserve
- (£530,000) appropriation to Reserves at the year end for projected year end underspend

(£3,005,590) Total from Reserves

5. Revenue Contributions to Capital Outlay (RCCO)

The original budget for 2017/18 included planned revenue contributions for capital investments, via the use of Earmarked Reserves, of £3,804,000. Due to additions to the capital programme agreed at Cabinet in November 2017, this budget has now increased to £7,710,000. Earmarked Reserves will fund £7,631,000 of this, with the remaining £79,000 funded from an underspend in the People Workforce Strategy Team and energy savings generated from energy efficiency projects.

6. Performance against Budget savings targets for 2017/18

As part of setting the Council budget for 2017/18, a schedule of Departmental and Corporate savings was approved totalling £7.502 million. These are required to achieve a balanced budget.

A monthly exercise is in place to monitor the progress of the delivery of these savings. A breakdown, by RAG status, of the Departmental Savings is shown below:

	Red £000	Amber £000	Green £000	Original Savings Total £000	Projected Outturn £000	Forecast Variance £000
Department						
Chief Executive	0	785	205	990	990	0
People	671	751	3,119	4,541	3,428	(1,113)
Place	355	182	1,434	1,971	1,688	(283)
Total	1,026	1,718	4,758	7,502	6,106	(1,396)

Although the current forecast is showing a shortfall of £1,396,000 against the required savings total of £7.502 million, it is currently expected that the total savings will be delivered in full as part of each Department's overall budget total by the end of the financial year either by finding alternative savings or ensuring amber and red savings are delivered in full.

7. Overall Budget Performance – Housing Revenue Account (HRA)

The HRA budget was approved by Council on 23rd February 2017 and anticipated that £3,392,000 would be appropriated to earmarked reserves in 2017/18.

The closing HRA balance as at 31st March 2017 was £3,502,000.

The current forecast is projecting higher than anticipated rental income of £350,000 due to a lower number of void properties than estimated in the budget. Other income is also over achieving compared to the original target because of an increase in users of the privately funded Careline. There is a £29,000 pressure due to resident patrol services in Victoria Ward and an £11,000 pressure on capital financing charges because the interest payable on the HRA's internal borrowing is higher than expected. The HRA's share of interest received on investments is higher than estimated in the budget by £23,000. The overall underspend of £433,000 will be transferred to the Capital Investment Reserve.

8. Budget Virements

In line with the approved financial procedure rules all virements over £50,000 between portfolio services or between pay and non-pay budgets are to be approved by Cabinet.

Below is a table showing the virements which fall within these parameters:-

	DR	CR
	£	£
Virements over £50,000 in reported period	6,962	(6,962)
Virements over £50,000 previously reported	9,329	(9,329)
Virements approved under delegated authority	478	(478)
Total virements	16,769	(16,769)

The virements for Cabinet approval this period are:

- £666,000 Allocation of IBCF funding
- £145,500 Redesign of Adult Social Care Transformation Managers
- £133,850 Complex Care Team funded by the NHS
- £5,796,650 Re-align budgets for block contract with Southend Care Ltd
- £50,000 Southend Care SLA

£6,962,000 Total

Due to the changes made at Appointments Council, amendments have been made to the hierarchy structure within this report which has adjusted the opening budget shown from the original budget book. An additional exercise has been undertaken to ensure that all costs are allocated to the correct portfolio service within the Children & Learning Portfolio in line with CIPFA guidance.

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Portfolio Holder Summary**

Portfolio	Gross Expend £'000	Gross Income £'000	Original Budget £'000	Virement £'000	Latest Budget £'000	Expected Outturn £'000	Forecast Variance £'000	Budget to Date £'000	Spend to Date £'000	To Date Variance £'000
Leader	2,567	(180)	2,387	(73)	2,314	2,229	(85)	6,320	12,371	6,051
Culture, Tourism & the Economy	16,350	(3,757)	12,593	462	13,055	13,275	220	8,707	9,157	450
Corporate and Community Support Services	121,679	(109,623)	12,056	(510)	11,546	11,572	26	8,670	(4,449)	(13,119)
Housing, Planning & Sustainability	7,725	(2,603)	5,122	59	5,181	5,199	18	3,539	3,454	(85)
Children & Learning	105,228	(78,991)	26,237	1,254	27,491	28,518	1,027	18,427	20,469	2,042
Health & Adult Social Care	67,470	(28,522)	38,948	96	39,044	39,260	216	25,178	25,518	340
Transport, Waste & Regulatory Services	33,996	(11,602)	22,394	559	22,953	21,847	(1,106)	15,078	14,406	(672)
Technology	5,354	(971)	4,383	210	4,593	4,593	0	3,110	3,195	85
Portfolio Net Expenditure	360,369	(236,249)	124,120	2,057	126,177	126,493	316	89,029	84,121	(4,908)
Reversal of Depreciation	(23,460)	4,629	(18,831)	0	(18,831)	(18,831)	0	(12,554)	(12,460)	94
Levies	590	0	590	0	590	590	0	374	375	1
Financing Costs	16,594	0	16,594	(8,232)	8,362	7,516	(846)	8,773	6,585	(2,188)
Contingency	5,228	0	5,228	(206)	5,022	5,022	0	2,279	0	(2,279)
Pensions Upfront Funding	7,467	0	7,467	0	7,467	7,467	0	0	0	0
Miscellaneous Income	0	0	0	0	0	0	0	0	246	246
Sub Total	6,419	4,629	11,048	(8,438)	2,610	1,764	(846)	(1,128)	(5,254)	(4,126)
Net Operating Expenditure	366,788	(231,620)	135,168	(6,381)	128,787	128,257	(530)	87,901	78,867	(9,034)
General Grants	0	(3,537)	(3,537)	0	(3,537)	(3,537)	0	(2,085)	(2,367)	(282)
Corporate Savings	0	0	0	0	0	0	0	0	0	0
Revenue Contribution to Capital	3,804	0	3,804	3,906	7,710	7,710	0	2,536	0	(2,536)
Contribution to / (from) Earmarked Reserves	(12,282)	0	(12,282)	2,475	(9,807)	(9,277)	530	(12,118)	(17,597)	(5,479)
Contribution to / (from) General Reserves	0	0	0	0	0	0	0	0	0	0
Net Expenditure / (Income)	358,310	(235,157)	123,153	0	123,153	123,153	0	76,234	58,903	(17,331)

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

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Leader
Portfolio Holder - Cllr J Lamb**

Service	Gross Expend £'000	Gross Income £'000	Original Budget £'000	Virement £'000	Latest Budget £'000	Expected Outturn £'000	Forecast Variance £'000	Budget to Date £'000	Spend to Date £'000	To Date Variance £'000
a Corporate Subscriptions	73	0	73	0	73	73	0	48	79	31
b Corporate and Non Distributable Costs	1,764	(180)	1,584	(224)	1,360	1,305	(55)	5,677	11,734	6,057
c Emergency Planning	85	0	85	0	85	85	0	56	54	(2)
d Strategy & Performance	645	0	645	151	796	766	(30)	539	504	(35)
Total Net Budget for Portfolio	2,567	(180)	2,387	(73)	2,314	2,229	(85)	6,320	12,371	6,051

Virements

£000

Transfer from earmarked reserves
Allocation from Contingency
In year virements

50
101
(224)
(73)

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Leader
Portfolio Holder - Cllr J Lamb**

Forecast Outturn Variance	Year to Date Variance
a.	
b. The Chief Executive post was vacant for the first three months of the year, resulting in an expected underspend of £40k against budget. A forecast underspend of £15k on Debt Management Expenses (due to enhanced cash fees being deducted at source rather than by invoice).	Year to date budgets for Corporate Initiatives and Pension Costs are currently underspent however due to the ad-hoc and high value nature it is not possible to forecast outturn with any degree of confidence
c.	
d. Vacant post and hours	

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Culture, Tourism & the Economy
Portfolio Holder - Cllr A Holland**

Service	Gross Expend £'000	Gross Income £'000	Original Budget £'000	Virement £'000	Latest Budget £'000	Expected Outturn £'000	Forecast Variance £'000	Budget to Date £'000	Spend to Date £'000	To Date Variance £'000
a Arts Development	554	(305)	249	5	254	271	17	248	290	42
b Amenity Services Organisation	3,615	(670)	2,945	4	2,949	3,049	100	2,110	2,197	87
c Culture Management	67	(6)	61	230	291	291	0	250	250	0
d Library Service	3,394	(394)	3,000	(26)	2,974	3,024	50	2,208	2,212	4
e Museums and Art Gallery	1,135	(68)	1,067	48	1,115	1,053	(62)	757	720	(37)
f Parks And Amenities Management	1,693	(665)	1,028	6	1,034	1,134	100	595	634	39
g Sports Development	53	0	53	0	53	53	0	35	37	2
h Sport and Leisure Facilities	615	(304)	311	0	311	311	0	182	184	2
i Southend Theatres	849	(27)	822	0	822	822	0	557	601	44
j Resort Services Pier and Foreshore and Southend Marine Activity Centre	2,689	(884)	1,805	25	1,830	1,880	50	797	772	(25)
k Tourism	136	(18)	118	(78)	40	40	0	26	11	(15)
l Economic Development	571	(250)	321	71	392	372	(20)	240	515	275
m Town Centre	210	(59)	151	(2)	149	149	0	113	73	(40)
n Better Queensway	0	0	0	44	44	44	0	44	110	66
o Climate Change	106	(43)	63	135	198	198	0	148	133	(15)
p Closed Circuit Television	450	(32)	418	0	418	418	0	286	313	27
q Community Safety	213	(32)	181	0	181	166	(15)	111	105	(6)
Total Net Budget for Portfolio	16,350	(3,757)	12,593	462	13,055	13,275	220	8,707	9,157	450

Virements

£000

Transfer from earmarked reserves
Allocation from Contingency
In year virements

290

47

125

462

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Culture, Tourism & the Economy
Portfolio Holder - Cllr A Holland**

Forecast Outturn Variance	Year to Date Variance
a. A member of staff opted into the pension scheme resulting in an unanticipated increase in costs. Furthermore, the opening of Unit 21 has resulted in the café incurring some running costs. A profit share arrangement is in place which it is anticipated will generate some income to compensate this.	
b. The entire Grounds Maintenance service was brought in-house in January 2016 and the staffing saving which was to be made took longer to deliver than anticipated, however this is now finalised and will be delivered in full this year. One of the biggest challenges this year has been income generation. The service has lost a number of large contracts in 2017 which it has struggled to replace but the cost base has not been reduced to compensate for this.	Bulk of supplies purchased at the start of the year for use throughout. There has also been a reduction in income received to date.
c.	
d. The Library service has recently procured a new library management system which will deliver significant savings once it is implemented. Capital implementation costs will be incurred this year but the running costs for operating the system will be reduced from February 2018. The staff in the service regularly amend their working hours and as a result there is an anticipated underspend on staffing costs.	
e. Staff vacancies are forecasted to result in an underspend within the service as the vacant roles have only recently been advertised. Furthermore, there is anticipated to be an underspend on utility costs at the old Beecroft site whilst it remains vacant.	
f. The income generated from outdoor sports including golf has not been as favourable as anticipated, in part due to the reduction in sports teams across the Borough. Staff vacancies within the year have resulted in an underspend against the establishment. These vacant posts have now been filled and the team is fully staffed.	
g.	
h.	
i.	
j. Pier admission figures are higher than anticipated so far resulting in	

289

increased income to date. However, the installation of City Beach created a revenue pressure in relation to water testing and repairs and maintenance requirements to ensure that the hugely popular fountains remain operational throughout the year. The vast majority of the capital project was funded externally; however no on-going budget for maintaining the fountains was identified.

k.

l. Staff vacancies are forecasted to result in an underspend as the current role is yet to be filled.

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

m.

n.

o.

p.

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

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Corporate and Community Support
Portfolio Holder - Cllr A Moring**

Service	Gross Expend £'000	Gross Income £'000	Original Budget £'000	Virement £'000	Latest Budget £'000	Expected Outturn £'000	Forecast Variance £'000	Budget to Date £'000	Spend to Date £'000	To Date Variance £'000
a Departmental Support for the Chief Executive	771	0	771	(162)	609	599	(10)	411	353	(58)
b Accountancy	2,071	(352)	1,719	(15)	1,704	1,644	(60)	1,146	1,098	(48)
c Accounts Payable	126	(5)	121	0	121	101	(20)	83	72	(11)
d Accounts Receivable	185	(75)	110	0	110	110	0	73	74	1
e Insurance	155	(245)	(90)	0	(90)	(90)	0	86	88	2
f Asset Management	383	(5)	378	10	388	338	(50)	257	244	(13)
g Community Centres and Club 60	104	(1)	103	0	103	103	0	63	61	(2)
h Corporate and Industrial Estates	430	(2,611)	(2,181)	(171)	(2,352)	(2,402)	(50)	(1,485)	(1,716)	(231)
i Council Tax Admin	854	(595)	259	0	259	169	(90)	174	85	(89)
j Non Domestic Rates Collection	165	(305)	(140)	30	(110)	(120)	(10)	86	67	(19)
k Housing Benefit and Council Tax Benefit Admin	1,990	(1,195)	795	(283)	512	562	50	344	196	(148)
l Rent Benefit Payments	98,947	(99,050)	(103)	0	(103)	(103)	0	25	(12,892)	(12,917)
m Internal Audit & Corporate Fraud	835	(188)	647	0	647	647	0	432	408	(24)
n Buildings Management	2,645	(113)	2,532	213	2,745	2,806	61	2,020	2,078	58
o Cemeteries and Crematorium	1,263	(2,525)	(1,262)	19	(1,243)	(1,193)	50	(790)	(661)	129
p Customer Services Centre	1,985	(290)	1,695	4	1,699	1,679	(20)	1,128	1,083	(45)
q Dial A Ride Service	122	(19)	103	(16)	87	87	0	57	40	(17)
r Registration of Births Deaths and Marriages	329	(371)	(42)	0	(42)	(42)	0	0	0	0
s Transport Management	160	0	160	7	167	167	0	112	103	(9)
t Vehicle Fleet	527	(344)	183	(4)	179	179	0	114	123	9
u Partnership Team	277	0	277	9	286	266	(20)	189	177	(12)
v Support To Voluntary Sector	779	0	779	0	779	764	(15)	518	512	(6)
w Human Resources	1,745	(497)	1,248	80	1,328	1,328	0	886	902	16
x People & Organisational Development	406	(91)	315	0	315	315	0	209	165	(44)
y Tickfield Training Centre	290	(97)	193	1	194	194	0	140	158	18
z Democratic Services Support	354	0	354	10	364	349	(15)	244	216	(28)
aa Mayoralty	185	0	185	(1)	184	204	20	129	137	8
ab Member Support	705	0	705	25	730	710	(20)	473	458	(15)
ac Elections and Electoral Registration	352	0	352	(121)	231	276	45	246	198	(48)

ad Local Land Charges	192	(297)	(105)	0	(105)	(105)	0	(52)	(66)	(14)
ae Legal Services	1,170	(243)	927	11	938	1,118	180	622	773	151
af Corporate Procurement	610	0	610	0	610	610	0	406	555	149
ag Property Management and Maintenance	567	(109)	458	(156)	302	302	0	324	462	138
Total Net Budget for Portfolio	121,679	(109,623)	12,056	(510)	11,546	11,572	26	8,670	(4,449)	(13,119)

Virements

£000

Transfer from earmarked reserves	(208)
Allocation from Contingency	(257)
In year virements	(45)
	<u>(510)</u>

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Corporate and Community Support
Portfolio Holder - Cllr A Moring**

Forecast Outturn Variance	Year to Date Variance
a. The full budget for the post of PA to the Director of Legal & Democratic Services will not be required.	
b. An underspend due to vacant posts in the Financial Planning and Control team which have now been filled	
c. Vacant post	
d.	
e.	
f. Vacant post	
g.	
h. Income for rentals is higher than forecast due to back-rent for the café at the Forum, the Cockle Sheds at Leigh, and Borough Combination Ground.	Increases in the on-going rental streams have not been accurately reflected in the profiling of the budget
i. Agency costs in the Council Tax team are putting pressure on the employee budget. Costs for the Essex-wide Counter Fraud software are exacerbating an overspend on IT costs however this is expected to be right-sized with income from higher than budgeted Court Costs income. After accounting for a corresponding increase to Bad Debt Provision, the current forecast for year-end is an underspend of £90k.	
j. Based on spend to date and an analysis of the previous year spend, there is expected to be a £10k underspend against NDR Collection.	
k. The DWP imposes targets to avoid Administration Delay and Errors to Housing Benefit claims. It is more cost effective for the service to incur agency and overtime costs than breach these targets. Due to the potential impact to workload once Universal Credit becomes established, it is felt that contractors and agency staff should be used instead of filling established posts.	The to date pressure is being offset by the Social Fund as income has been received from Thurrock and Essex County Council but not yet spent. Any Social Fund underspend will be transferred to the Reserve at the end of the year for use in the future.
l.	Period 8 Benefits Monitoring is indicating that there will be an underspend at year-end which is understandable given the work the team have put in to lower the error rate. Due to the correlative assumptions made in the calculation, no forecast has been made.
m.	

Forecast Outturn Variance	Year to Date Variance
n. Contract cleaning is forecast to overspend against budget. A review is currently underway to reduce this and any amendments will be reflected in future forecasts.	Security and Contract Cleaning are exceeding budget.
o. In 2017-18 the income budget was increased to reflect the new Pergola Walk project however due to various issues with the contractors, the start of this project has been delayed. It was hoped that additional income would compensate the shortfall however as at Period 8, this has not been realised so a pressure of £50k has been forecast.	The overspend is likely to reduce through the winter period when there is historically more demand on the service.
p. There is currently an underspend against salaries in the Customer Service team due to staff vacancies.	
q.	
r.	
s.	
t.	
u. The office expenses budget in the Partnership Team is unlikely to be spent which will result in an underspend to the team.	
v. Vacant hours	
w.	
x.	Although there is currently a year to date underspend, a fully funded restructure has yet to be finalised. Once in place increased income targets will need to be monitored closely to ensure they can be delivered in full.
y.	
z. At Period 8 there is no expenditure against the Members' Scrutiny and Conference Expenses budgets. This is in line with last year so is expected to result in an underspend at the end of the year.	
aa. Chauffeur overtime and running costs for Porters are being compensated by an underspend of Members Expenses	
ab. Members' National Insurance and Hospitality budgets and compensating an overspend on Mayoral Expenses	
ac. There is pressure on the Electoral Registrations budget due to unfunded staffing costs and an insufficient budget for Printing and Postage.	2017-18 is a fallow year for local elections with the exception of one by-election. As part of the budget process it was agreed that the underspend will be transferred to the Election Reserve at year-end to cover costs in future years.
ad.	

Forecast Outturn Variance	Year to Date Variance
ae. Due to an increase in Child Protection cases, there is a forecast pressure of £160k on Barristers' Fees and £40k on Court Costs. A further £10k of revenue is not expected to be achieved, mainly due to fewer schools buying into the service following academisation. This is being partially offset by an expected Salary underspend, resulting in an expected pressure of £180k by year-end.	
af.	
ag.	Staff time is still to be capitalised against a variety of capital projects.

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Housing, Planning & Sustainability
Portfolio Holder - Cllr M Flewitt**

Service	Gross Expend £'000	Gross Income £'000	Original Budget £'000	Virement £'000	Latest Budget £'000	Expected Outturn £'000	Forecast Variance £'000	Budget to Date £'000	Spend to Date £'000	To Date Variance £'000
Housing										
a Strategy & Planning for Housing	164	0	164	(70)	94	124	30	62	64	2
b Private Sector Housing	2,734	(1,056)	1,678	145	1,823	1,803	(20)	1,210	1,176	(34)
c Housing Needs & Homelessness	822	(534)	288	(45)	243	243	0	160	237	77
d Supporting People	2,508	0	2,508	25	2,533	2,533	0	1,689	1,689	0
Planning										
e Building Control	400	(410)	(10)	2	(8)	43	51	(7)	35	42
f Development Control	862	(603)	259	2	261	211	(50)	196	46	(150)
g Regional and Local Town Plan	235	0	235	0	235	242	7	229	207	(22)
Total Net Budget for Portfolio	7,725	(2,603)	5,122	59	5,181	5,199	18	3,539	3,454	(85)

Virements

Transfer from earmarked reserves
Allocation from Contingency
In year virements

£000

0

30

29

59

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Housing, Planning & Sustainability
Portfolio Holder - Cllr M Flewitt**

Forecast Outturn Variance	Year to date Variance
a. Capitalisation of salaries is lower than the budgeted target as at the end of period 8, partly offset by a vacancy in the team.	
b. Vacancies in the Private Sector Housing team, reduced by an undercover of income.	
c.	
d.	
e. Pressure from agency staff costs and market supplements is likely to cause an overspend on the staffing budget in the Building Control team, This is being partially offset by income performing above expected levels.	
f. Development Control income has been received for a large scale planning application and this is offsetting pressure from agency staff costs and market supplements.	Development Control income received for a large scale planning application.
g. Pressure from agency staff costs is likely to cause an overspend on the staffing budget in the Regional and Local Town Plan team.	

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Children and Learning
Portfolio Holder - Cllr J Courtenay**

Service	Gross Expend £'000	Gross Income £'000	Original Budget £'000	Virement £'000	Latest Budget £'000	Expected Outturn £'000	Forecast Variance £'000	Budget to Date £'000	Spend to Date £'000	To Date Variance £'000
Retained										
a Childrens Commissioning	935	(316)	619	96	715	715	0	317	202	(115)
b Children with Special Needs	1,149	(169)	980	63	1,043	1,071	28	1,286	1,326	40
c Early Years Development and Child Care Partnership	10,769	(9,562)	1,207	50	1,257	1,257	0	843	830	(13)
d Children Fieldwork Services	5,562	(135)	5,427	90	5,517	5,621	104	2,811	3,154	343
e Children Fostering and Adoption	4,546	(191)	4,355	357	4,712	5,054	342	4,193	4,972	779
f Youth Service	2,602	(1,483)	1,119	339	1,458	1,458	0	430	430	0
g Other Education	940	(754)	186	0	186	186	0	(8)	(6)	2
h Private Voluntary Independent	3,475	(120)	3,355	0	3,355	3,925	570	2,237	3,402	1,165
i Children Specialist Commissioning	1,751	(60)	1,691	144	1,835	1,865	30	716	770	54
j School Support and Preventative Services	28,371	(22,347)	6,024	171	6,195	6,145	(50)	4,166	4,061	(105)
k Youth Offending Service	1,906	(632)	1,274	(56)	1,218	1,218	0	1,353	1,353	0
Delegated										
l Schools Delegated Budgets	43,222	(43,222)	0	0	0	0	0	0	0	0
Total Net Budget for Portfolio	105,228	(78,991)	26,237	1,254	27,491	28,518	1,027	18,427	20,469	2,042

Virements

£000

Transfer from earmarked reserves
Allocation from Contingency
In year virements

1,179

23

52

1,254

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Children and Learning
Portfolio Holder - Cllr J Courtenay**

Forecast Outturn Variance	Year to Date Variance
a.	
b. Marginal overspend variance on Children with Disabilities	
c.	
d. Overspend pressure on leaving care accommodation and support costs and staffing pressures in relation to teams running at full establishment, with agency cover.	Reflecting Year to date pressures on leaving care accommodation and support costs
e. Overspend pressures within Inhouse fostering care provision due to the increased numbers of children looked after and service running at increased capacity. Forecasts also indicate continued pressure on transport costs at the Marigold Assessment centre, and a marginal overspend on Adoption services.	Reflecting Year to date pressures on Inhouse fostering care provision, marigold assessment centre
299 g.	
h. Overspend pressure due to increased Looked after children numbers during 2016/17 and into 2017/18. Additional financial pressures are also included due to 2 high cost secured placements. Through the work of the Edge of Care team, the service is undertaking measures to reduce further numbers of Children being taken into care by supporting the family to keep the child safe at home.	Year to date overspend on PVI reflecting current financial pressures.
i. Marginal Overspend variance on Children Specialist Commissioning	
j. Underspend due to additional contributions for transporting out of borough pupils from other local authorities.	
k.	
l.	

Whilst this report presents the Council's financial position, it must be noted there are significant financial pressures in the High Needs Dedicated School Grant (DSG) block funding. These financial pressures have continued into 2017/18 from 2016/17. An exceptional Education Board meeting was held on the 6th July 2017, to allocate the high needs funding for 2017/18 including required savings targets. Pressures have risen through increases in Education Health and Care plan (EHCP) top up funding due to an increase in pupils no.s supported, as well as increased top up funding awarded to Special Schools due to more pupils in higher paid top up bands. The Education Board, through the advice and guidance of the Finance and Resource sub group are tasked to work on a medium term 2 year financial plan to restore financial sustainability to the DSG. There is also a further DSG pressure in relation to the continual transfer of £0.5mil from the Schools block to Early Years block (agreed for 2018/19 only), The £0.5mil transfer is used to support the Quality and Sufficiency of Early Years provision. Papers will be presented to the Education Board in March 2018, led by the Group Managers for both Early Years and High Needs to address these funding issues and present a way forward.

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Health and Adult Social Care
Portfolio Holder - Cllr L Salter**

Service	Gross Expend £'000	Gross Income £'000	Original Budget £'000	Virement £'000	Latest Budget £'000	Expected Outturn £'000	Forecast Variance £'000	Budget to Date £'000	Spend to Date £'000	To Date Variance £'000
Adult Social Care										
a Adult Support Services and Management	224	0	224	70	294	224	(70)	195	220	25
b Business Support Team	2,120	(346)	1,774	(142)	1,632	1,653	21	1,086	1,095	9
c Strategy & Development	1,797	(215)	1,582	(39)	1,543	1,543	0	1,046	1,046	0
d People with a Learning Disability	14,383	(1,421)	12,962	(143)	12,819	12,676	(143)	8,535	8,495	(40)
e People with Mental Health Needs	3,350	(167)	3,183	250	3,433	3,595	162	2,285	2,448	163
f Older People	28,807	(14,592)	14,215	(26)	14,189	14,351	162	9,430	9,587	157
g Other Community Services	2,522	(865)	1,657	104	1,761	1,823	62	1,171	1,179	8
h People with a Physical or Sensory Impairment	4,572	(1,211)	3,361	(18)	3,343	3,365	22	2,218	2,239	21
i Service Strategy and Regulation	124	(69)	55	0	55	55	0	36	36	0
Health										
j Public Health	6,991	(7,141)	(150)	(21)	(171)	(171)	0	(724)	(724)	0
k Drug and Alcohol Action Team	2,313	(2,230)	83	61	144	144	0	(79)	(82)	(3)
l Young Persons Drug and Alcohol Team	267	(265)	2	0	2	2	0	(21)	(21)	0
Total Net Budget for Portfolio	67,470	(28,522)	38,948	96	39,044	39,260	216	25,178	25,518	340

Virements

Transfer from earmarked reserves	£000
Allocation from Contingency	158
In year virements	22
	(84)
	<u>96</u>

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Health and Adult Social Care
Portfolio Holder - Cllr L Salter**

Forecast Outturn Variance	Year to Date Variance
a. Health contribution towards Integrated Commissioning.	
b. Forecast variance mostly attributed to vacancy factor in the Business Support team.	
c.	
d. Outturn forecasts are predicting the full 2017/18 PE1 Learning Disability saving delivery of £500k. The £143k underspend is in relation to day care services.	
e. Outturn on Mental Health is showing a year end pressure of £162K. This is mainly due to budget pressures on care package costs, particularly in residential care.	Year to date overspending largely because of higher than anticipated residential care packages.
f. The forecast overspend is reflecting budget pressures on complex intensive homecare services, direct payments and residential care. This forecast will be monitored closely during the financial year.	Pressures on homecare, direct payments and residential care packages.
g. Forecasting a pressure on the Social work teams because they are currently not meeting the budgeted vacancy factor.	
h. Outturn forecasts are predicting budget pressures on complex intensive homecare services and residential care.	
i.	
j.	
k.	
l.	

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Transport, Waste & Regulatory Services
Portfolio Holder - Cllr T Cox**

Service	Gross Expend £'000	Gross Income £'000	Original Budget £'000	Virement £'000	Latest Budget £'000	Expected Outturn £'000	Forecast Variance £'000	Budget to Date £'000	Spend to Date £'000	To Date Variance £'000
Transport										
a Highways Maintenance	9,830	(2,048)	7,782	202	7,984	7,949	(35)	5,201	5,659	458
b Bridges and Structural Engineering	412	0	412	0	412	412	0	274	266	(8)
c Decriminalised Parking	1,157	(1,666)	(509)	0	(509)	(365)	144	(313)	(132)	181
d Car Parking Management	1,031	(6,485)	(5,454)	80	(5,374)	(5,374)	0	(3,743)	(3,637)	106
e Concessionary Fares	3,217	0	3,217	90	3,307	3,307	0	2,430	2,481	51
f Passenger Transport	400	(64)	336	(3)	333	436	103	263	344	81
g Road Safety and School Crossing	234	0	234	0	234	206	(28)	156	125	(31)
h Transport Planning	599	(854)	(255)	10	(245)	(156)	89	(170)	(515)	(345)
i Traffic and Parking Management	503	(5)	498	(3)	495	532	37	328	356	28
Waste and Cleansing										
j Public Conveniences	550	0	550	5	555	520	(35)	375	310	(65)
k Waste Collection	4,393	0	4,393	522	4,915	4,815	(100)	3,069	3,075	6
l Waste Disposal	5,533	0	5,533	(458)	5,075	4,375	(700)	3,576	2,486	(1,090)
m Street Cleansing	1,381	(7)	1,374	(13)	1,361	1,361	0	903	898	(5)
n Household Recycling	486	0	486	(16)	470	470	0	312	313	1
o Environmental Care	386	(4)	382	(143)	239	211	(28)	157	112	(45)
p Waste Management	487	0	487	(10)	477	(202)	(679)	188	200	12
Other Services										
q Flood and Sea Defence	745	(11)	734	0	734	805	71	485	595	110
r Enterprise Tourism and Environment Central Pool	1,354	0	1,354	16	1,370	1,425	55	914	990	76
Regulatory										
s Regulatory Business	523	(11)	512	23	535	535	0	360	303	(57)
t Regulatory Licensing	304	(433)	(129)	227	98	98	0	(13)	(133)	(120)
u Regulatory Management	227	0	227	0	227	227	0	148	137	(11)
v Regulatory Protection	244	(14)	230	30	260	260	0	178	173	(5)
Total Net Budget for Portfolio	33,996	(11,602)	22,394	559	22,953	21,847	(1,106)	15,078	14,406	(672)

Virements

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

£000

233

240

86

559

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Transport, Waste & Regulatory Services
Portfolio Holder - Cllr T Cox**

Forecast Outturn Variance	Year to date Variance
a. The winter service is currently fully stocked, primarily due to the salt which was purchased for last winter. As a result, an underspend in the current year seems likely, however budget provision is still available should there be a need to purchase more materials due to a poor winter. A small underspend is also likely on Traffic Signals due to continuing benefits of the LED upgrade. These are both offsetting the potential shortfall in income generated from licenses.	There is currently a shortfall in the income generated from licenses and also for recharging the cost of works in relation to road traffic incidents.
b.	
c. A drop in the number of Parking Charge Notices issued for non-compliance has resulted in a fall in projected income levels. The service is working with the contractor to ensure this is as a result of increased compliance and not underperformance.	A drop in the number of Parking Charge Notices issued for non-compliance has resulted in a fall in income.
d.	
e.	
f. Unfortunately the Travel Centre has been vandalised on a number of occasions and incidents of anti-social behaviour have resulted in the necessity to provide regular security patrols at the site in order to provide a safe environment for bus users.	Costs of security requirements at the Travel Centre continue to be above the budget provision available.
g. The amount of staff time able to be recharged to capital projects is above the budgeted levels, creating an underspend on staffing costs.	
h. Costs of additional streetworks inspectors via a contractor has caused an overspend. These inspectors were employed during a changeover from using contractor staff to employing permanent staff. This arrangement ended in September 2017.	The South Essex Active Travel programme is currently behind the anticipated spend profile for the grant.
i. A number of staff who are budgeted on the basis of delivering the capital programme have not charged as much time to capital as anticipated which is causing a revenue pressure.	
j. Due to a review of meter readings within Public Conveniences, a number of credit notes have been received in relation to costs incurred in previous years.	Due to a review of meter readings within Public Conveniences, a number of credit notes have been received in relation to costs incurred in previous years.

k. Performance deductions have been made against the waste collection and cleansing contract as a result of elements of performance being below the targeted level.	
<p data-bbox="91 199 1108 399">l. As a result of the Waste Mechanical Biological Treatment facility (MBT) remaining in a commissioning phase for longer than anticipated, the gate fee is still at a reduced rate which will result in a significant underspend this year. Our future waste disposal options are still being discussed with Essex County Council and as such, disposal costs in future years remain unquantified.</p> <p data-bbox="91 399 1108 518">Due to changes in how the authority processes food waste, the organisation now generates income from this waste stream and this is having a positive effect on the waste budget.</p>	<p data-bbox="1108 199 2060 399">As a result of the Waste Mechanical Biological Treatment facility (MBT) remaining in a commissioning phase for longer than anticipated, the gate fee is still at a reduced rate which will result in a significant underspend this year. Our future waste disposal options are still being discussed with Essex County Council and as such, disposal costs in future years remain unquantified.</p>
m.	
n.	
o. Due to changes in staffing arrangements, standby pay is no longer paid to staff.	
p. As part of the draft agreement with Essex County Council relating to the Joint Working Agreement, SBC will still receive their share of the Waste Infrastructure Grant for the next 2 years which wasn't included in the original budget.	
300 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.	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.
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.
u.	Costs incurred under this section need to be recharged to Regulatory Business and Licensing.
v.	

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Technology
Portfolio Holder - Cllr T Byford**

Service	Gross Expend £'000	Gross Income £'000	Original Budget £'000	Virement £'000	Latest Budget £'000	Expected Outturn £'000	Forecast Variance £'000	Budget to Date £'000	Spend to Date £'000	To Date Variance £'000
Information Communications and a Technology	5,354	(971)	4,383	210	4,593	4,593	0	3,110	3,195	85
Total Net Budget for Portfolio	5,354	(971)	4,383	210	4,593	4,593	0	3,110	3,195	85

Virements	£000
Transfer from/(to) earmarked reserves	227
Allocation from Contingency	0
103 In year virements	(17)
	<u>210</u>

**General Fund Forecast 2017/18
at 30 November 2017 - Period 8
Technology
Portfolio Holder - Cllr T Byford**

Forecast Outturn Variance	Year to date Variance
a.	To mitigate any overspend, it has been agreed that a further £130k can be drawdown from the Special Corporate Projects Reserve, against ICT projects (which were identified in 2015-16 but have not yet been finalised).

Housing Revenue Account Forecast 2017/18
at 30 November 2017 - Period 8
Deputy Chief Executive - Simon Leftley

Description	Original Budget £'000	Virement £'000	Latest Budget £'000	Initial Outturn £'000	Management Action £'000	Expected Outturn £'000	Forecast Variance £'000	Budget to Date £'000	Spend to Date £'000	To Date Variance £'000
a Employees	215	0	215	215	0	215	0	143	147	4
b Premises (Excluding Repairs)	732	0	732	761	0	790	29	488	495	7
c Repairs	4,831	0	4,831	4,831	0	4,831	0	3,345	3,345	0
d Supplies & Services	68	0	68	68	0	68	0	45	45	(0)
e Management Fee	5,827	0	5,827	5,827	0	5,827	0	4,034	4,034	(0)
f MATS	1,124	0	1,124	1,124	0	1,124	0	749	749	(0)
g Provision for Bad Debts	383	0	383	383	0	383	0	0	0	0
h Capital Financing Charges	11,364	0	11,364	11,367	0	11,378	11	7,585	7,580	(5)
Expenditure	24,544	0	24,544	24,576	0	24,616	40	16,390	7,360	5
i Fees & Charges	(393)	0	(393)	(393)	0	(393)	0	(264)	(281)	(17)
j Rents	(26,673)	0	(26,673)	(27,023)	0	(27,373)	(350)	(17,953)	(18,188)	(235)
k Other	(277)	0	(277)	(376)	0	(476)	(100)	(265)	(378)	(113)
l Interest	(135)	0	(135)	(144)	0	(167)	(23)	(90)	(97)	(7)
m Recharges	(459)	0	(459)	(459)	0	(459)	0	(306)	(268)	38
Income	(27,936)	0	(27,936)	(28,395)	0	(28,868)	(473)	(18,878)	(9,660)	(334)
n Appropriation to Earmarked reserves	3,392	0	3,392	3,819	0	4,252	433	3,392	4,233	841
o Statutory Mitigation on Capital Financing	0	0	0	0	0	0	0	0	0	0
Net Expenditure / (Income)	0	0	0	0	0	0	0	904	1,932	512
Use of Reserves										
Balance as at 1 April 2017	3,502	0	3,502	3,502	0	3,502	0			
Use in Year	0	0	0	0	0	0	0			
Balance as at 31 March 2018	3,502	0	3,502	3,502	0	3,502	0			

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**Housing Revenue Account Forecast 2017/18
at 30 November 2017 - Period 8
Deputy Chief Executive - Simon Leftley**

Forecast Outturn Variance	Year to Date Variance
a.	
b. Resident patrol services at Victoria Ward partially offset by lower council tax on void properties.	
c.	
d.	
e.	
f.	
g.	
h. Interest on internal borrowing.	
i.	
j. Rental income is higher than estimated because of a lower number of voids than allowed for in the budget.	
k. Other income is higher than target because of an increase in privately funded Careline.	
l. HRA's share of interest received on investments is higher than estimated in the budget.	
m.	
n. Underspend will be transferred to the HRA capital investment reserve.	
o.	

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**Capital Programme Budget
Monitoring 2017/18**

Period 8

**as at 30th November 2017
Departmental Summary**

Capital Programme Monitoring Report – November 2017

1. Overall Budget Performance

The revised Capital budget for the 2017/18 financial year is £66.573million which includes all changes agreed at November Cabinet. Actual capital spend at 30th November is £34.029million representing approximately 51% of the revised budget. This is shown in Appendix 1. (Outstanding creditors totalling £0.564million have been removed from this figure).

The expenditure to date has been projected to year end and the outturn position is forecast to reflect the Project Manager's realistic expectation. This is broken down by Department as follows:

Department	Revised Budget 2017/18 £'000	Outturn to 30 November 2017/18 £'000	Expected outturn 2017/18 £'000	Latest Expected Variance to Revised Budget 2017/18 £'000	Previous Expected Variance to Revised Budget 2017/18 £'000
Chief Executive	17,899	13,656	17,874	(25)	-
People	9,348	4,895	8,182	(1,166)	-
Place	28,486	13,229	28,078	(408)	-
Housing Revenue Account (HRA)	10,840	2,249	6,900	(3,940)	(2,742)
Total	66,573	34,029	61,034	(5,539)	(2,742)

The capital programme is expected to be financed as follows:

Department	External Funding			Total Budget £'000
	Council Budget £'000	Grant Budget £'000	Developer & Other Contributions £'000	
Chief Executive	17,893	-	6	17,899
People	230	9,118	-	9,348
Place	17,439	10,280	767	28,486
Housing Revenue Account (HRA)	10,135	-	705	10,840
Total	45,697	19,398	1,478	66,573
As a percentage of total budget	68.6%	29.2%	2.2%	

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

The grants and external contributions position to 30th November is as follows:

Department	Grant Budget £'000	Developer & Other Contributions Budget £'000	Total external funding budget £'000	External funding received £'000	External funding outstanding £'000
Chief Executive	-	6	6	-	6
People	9,118	-	9,118	4,220	4,898
Place	10,280	767	11,047	9,519	1,528
Housing Revenue Account (HRA)	-	705	705	705	-
Total	19,398	1,478	20,876	14,444	6,432

2. Department Budget Performance

Department of the Chief Executive

The revised capital budget for the Department of the Chief Executive is £17.899million. The budget is distributed across various scheme areas as follows

Department of the Chief Executive	Revised Budget 2017/18 £'000	Outturn to 30 November 2017/18 £'000	Expected outturn 2017/18 £'000	Latest Forecast Variance to Year End 2017/18 £'000	Previous Forecast Variance to Year End 2017/18 £'000
Asset Management (Property)	16,924	13,080	16,899	(25)	-
Transformation	301	270	301	-	-
Cemeteries & Crematorium	492	306	492	-	-
Subtotal	17,717	13,656	17,692	(25)	-
Priority Works (see table)	182	-	182	-	-
Total	17,899	13,656	17,874	(25)	-

Priority Works	£'000
Budget available	500
Less budget allocated to agreed schemes	(318)
Remaining budget	182

Actual spend at 30th November stands at £13.656million. This represents 76% of the total available budget.

Asset Management (Property)

Demolition of Herbert Grove has now been completed on target and on budget.

The second phase of procurement has commenced on the reconstruction and enhancement of the Library car park and spend of £100k is expected in 2017/18. The remaining budget of £25k will be included as a carry forward request in the report to January Cabinet.

The work on the new Beach Huts is nearing completion with only some technical issues delaying handover. This scheme will be completed before year end.

The contractors are on site for the works at Ropers Farm cottage and this is scheduled to complete before Christmas although this is weather dependant.

Transformation

The Channel Shift project remains on budget. The go live date has been delayed with a revised date of mid-January 2018. The initial User Acceptance Testing (UAT) period has now been extended. The tender for phase two has been completed and support has been commissioned for requirements gathering and detailed costs which will be finalised during February 2018.

Cemeteries and Crematorium

A priority works budget for Sutton Road Cemetery road works was identified and these works have now been completed within budget.

The final solution has been decided for the boiler replacement at Southend Crematorium. The specification has been drawn up and the tender has been submitted to procurement. This scheme is still expected to complete within this financial year.

Priority Works

The Priority works provision budget currently has £182k remaining unallocated.

Summary

A carry forward request of £25k for the Library car park reconstruction and enhancement will be included in the report to January Cabinet.

Department for People

The revised Department for People budget totals £9.348million.

Department for People	Revised Budget 2017/18 £'000	Outturn to 30 November 2017/18 £'000	Expected outturn 2017/18 £'000	Latest Expected Variance to Year End 2017/18 £'000	Previous Expected Variance to Year End 2017/18 £'000
Adult Social Care	697	145	697	-	-
General Fund Housing	1,510	736	1,510	-	-
Condition Schemes	704	429	704	-	-
Devolved Formula Capital	173	172	173	-	-
Early Years	536	225	536	-	-
Primary and Secondary School Places	5,728	3,188	4,562	(1,166)	-
Total	9,348	4,895	8,182	(1,166)	-

Actual spend at 30th November stands at £4.895million. This represents 52% of the total available budget.

Adult Social Care

The Community Capacity grant is used to enable vulnerable individuals to remain in their own homes and to assist in avoiding delayed discharges from hospital. Plans for 2017/18 include project management for social care redesign, costs of sheltered housing review outcomes, development of independent living centre and investment in technology and equipment to promote independence.

General Fund Housing

The Private Sector Renewal scheme is in place to ensure that the private sector stock is kept in a good condition to enable the authority to assist its most vulnerable residents.

The Disabled Facilities scheme is programmed to spend around £1.5million in 2017/18 in-line with the adaptations framework.

Condition Schemes

A budget of £704k has been allocated to address larger conditions in schools where the cost is over the schools capabilities to fund. Most of these works have been undertaken over the school summer holidays to minimise disruption to the schools. Retentions of £17k are being held for works completed last year at six primary schools.

Devolved Formula Capital

This is an annual devolution of dedicated capital grant to all maintained schools. The grant for 2017/18 is £173k. This grant amount will reduce as further maintained schools convert to academy status.

Primary and Secondary School Places

The primary expansion programme is now complete with final retention payments of £50k being held against four projects until the twelve month snagging period is over. A watching brief of demand against availability will be kept. If a need is identified, a further expansion of primary places will be explored to ensure that the council's statutory duty to provide a good school place for all those that request it can be met.

A secondary expansion programme is progressing to ensure that the extra places supplied in primary are matched in secondary as they are needed. The contractors are on site at Shoeburyness High School and St Thomas More is currently at the planning application stage. A feasibility study is currently progressing at another Secondary school with other schools to start imminently. Works at Wentworth Road and Southchurch High School site are also underway. A reprofile of the Secondary School expansion programme has resulted in a carry forward request of £1.166million to be included in the report to January Cabinet.

Summary

A carry forward request of £1.166million on the Secondary School expansion scheme will be included in the report to January Cabinet.

Department for Place

The revised capital budget for the Department for Place is £28.486million. This includes all changes approved at November Cabinet. The budget is distributed across various scheme areas as follows:

Department for Place	Revised Budget 2017/18 £'000	Outturn to 30 November 2017/18 £'000	Expected outturn 2017/18 £'000	Latest Expected Variance to Year End 2017/18 £'000	Previous Expected Variance to Year End 2017/18 £'000
Culture - Leisure	272	9	220	(52)	-
Culture - Parks	491	55	432	(59)	-
Culture - Libraries	55	277	55	-	-
Culture - Theatres	235	81	235	-	-
Culture - Museums	780	7	780	-	-
Other Culture	418	247	418	-	-
Culture S106 Agreements	301	38	274	(27)	-
ICT Programme	3,068	1,745	3,098	30	-
Airport Business Park	6,117	2,072	6,117	-	-
Better Queensway – Regeneration	628	159	628	-	-
Incubation Centre	34	-	34	-	-
Other Enterprise, Tourism & Regeneration	59	24	59	-	-
Southend Pier	2,479	667	2,479	-	-
Coastal Defence & Foreshore	277	135	277	-	-
Highways and Infrastructure	6,359	4,317	6,359	-	-
Highways S106 Agreements	246	4	246	-	-
Parking Management	492	119	292	(200)	-
Section 38, 278 & 78 Agreements	75	24	75	-	-
Local Transport Plan	1,698	1,310	1,598	(100)	-
Local Growth Fund	3,582	1,593	3,582	-	-
Community Safety	20	10	20	-	-
Transport	200	54	200	-	-
Energy Saving Projects	600	282	600	-	-
Total	28,486	13,229	28,078	(408)	-

Actual spend at 30th November stands at £13.229million. This represents 46% of the total available budget.

Culture

The light fitting replacement at Chase Sports and Fitness Centre has been programmed for February half term in conjunction with the school and leisure operator. Property services are currently drawing up the specification.

Works on the Building Management System at Southend Leisure and Tennis Centre are scheduled to commence in early February and continue until May 2018. A carry forward request of £50k will be included in the report to January Cabinet to enable the works to continue.

The remaining £2k on the Belfairs Swim Centre scheme will be included in the report to January Cabinet as a carry forward request. This is to complete any final works in the new financial year.

Various parks furniture and play equipment schemes are currently underway with procurement currently working on some final purchases for the year. Orders have now been placed for the equipment at Sidmouth Park with installations expected to take place in the new year. These installations are dependent on weather conditions.

The Playground Gate replacement scheme has experienced a slight delay due to the procurement process. Budget of £59k will be included in the report to January Cabinet as a carry forward request.

Various Culture S106 schemes are taking place with regards to public art, landscaping and tree replacements. Carry forward requests totalling £27k in relation to local play facilities and Shoebury park maintenance will be included in the report to January Cabinet.

ICT

The phone migration and re-tender scheme is running ahead of schedule and an accelerated delivery request of £30k will be included in the report to January Cabinet.

Over one hundred sites have now been migrated to the new fibre network under the Southend and Schools Network Migration scheme. The remaining sites are to be completed during December.

Airport Business Park

The Airport Business Park scheme has secured outline consent for the whole site and detailed consent for the first phase of the infrastructure and the new Westcliff Rugby Club Clubhouse. The works for the former started on site November 2016 and include the roundabout off Cherry Orchard Way and the spine road onto the site. Installation of the utilities will allow completion of this first phase of development. These are facing a delay due to issues with the utilities plan and the contractor but are being managed through the governance set out in the Development Agreement. The clubhouse work has started more recently and is programmed to have a 52 week build period. The pitches have already been laid and are playable. The move to the new location will enable the onsite road and utilities infrastructure to be completed, subject to planning consent from Rochford District Council. The phase two infrastructure works, offsite walking and cycling and a new innovation centre will be supported by Local Growth Fund (LGF) funding as well as Council capital. Archaeological works are required on the phase two area prior to commencing

development. Based on the finds from phase one archaeology, a revised scope is still under discussion with Essex County Council which has resulted in some delay. At the same time the procurement of the archaeologists is being tested in regards to compliance with the Development Agreement and spend of LGF. Dedman Grey and Kemsley have been retained as the agents for the site and have a growing list of interested parties at different stages of discussion. We hope to soon be able to announce the first business park occupiers with the agreement of commercially confidential terms for the first plot sale (Freehold 6.8 Acres) with an option to acquire a further adjacent plot being progressed. In the meantime plans and operating models for the innovation centre are being scoped ready to submit a planning application and procure a partner to run the centre. The current budget profile across financial years is considered appropriate at this stage.

Better Queensway - Regeneration

Consultation is now live on the Better Queensway scheme and will run until 15th December. The project team and board are currently reviewing and updating procurement documents with a view to commencing procurement in the spring. This is subject to approval of the post-consultation Cabinet report in February.

Incubation Centre

There is currently an issue with the heating system which is to be addressed. The cost of this will be split with the Beecroft Gallery.

Other Enterprise, Tourism and Regeneration

Other schemes include a budget for Resorts assets which has funded purchases of benches, high security litter bins and picnic units.

Southend Pier

The current spend projections on all pier schemes are subject to favourable weather conditions.

The tender document is currently being prepared for the bearing refurbishment scheme on the pier. Works are anticipated to start in January 2018.

A structural engineer has been appointed for a four year period plus an option of one additional year for condition works on the pier. An order has been placed for the condition survey and shelters. The tender for the public convenience works has been delayed due to planning.

Tender evaluation is currently in progress in conjunction with procurement for a structural consultant on phase two of the Prince George extension and the timber outer pier head works which will be commencing shortly.

Coastal Defence and Foreshore

A budget for improving the resilience of the borough to flooding from extreme weather events has been included in the 2017/18 capital programme. Works have now commenced at Harp House and the other main areas to be worked on include the airport, City Beach and Shoebury Common.

Highways and Infrastructure

An allocation of £102k has been received from the Department for Transport for the maintenance of pot holes across the borough. The rest of the Highways Maintenance programme is underway and will continue for the remainder of the financial year.

The Street Lighting budget is a multi-million pound, multi-year scheme to be part funded by the Challenge Fund from the Department for Transport. The Department for Transport have agreed a revised completion date of 31st March 2018 with a programme in place to replace concrete columns in six remaining roads and some heritage lanterns to be replaced. Other works include concrete sleeving, lantern modifications and sign light replacements.

Parking Management

An updated parking strategy has been commissioned which will form the basis of improvement plans to the borough car parks. Feedback from the recent review is currently being assessed for any upgrade requirements.

A carry forward request of £200k will be include in the report to January Cabinet for the car park infrastructure improvements scheme to action any upgrade requirements identified.

Section 38, 278 and 78 Schemes

There are a number of S38, S278 and S78 schemes all at various stages. Some of the larger schemes include works on pedestrian crossings and foot path improvements at the airport and works at Fossetts Farm.

Local Transport Plans (LTP Schemes)

The Local Transport Plan schemes cover various areas including better networks, traffic management, better operation of traffic control systems and bridge strengthening.

Refurbishment works of expansion joints on Belton Gardens bridge are underway as aprt of the bridge strengthening programme.

A carry forward of £100k will be included in the report to January Cabinet for the Better Networks and Traffic Management scheme.

Local Growth Fund

The A127 Growth Corridor projects will support the predicted growth associated with London Southend Airport and the Joint Area Action Plan (JAAP) proposals developed by Southend, Rochford and Essex County Councils to release land and create 7,380 high value jobs. The improvement will also support background growth of Southend and Rochford.

The final business case for A127 Kent Elms junction improvements has been approved by the South East Local Enterprise Partnership and all funding has been received.

There has been a delay to National Grids works which has had a knock on effect causing a delay to completing BT diversions. The BT diversions have caused a delay to the completion of the outbound new lane. Three lanes inbound and two new pedestrian crossings were in place at the end of June 2017. Monitoring of the junction continues and a traffic survey is being undertaken which will also monitor behaviours. The new footbridge is currently under design.

Options are being prepared to put forward for the business case at the Bell junction and air quality implications are to be investigated. A draft engagement and consultation document

has been prepared and reviewed. Air quality specialist work has now commenced and the pedestrian and layby parking survey is now complete.

Community Safety

Whilst the CCTV Equipment Renewal scheme is moving forward with consultation, the implementation is likely to be delayed and the majority of the budget has been carried forward into 2018/19. The scheme ties in with the development of the Southend Intel Hub and the process for testing any camera solutions to ensure they are fit for purpose in the future and the subsequent procurement process with take the scheme beyond March 2018.

Transport

The road safety audit stage three has now been reviewed on the A127 Tesco junction improvements with minor adjustments now complete. Works to the steps at Strawberry Fields are yet to be completed.

Southend Transport Model is an on-going scheme to support various multi modal transport projects. A review of the model is complete with options on updating the model to be considered.

Energy Saving Projects

Several projects have been identified from the energy efficiency budget including the feasibility study for the old Beecroft building which is currently awaiting procurement and the feasibility for the combined heat and power works at Civic 1 which have now commenced.

The energy scheme at the Beecroft and Central Museum building is now substantially complete and the final invoices are yet to come in.

Summary

Carry forward request to be included in the report to January Cabinet are Belfairs Swim Centre for £2k, Southend Leisure and Tennis Centre Building Management System for £50k, Playground Gates for £59k, Culture S106 schemes for £27k, Car Park Infrastructure Improvements for £200k, Local Transport Place Better Networks and Traffic Management scheme for £100k,

An accelerated delivery request will be included in the report to January Cabinet for Phones migration and Re-tender for £30k.

Housing Revenue Account

The revised budget for the Housing Revenue Account capital programme for 2017/18 is £10.840million. The latest budget and spend position is as follows:

Housing Revenue Account	Revised Budget 2017/18 £'000	Outturn to 31 October 2017/18 £'000	Expected outturn 2017/18 £'000	Forecast Variance to Year End 2017/18 £'000	Previous Forecast Variance to Year End 2017/18 £'000
Decent Homes Programme	6,703	1,890	5,415	(1,288)	-
Council House Adaptations	565	187	565	-	-
Sheltered Housing	345	-	345	-	-
Other HRA	3,227	172	575	(2,652)	(2,742)
Total	10,840	2,249	6,900	(3,940)	(2,742)

The actual spend at 30th November of £2.249million represents 21% of the HRA capital budget.

Decent Homes Programme

Spend on the Decent Homes programme is expected to be lower than anticipated due to lower numbers of properties needing improvement works within the financial year however this will not impact on the decency figure that is to be achieved. A carry forward of £1.288million has been identified to be included in the report to January Cabinet.

The tender for the windows has now been returned and the second leaseholder consultation period is now underway.

Council House Adaptions

This budget relates to minor and major adaptations in council dwellings. Spend depends on the demand for these adaptations and works are currently in progress for 2017/18.

Sheltered Housing

This budget is to be used in conjunction with the Sheltered Housing review.

Other HRA

The housing construction scheme is progressing well and following an investigation with Anglian Water, the culvert has been found to be in the ownership of the Council. The specification for the culvert is currently being finalised by the Council's engineers along

with the contractors. The process will be finalised shortly along with the programme of works for the culvert diversion. It is anticipated that the remainder of the highways works and the culvert enabling works will begin in late January. The tender for the overall build contractor has been extended until January 2018 to accommodate this change and further consultation will be undertaken with both local members and residents shortly. A carry forward of £2.742million will be included in the report to January Cabinet to continue the scheme into 2018/19.

A tower block leasehold had been purchased as part of the Queensway scheme and an accelerated delivery request of £90k will be included in the report to January Cabinet to fund this.

Summary

Carry forward requests of £2.742million for the HRA Housing Construction scheme and £1.288million of the Decent Homes programme will be included in the report to January Cabinet.

An accelerated delivery request of £90k will be included in the report to January Cabinet for the purchase of a Queensway tower block leasehold.

Summary of Capital Expenditure at 30th November 2017

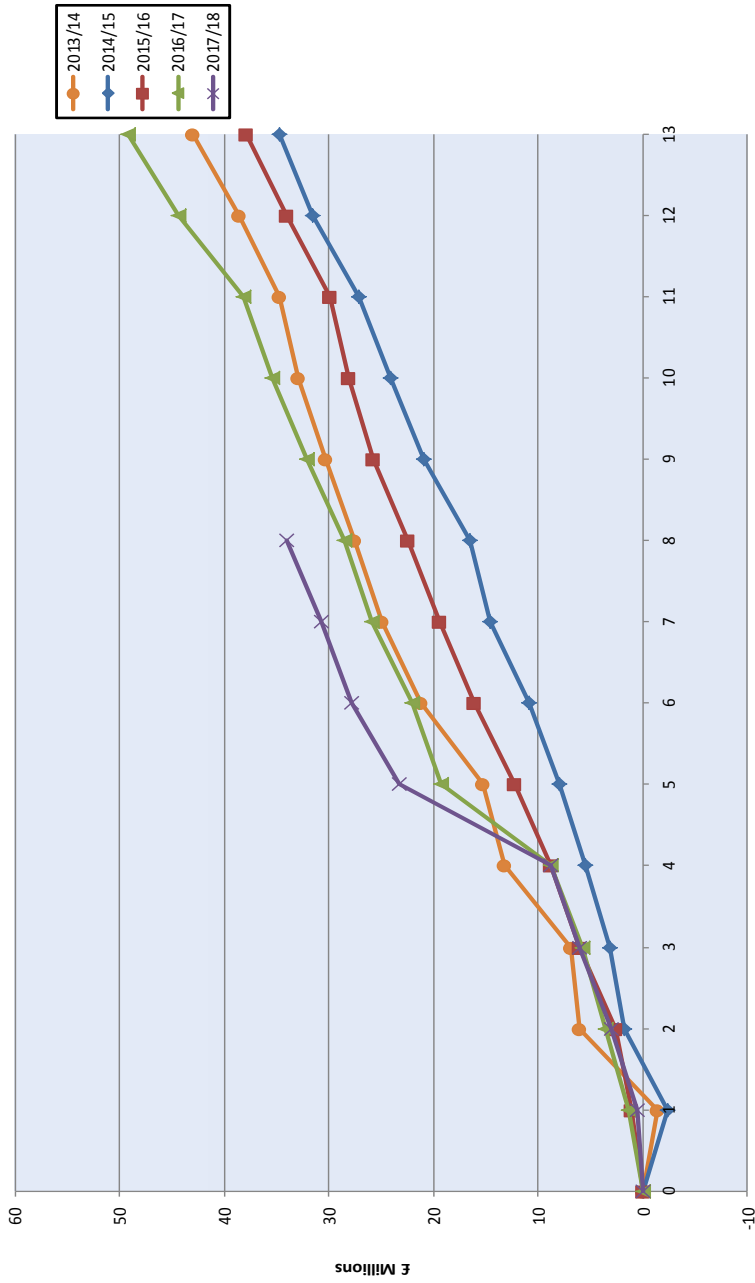
Appendix 1

	Original Budget 2017/18 £000	Revisions £000	Revised Budget 2017/18 £000	Actual 2017/18 £000	Forecast outturn 2017/18 £000	Forecast Variance to Year End 2017/18 £000	% Variance
Chief Executive	6,400	11,499	17,899	13,656	17,874	(25)	76%
People	13,582	(4,234)	9,348	4,895	8,182	(1,166)	52%
Place	48,140	(19,654)	28,486	13,229	28,078	(408)	46%
Housing Revenue Account	8,610	2,230	10,840	2,249	6,900	(3,940)	21%
	76,732	(10,159)	66,573	34,029	61,034	(5,539)	51%
Council Approved Original Budget - February 2017	76,732						
Chief Executive amendments	12,157						
People amendments	(8,402)						
Place amendments	(13,650)						
HRA amendments	3,596						
Carry Forward requests from 2016/17	6,206						
Accelerated Delivery requests to 2016/17	(856)						
Budget re-profiles (June Cabinet)	(11,927)						
New external funding	2,717						
Council Approved Revised Budget - November 2017	66,573						

Actual compared to Revised Budget spent is £34.029M or 51%

Appendix 2

Capital programme Delivery
Cumulative Capital Expenditure 2013/14 to 2017/18



Year	Outturn £m	Outturn %
2012/13	61.0	97.9
2013/14	43.3	93.8
2014/15	34.8	83.8
2015/16	37.9	97.0
2016/17	48.8	89.0

Southend-on-Sea Borough Council

Agenda
Item No.

9

Report of Deputy Chief Executive People

to

Cabinet

on

9th January 2018

Report prepared by: Helen Carrick Quality Assurance and
Performance Project Manager and Sanna Westwood Interim
Project Manager

Annual Report on Safeguarding Children and Adults 2016-17

People Scrutiny Committee

Executive Councillor: Cllr Courtenay and Cllr Salter
A Part 1 (Public Agenda Item)

1. Purpose of Report

To provide an annual assurance assessment for the Chief Executive and elected members in respect of their responsibilities for safeguarding children and adults in Southend. This report contributes to the requirements of statutory guidance in Working Together to Safeguard Children 2015 and the Care Act 2014.

2. Recommendations

That the report is noted and the actions detailed in Section 6 of the Annual Safeguarding Reports at Appendices 1 and 3 are approved

3. Background

3.1 For the period 2016-17 the Local Safeguarding Children Board (LSCB), Safeguarding Adults Board (SAB), Southend Borough Council Children's Services and Southend Borough Council Adult Social Care Services have coordinated their annual reporting cycles in order to provide the chief executive and elected members an overview of the activity and effectiveness of safeguarding children and adults service in Southend.

3.2 Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes. (*Working Together 2015*).

3.3 The Local Safeguarding Children Board (LSCB) is a statutory partnership responsible for co-ordinating and monitoring the effectiveness of safeguarding children arrangements in all agencies. The LSCB works alongside the Success for All Children Group, which is responsible for leading and coordinating improvements in services for all outcomes for children, including their safety. Both the LSCB and the Success For All Children Group work with the Health and Wellbeing Board which provides strategic leadership across all services.

3.4 Effective safeguarding children systems are those where:

- the child's needs are paramount, and the needs and wishes of each child, be they a baby or infant, or an older child, should be put first, so that every child receives the support they need before a problem escalates;
- all professionals who come into contact with children and families are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children;
- all professionals share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and local authority children's social care;
- high quality professionals are able to use their expert judgement to put the child's needs at the heart of the safeguarding system so that the right solution can be found for each individual child;
- all professionals contribute to whatever actions are needed to safeguard and promote a child's welfare and take part in regularly reviewing the outcomes for the child against specific plans and outcomes;
- LSCBs coordinate the work to safeguard children locally and monitor and challenge the effectiveness of local arrangements;
- when things go wrong Serious Case Reviews (SCRs) are published and transparent about any mistakes which were made so that lessons can be learnt; and
- local areas innovate and changes are informed by evidence and examination of the data.

3.5 The Safeguarding Adults Board (SAB) is a statutory partnership, responsible for co-ordinating and monitoring the effectiveness of safeguarding adults arrangements in all agencies. The SAB works in Partnership with the LSCB and Health and Wellbeing Board to provide strategic leadership across all services. Safeguarding Adults Boards should:

- identify the role, responsibility, authority and accountability with regard to the action each agency and professional group should take to ensure the protection of adults;
- establish ways of analysing and interrogating data on safeguarding notifications that increase the SAB's understanding of prevalence of abuse and neglect locally that builds up a picture over time;
- establish how it will hold partners to account and gain assurance of the effectiveness of its arrangements;
- determine its arrangements for peer review and self-audit;
- establish mechanisms for developing policies and strategies for protecting adults which should be formulated, not only in collaboration and consultation with all relevant agencies but also take account of the views of

adults who have needs for care and support, their families, advocates and carer representatives;

- develop preventative strategies that aim to reduce instances of abuse and neglect in its area;
- identify types of circumstances giving grounds for concern and when they should be considered as a referral to the local authority as an enquiry;
- formulate guidance about the arrangements for managing adult safeguarding, and dealing with complaints, grievances and professional and administrative malpractice in relation to safeguarding adults;
- develop strategies to deal with the impact of issues of race, ethnicity, religion, gender and gender orientation, sexual orientation, age, disadvantage and disability on abuse and neglect;
- identify mechanisms for monitoring and reviewing the implementation and impact of policy and training;
- carry out safeguarding adult reviews;
- produce a Strategic/Business Plan and an Annual Report;
- evidence how SAB members have challenged one another and held other boards to account;
- promote multi-agency training and consider any specialist training that may be required;
- consider any scope to jointly commission some training with other partnerships, such as the Community Safety Partnership.

a. This report provides an annual assurance statement of the LSCB, SAB, and Council's effectiveness in the discharge of their safeguarding responsibilities. The report contains four elements:

- The annual report from the independent chair of the LSCB covering the effectiveness of safeguarding of children, and identifying key priorities locally to improve that effectiveness. (Appendix 1).
- A report from the Head of Children's Services covering the quality and effectiveness of the Council's children's social care delivery (Appendix 2).
- The annual report from the independent chair of the SAB covering the effectiveness of safeguarding adults and identifying key priorities locally to improve that effectiveness. (Appendix 3).
- A report from the Head of Adult Services covering the quality and effectiveness of the Council's adult social care delivery (Appendix 4).

3.7 Working Together 2015 states that the LSCB Chair must publish an annual report on the effectiveness of child safeguarding and promoting the welfare of children in the local area. The annual report should be published in relation to the preceding financial year and should fit with local agencies' planning, commissioning and budget cycles. The report should be submitted to the Chief Executive, Leader of the Council, the local police and crime commissioner and the Chair of the Health and Wellbeing Board.

The report should provide a rigorous and transparent assessment of the performance and effectiveness of local services. It should identify areas of weakness, the causes of those weaknesses and the action being taken to address them as well as other proposals for action.

The Care Act Guidance 2014 states that the SAB must publish an annual report that must clearly identify what both the SAB and its members have done to carry out and deliver the objectives and other content of its strategic/business plan.

- 3.8 Ofsted inspected Children's Services over a 4 week period from 26th April to 19th May 2016. The subsequent report set out the key judgements on Southend Children's Services as: "Overall, Children's Services in Southend-on-Sea require improvement to be good"..

Improvement Plans have been prepared by Children's Services and the LSCB to address the issues identified by the Inspection and Review and to meet the Council's and LSCB's aspiration of being a good/outstanding.

The LSCB's Improvement Plan was developed and agreed by the Board in September 2016 and its implementation is monitored by the LSCB

The Children's Services Improvement Plan consists of an overarching plan detailing key actions and the priorities for completion of the actions, supported by a detailed plan containing the actions which will need to be completed to achieve the outcomes of the plan. The Improvement Plan is overseen by an Improvement Board consisting of senior Members, Officers, an experienced senior manager independent of the Council, the chair of the LSCB and key partners to ensure robust delivery. A Scrutiny Panel reporting to the People Scrutiny Committee will also provide challenge and oversee the progress of the plan.

Serious Case Reviews are undertaken by LSCBs where a child dies or is seriously injured, and abuse or neglect are know or suspected to be a factor in the death. The LSCB commenced one Serious Case Review during the 12-month period covered by the Annual Report, and this was the continuation of a review that originally commenced in 2015/16 and was then paused pending court proceedings. The review recommenced in March 2017 and is ongoing and due to be concluded early in 2108.

- 3.9 As Deputy Chief Executive, I have responsibility for improving outcomes for all children, young people and adults with additional care and support needs in Southend, and to ensure that all appropriate local authority services engage effectively with the LSCB and SAB. The lead members and I have met with the Chief Executive and the Council Leader with this report in order that they can satisfy themselves that I am fulfilling my responsibilities.

4. Other Options

None

5. Reasons for Recommendations

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

6. Corporate Implications

6.1 Contribution to Council's Vision & Corporate Priorities

The work of partners and the Council in safeguarding children and adults directly contributes to the Council's priority to look after and safeguard our children and vulnerable adults.

6.2 Financial Implications

Spending on Safeguarding Children Services
Spending on Safeguarding Adults Services

6.3 Legal Implications

This report supports the Council, The Leader, the Chief Executive Director and Lead Member to discharge their statutory duties under the Children Act 2004 and Care Act 2014.

6.4 People Implications

None

6.5 Property Implications

None

6.6 Consultation

The LSCB and SAB are inclusive organisations which involve statutory and voluntary agencies. The LSCB community lay member and the youth lay members represent the interests of the community on the Board and its sub groups, in line with statutory guidance. Consultation with children and families, which influences the way in which services are delivered, is a key strategic priority for the LSCB.

The SAB lay members, service user organisation member, and Healthwatch member represent the interests of the community on the SAB in line with statutory guidance.

6.7 Equalities and Diversity Implications

The Council, the LSCB and the SAB have the responsibility to ensure that all children and adults with additional care and support needs have their safety and welfare needs addressed. The Southend, Essex and Thurrock Procedures for both Child Protection and Safeguarding Adults addresses the "recognition of additional vulnerability" and covers the considerations which must be taken into account when meeting the needs of particular groups. All the LSCB and SAB sub groups address equality matters, with a standing item on all agendas.

6.8 Risk Assessment

Risk logs are maintained for the LSCB and SAB and within the Department for People. There is a standing item on the LSCB and SAB Executive agendas identifying risks to the efficacy of safeguarding services identified by partners, and agreeing mitigating actions to address these.

6.9 Value for Money

Fulfilling our responsibility to safeguard children and adults and promote their welfare is a statutory requirement. The Council works in partnership with other organisations and local authorities to ensure we fulfil those responsibilities in the most cost effective way. LSCB and SAB members ensure that all functions are undertaken on value for money principles. Since July 2013 the business management resource of the LSCB has been shared with the SAB, with some additional administration resource and a Performance and Quality Assurance Officer shared between both Boards.

6.10 Community Safety Implications

LSCB & SAB arrangements support the safety for our most vulnerable members of society across the localities and partnerships. The LSCB and SAB oversee work on road safety, e safety, violence against women and girls, modern slavery, sexual exploitation, bullying and hate crime as it relates to children and adults, and monitors the effectiveness of the implementation of the domestic abuse strategy

7. Background Papers

Many are core documents and are the same as identified in previous reports

- The Children Act 2004 Every Child Matters: Change for Children
- Children Act 1989
- Working Together to Safeguard Children (2015)
- Special educational needs and disability code of practice (2015)
- Keeping Children Safe in Education (2016)
- Mental Capacity Act (2005)
- The Care Act (2014)
- Care Act Guidance (2014)

8. Appendices

Appendix 1- Southend LSCB Annual Report on the Effectiveness of Safeguarding Children in Southend 2016/17

Appendix 2- SBC Annual Report on the Effectiveness of Safeguarding Children 2016/17

Appendix 3- Southend SAB Annual Report on the Effectiveness of Safeguarding Adults in Southend 2016/17

Appendix 4- SBC Annual Report on the Effectiveness of Safeguarding Adults 2016/17

2016-17

Annual Report on the Effectiveness of
Safeguarding Children in Southend



Southend Borough Council

1 October 2016 to 30 September 2017

Annual Report on the Effectiveness of Safeguarding Children in Southend

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SECTION 1 - INTRODUCTION

1.1 Foreword – by Independent Chair, Liz Chidgey

I am very pleased to be introducing the Annual report covering my first year as Independent Chair for the Southend on Sea Safeguarding Children Board (SSCB) and I welcome the opportunity to publish information on the work of the board and its sub groups. It is vital that we communicate with the public to both raise awareness on safeguarding issues but also to provide information on the work that has been undertaken and what it has achieved.

2016/17 was a busy year for the board with considerable work being completed in support of our vision to:

- keep children safe from maltreatment, neglect, violence and sexual exploitation;
- ensure they are secure, stable and cared for, and
- help reduce the likelihood of them suffering from accidental death and injury, bullying and discrimination, and crime and anti-social behavior.

We have a very strong and committed board and I am grateful for the ongoing support of the partnership. I believe this report is both a testament to all we have achieved as a board in the past year, as well as the achievements of the participating partners.

This report contains details of how safeguarding has been promoted and developed in Southend, through the work of the board and its sub groups, which are populated by senior representatives from our statutory partners – the Local Authority, Essex Police and the Southend Clinical Commissioning Group – and a wide range of other agencies including representatives from the local education system, and the voluntary and community sector.

The report also highlights the programme of work the Board has undertaken over the past twelve months, and demonstrates how partners have worked together to implement the Board's Strategic Plan 2016-19 and begun to formulate a response to the national Review of Local Safeguarding Children Boards. Details of the work and outcomes that have been achieved across the safeguarding system over the last 12 months are provided in this report and it is essential that this work is recognised and celebrated.

Finally, the report provides a commentary on the prospects and challenges for 2017/18 and aims to demonstrate the ongoing commitment of the Safeguarding Children Board in recognition of our responsibilities to the children and young people of Southend on Sea and their right to expect effective and timely support.

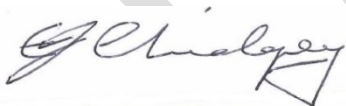
It is my responsibility to support and encourage partners and agencies in Southend to work collaboratively to safeguard and promote the welfare of children and bring about continual improvement to the local safeguarding system. It is also part of my role to hold those partners and agencies to account, ensuring that individually, they do what they say they are going to do, and that collectively, agencies are working together to safeguard children and young people effectively.

As the chair, I am satisfied that the agencies that are represented at the board and its sub-groups continue to demonstrate their high level of commitment to safeguarding and promoting the welfare of children. I am very mindful of pressures on partners in terms of resources and time and grateful to all those who have engaged in the work of the SSCB.

I hope that you find this report interesting and that it provides reassurance that the board remains active in driving improvements through the local safeguarding system. There is a lot of detail in this annual report about which I will not comment further here. Importantly however, regardless of whatever concerns might be triggered in the minds of readers, the assurance offered by me is that Safeguarding Children Board members, and the organisations they represent, know and are open about the reality of the challenges they face and remain willing to work collaboratively and contribute to thinking ahead about responsibilities, risks, ambitions and priorities.

Finally, I would like to acknowledge the commitment of all our partners, who once again have delivered a great deal in the past 12 months, and who continue to contribute to improving the way we all work together to safeguard and promote the welfare of children. I would also like to acknowledge the commitment and dedication of the many professionals from the public, voluntary, community and private sectors who contribute to safeguarding and promoting the welfare of our local children.

I very much look forward to continuing to work with the partnership to drive forward the vision of the LSCB and ensure the effectiveness of the safeguarding system in keeping local children safe from abuse and neglect.



Liz Chidgey
Independent Chair of Southend Local Safeguarding Children Board

December 2017

1.2 Introduction

This annual report is for the period 1st October 2016 to 30th September 2017 and its production is a statutory duty of Local Safeguarding Children Boards. It reports on the effectiveness of the child safeguarding system in Southend-on-Sea and provides evidence the LSCB has fulfilled all its statutory responsibilities.

The LSCB has agreed this reporting cycle in order that the findings of the annual report and the identified priorities for the coming year can be considered and built into the strategies and delivery plans of other partnership boards and commissioners, including the Chief Executive and Leader of Southend Borough Council; the Health and Wellbeing Board; the Children's Partnership Board (Success For All Children Group in Southend); and the Essex Police and Crime Commissioner.

This Annual Report:

- a) details progress toward achieving our priorities and the LSCB Strategic Plan for 2016-2019;
- b) provides an overview of LSCB activities and achievements during 2016–2017; and
- c) summarises the effectiveness of safeguarding activity in Southend including the work of individual member agencies.

The report will be submitted to the Local Authority Chief Executive, Leader of the Council, Essex Police, the Southend Health and Wellbeing Board and Southend Community Safety Partnership.

1.3 Role of the Southend Safeguarding Adults Board

The LSCB is a statutory body created under the Children Act 2004. Section 14 of the Children Act 2004 sets out the objectives of LSCBs, which are:

- (a) *to coordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in the area; and*
- (b) *to ensure the effectiveness of what is done by each such person or body for those purposes.*

Vision

The Safeguarding Children Board (SCB) aims to ensure its members work together effectively to:

- keep children safe from maltreatment, neglect, violence and sexual exploitation;
- ensure they are secure, stable and cared for, and
- help reduce the likelihood of them suffering from accidental death and injury, bullying and discrimination, and crime and anti-social behavior.

Statutory Duties

Regulation 5 of the Local Safeguarding Children Boards Regulations 2006 sets out that the functions of the LSCB, in relation to the above objectives are as follows:

- 1(a) *developing policies and procedures for safeguarding and promoting the welfare of children in the area of the authority, including policies and procedures in relation to:*
 - (i) *the action to be taken where there are concerns about a child's safety or welfare, including thresholds for intervention;*
 - (ii) *training of persons who work with children or in services affecting the safety and welfare of children;*
 - (iii) *recruitment and supervision of persons who work with children;*
 - (iv) *investigation of allegations concerning persons who work with children;*
 - (iv) *safety and welfare of children who are privately fostered;*
 - (vi) *cooperation with neighbouring children's services authorities and their Board partners;*
- (b) *communicating to persons and bodies in the area of the authority the need to safeguard and promote the welfare of children, raising their awareness of how this can best be done and encouraging them to do so;*
- (c) *monitoring and evaluating the effectiveness of what is done by the authority and their Board partners individually and collectively to safeguard and promote the welfare of children and advising them on ways to improve;*
- (d) *participating in the planning of services for children in the area of the authority; and*
- (e) *undertaking reviews of serious cases and advising the authority and their Board partners on lessons to be learned.*

An LSCB may also engage in any other activity that facilitates, or is conducive to, the achievement of its objectives.

In order to fulfil its statutory functions an LSCB should:

- *assess the effectiveness of the help being provided to children and families, including early help;*
- *assess whether LSCB partners are fulfilling their statutory obligations*
- *quality assure practice, including through joint audits of case files involving practitioners and identifying lessons to be learned; and*
- *monitor and evaluate the effectiveness of training, including multi-agency training, to safeguard and promote the welfare of children.*

More information about the statutory role and function of the Safeguarding Children Board can be found at www.safeguardingsouthend.co.uk.

1.4 The Safeguarding Principles

Effective arrangements for safeguarding children should be underpinned by two key principles:

- **safeguarding is everyone's responsibility:** for services to be effective each professional and organisation should play their full part; and

- **a child-centred approach:** for services to be effective they should be based on a clear understanding of the needs and views of children.

1.5 Strategic Plan 2016 - 2019

The current Strategic Plan is being reviewed at the time of writing this report and the reader is advised to refer to the updated plan which will be available on the LSCB website upon completion.

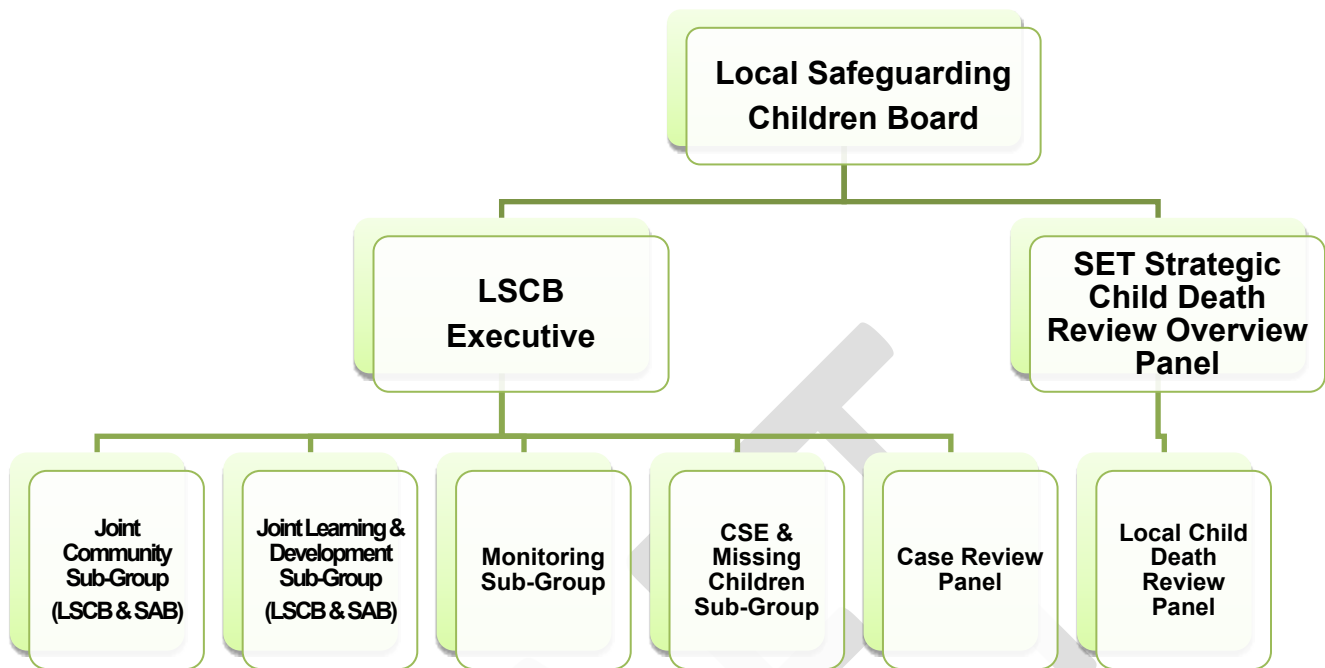
1.6 Governance

Southend Safeguarding Adults Board is chaired by Independent Chair, Elizabeth Chidgey, and meets four times a year bringing partners together from: Southend Council, Southend Clinical Commissioning Group, Essex Police, Essex Fire and Rescue Services, East of England Ambulance Trust, Health Trusts, Probation Services, the voluntary sector and lay members, representing health, care and support providers and the people who use those services across Southend.

The Chair is accountable to the Chief Executive of the local authority in chairing the LSCB and overseeing its work programme. However, she is accountable only to the Board for the decisions she takes in that role. The role of Vice-Chair is undertaken by the Corporate Director – People, Southend Borough Council.

The Board is attended by representatives from the partner agencies with a high level of engagement. Information about Board attendance can be found in Section 6.

The LSCB has six sub-groups chaired by middle and senior managers from across the partner agencies. We report on the business of each of the sub-groups operating during 2016-17 in this report and the structure below reflects the shape of the Board.



1.7 Board Structure 2016/17

A review of the structure of the LSCB board was initiated during 2016-2017 and changes agreed as a result will be initiated in 2018.

1.8 Strategic Links to other Boards and Partnerships

The Chair of the LSCB is also the Chair of the local Safeguarding Adults Board. She is a member of the Southend Health and Well-Being Board (HWB). She meets regularly with the Local Authority Chief Executive, the Deputy Chief Executive, the Lead Member for adult safeguarding and the Leader of the Council and meets regularly with the Council’s Scrutiny Committee. Links are also maintained through representation on the Community Safety Partnership, Essex and Thurrock Safeguarding Children Boards.

Health and Well-being Board: As a member of the HWB, the LSCB Chair ensures the HWB is effectively considering children’s safeguarding in the decisions it makes. The HWB uses the LSCB as a ‘critical friend’ in safeguarding children considerations and decisions, including the development of the Health and Wellbeing Strategy; the Joint Strategic Needs Assessment; key Commissioning Strategies; and service re-design. The Chair presents the LSCB’s annual report on the effectiveness of safeguarding children in Southend to the HWB each January and the HWB ensures that the Police and Crime Commissioner is present at this meeting.

Success for all Children Group & the Corporate Parenting Group: The LSCB has a direct relationship with the Success for all Children Group (SACG) and the Corporate Parenting Group (CPG). The SACG and CPG report to the HWB and have responsibility for shaping and delivering the health and wellbeing agenda for children and young people, and looked after children. The LSCB holds the SACG and CPG to account for ensuring the safeguarding of children and looked after children are considered in the

decisions they make and their strategic priorities. The LSCB considers the annual reports from the SACG and CPG and their priorities for safeguarding children and looked after children.

Community Safety Partnership: The LSCB also has a direct relationship with the Community Safety Partnership (CSP). The LSCB seeks assurance that the CSP is appropriately considering children's safeguarding in the decisions it makes. The LSCB specifically seeks assurance regarding the development and implementation of the local Domestic Abuse Strategy and the implementation of lessons learned from domestic homicide reviews.

Joint LSCB & SAB Scrutiny Panel: For a number of years an LSCB Scrutiny Panel, consisting of elected members of Southend Borough Council, has scrutinized and contributed to the work of the LSCB. The Panel has been recognized by Ofsted as a model of good practice. Since September 2016, the Panel has also scrutinized the work of the Safeguarding Adults Board (SAB).

Southend, Essex and Thurrock (SET) work in partnership to provide a common approach to safeguarding children across the county through the SET Safeguarding & Child Protection Procedures. The procedures set out the system and process organisations should use to raise safeguarding concerns. This includes a framework for confidentiality and information sharing across agencies.

1.9 Funding

The work of the Board is financed by contributions from partner agencies, of which currently over 45% comes from the council. In addition to financial contributions, partner agencies contribute significant amounts of staff time to support the delivery of the board's work programme, and to support training delivery. Full budget information can be found in **Appendix 2**.

SECTION 2 - ASPIRATIONS FOR 2016-17

(Taken from the LSCB Strategic Plan 2016-19 and 2015-16 Annual Report)

In the 2015-2016 Annual Report the Board identified the following key areas for development:

1. Work is required to ensure children and young people who self-harm, or have other mental health issues, access services in a timely way and through the most appropriate routes. This will include more analysis of the issues and the development of a multi-agency action plan;
2. The analysis of intelligence from all partners, including the public, to identify, disrupt and prosecute those who exploit children and young people;
3. Mainstreaming of funding and development of timely specialist support services for victims of domestic abuse, sexual abuse, and exploitation is required by commissioning agencies;
4. Mainstreaming of funding and development of timely specialist support services for perpetrators of domestic abuse, sexual abuse, and exploitation is required by commissioning agencies;
5. To continue to exercise oversight of, and analyse, the child protection process and application of thresholds by children's social care, and review the conferencing system to ensure partners maximise its effectiveness and impact on families;
6. To ensure the early help model is fully integrated with child protection processes, making one unified and comprehensive system to ensure all children are safeguarded and professionals know how and where to get the right help. Early Help services will be tested by the LSCB in 2017-18 to ensure hard to reach groups have the right access to those services;
7. To ensure the Voice of the Child is increasingly embedded in the way that services are delivered, and that achieving specific outcomes for children are increasingly driving the work of professionals;
8. To continue to address and improve the governance of the Safeguarding Partnership (currently the LSCB) in light of the Wood Review of LSCBs, to ensure that cross cutting areas of work are approached holistically across the partnership, and that potential gaps and overlaps are identified and addressed effectively;

The 2016 -19 Strategic Plan further identified the following key strategic priorities:

9. Reduce incidents of self-harm among children and young people;
10. Reduce the number of children and young people who have experienced bullying including face to face, text or internet;
11. Ensure that the Violence Against Women and Girls, Modern Slavery and Domestic Abuse Strategies are effectively resourced and implemented to reduce the impact of Violence, Modern Slavery, and Domestic Abuse on children and young peoples' life chances;
12. Support families at the earliest opportunity to prevent their needs escalating and ensure early help (including that for young adults) is fully integrated with the multi-agency sharing of information and child protection processes;

13. Partners and strategic boards work together to identify, resource, and provide support to children and young people at risk of, or victims of, exploitation (including child sexual exploitation and radicalization), to prevent harm and reduce the impact on their life chances; and to identify and disrupt perpetrators; and
14. Ensure that looked after children are safeguarded effectively.

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SECTION 3 - ACHIEVEMENTS IN 2016/17 - HIGHLIGHTS

This year the LSCB undertook significant work to ensure that it fulfilled its statutory responsibilities, and in January 2017, the Board welcomed new Independent Chair, Liz Chidgey, following the retirement of Chris Doorly.

The LSCB Chair meets regularly with senior board members from the Southend Clinical Commissioning Group, Essex Police and Children's Services and is a member of the Health & Wellbeing Board (HWB) and the Children's Services Improvement Board. The LSCB continues to work closely with the Southend Safeguarding Adults Board.

3.1 Safeguarding Children Board

- Formulated a local direction of travel in response to the Woods Review into Local Safeguarding Children Boards, and further to previous work undertaken to better coordinate public protection functions that cut across several strategic Boards operating in Southend.
- Following the Jay report into Child Sexual Exploitation in Rotherham, meetings chairs and business managers from the HWB, LSCB and CSP - chaired by the Chief Executive of Southend Council - were initiated to examine the effectiveness of working in cross cutting areas such as CSE.
- Commissioned and commenced a review of the Board's priorities and the development of a performance and risk management framework to support the Board's ambitions.
- The new Independent Chair presented the 2015-16 LSCB Annual Report to Southend HWB, outlining performance against Business Plan objectives in the previous financial year. This provided the opportunity for the HWB to take on issues raised by the LSCB.
- The LSCB held:
 - a **challenge event** with Board members to consider Ofsted, HMIC and CQC Inspection reports for Children's services, Essex Police and the NHS Southend Clinical Commissioning Group and to identify and agree opportunities for collaborative working, which is informing strategic planning across the system.
 - a one day **Neglect workshop** for practitioners from across the safeguarding system on working with the lived experience of neglectful families. The workshop was led by Emeritus Professor of Child Welfare, Jan Horwarth, and explored the challenges of taking a child centered approach in cases of neglect and how understanding lived experiences of family members can be utilized to achieve child-focused outcomes; and
 - hosted a **FGM learning seminar** - delivered by the National FGM Centre - for practitioners across the safeguarding system in order to share learning, improve partnership working and provide practitioners with the opportunity to build their

understanding and confidence in tackling, FGM.

- **SET Joint Working:** The LSCB has continued to work with the Essex and Thurrock Safeguarding Children Boards to ensure a consistent approach is taken to safeguarding across the three local authority areas. Projects this year include:
 - Updating the SET Safeguarding and Child Protection Procedures, including updates to the Child Sexual Exploitation Chapter to ensure the Procedures reflect current good practice and the government's new definition of CSE;
 - Updating and broadening the SET suicide toolkit for practitioners to include self-harm, (for launch in late 2017);
 - The launch of a new CSE risk assessment tool and associated training platform. This tool was developed with the NWG, a charitable organisation seen as a leading organisation for CSE in the UK.

The sub-groups identified in Section 1 support the work of the Board and the delivery of its strategic plans. The sub-groups benefit from multi-agency representation, with staff from statutory and non-statutory agencies attending and contributing to the work. The sub-groups review a range of information, including performance reports from member agencies, report to the LSCB Executive on their progress and make recommendations where additional work is needed to assure the Board or improve existing practice, policy, procedure and training.

Activity within the sub-groups for 2016/17 included:

- The development and implementation of the CSE & Missing Sub-Group workplan and significant developments including the introduction of a CSE risk assessment tool.
- The embedding of the Multi-Agency Child Exploitation (MACE) Panel process..
- Pilot project with SoS Rape Crisis to provide therapeutic interventions for young people where there have been concerns about sexual exploitation.
- SCR action plan monitoring and learning from cases reviews.
- Basic safeguarding e-learning updated for 2016 and available to all partners via Virtual College.
- Increased understanding of the LeDeR programme

3.2 Board Partners' Achievements in improving Safeguarding Children 2016-17

The LSCB has been involved in partnership activity throughout the 2016/17 period. The following organisations regularly report into the LSCB and have all provided an Annual Statement (available on request), summarised below.

Essex Police – highlights from annual statement

- Southend Community Policing Team are the first district in the county to appoint a CSE coordinator as a dedicated link to Children's Social Care.
- Essex Police have developed the use of a co-located MARAT over the last year and are now looking at the option of a multi-agency First Contact team.
- Reviewed and republished our joint working protocol in relation to police protection powers with a view to minimising the time vulnerable children are with the police.

Southend Borough Council Children's Services

- The Multi Agency Risk Assessment Team is now established within Southend Police Station.
- Introduction of new missing children procedures.
- A joint audit with SUHFT and the CCG to assess the quality of referrals to Children's Services from the health sector.

Southend Clinical Commissioning Group – highlights from annual statement

- Harmonised minimum key performance indicators and data sets for safeguarding children training to ensure standardised expectations across the health economy.
- Raised awareness within health organisations of the changes in legislation and data reporting requirements for Female Genital Mutilation (FGM).
- Agreed an approach to commence the implementation of a Child Protection Information Sharing Project in Essex.
- Worked with primary care to improve their recognition of, and response to, safeguarding children.
- Contributed to the development of the Prevent agenda and Channel Panels
- Worked with partners to improve the multi-agency response to victims of Honour Based Abuse.
- Supported and advised the re-procurement of the Sexual Assault Referral Service.

Southend University Hospital NHS Foundation Trust - highlights from annual statement

- Undertook a range of audits including audits of antenatal information sharing; effectiveness and impact of child safeguarding supervision; maternity case load sheets.
- Provided additional support and strategy development to ensure that multi-agency working is robust, that challenge and the escalation processes are considered and any newly developed safeguarding processes are not compromised.
- Collaborative working with the SUHFT Adult Safeguarding Team on FGM, Prevent, Domestic Abuse and Modern Slavery/Human Trafficking.

3.3 Training

The CCG has delivered Level 3 training for GPs within their Time to Learn programme.

Southend GPs	Q1	Q2	Q3	Q4
Level 3	100%	94%	100%	88%
Southend CCG				
Level 2	89%	93%	82%	77%
Level 4	100%	100%	100%	100%
Level 5	100%	100%	100%	100%
Governing Body	100%	100%	100%	100%

Children's Services continued to roll out of mandatory training for decision makers and practitioners on decision making, assessment and domestic abuse and support this with learning sets and practice workshops throughout the year led by a dedicated Practice Lead.

Essex Police have continued to roll out vulnerability training to their staff as part of a wider campaign to raise awareness of vulnerability under their continuous improvement programme. The training is complimented by a three day Public Protection Awareness Course which has been delivered to over 2000 of their staff to date.

Additional training to Essex Police staff on identifying children affected by domestic abuse incidents, with an emphasis on S47 training to domestic abuse investigation teams.

Joint training has taken place with partners to better enable staff to identify modern slavery issues.

SUHFT developed Level 1 and Level 2 refresher quiz and training resources to aid compliance with training.

EFRS introduced new e-learning safeguarding training as well as PREVENT training and information sessions for all staff.

SEH provided safeguarding training to resident representatives and community sports coaches who work with residents on youth projects.

SAVS and the LSCB have continued to work in partnership to provide training in all aspects of safeguarding including Child Sexual Exploitation, Prevent (countering radicalization) and Human Trafficking.

3.4 Key Successes and improvements in practice

Essex Police identify their key success within safeguarding children for 2016 – 2017 as:

- The embedding missing person Liaison officers and Child and Young Person Officers into the community safety hub and the CAIT teams in Southend.
- The success of the MARAT with partners has also been a highlight and has prompted the review of further co-location with the First Contact Team.
- One of the county's first complex and organised CSE investigations, Operation Cobham led to the successful conviction of 2 males in December 2016 who ran Girls4you from Shoebury. One was given a four year sentence for controlling child prostitution, controlling activities of a person in prostitution for gain, possession of indecent images of children, distribution of indecent images of a child and being concerned in the supply of Mephedrone, and the second male two-and-a-half years for arranging or facilitating child prostitution, controlling prostitution for gain and being concerned in the supply of Mephedrone.

Children's Services identify their key success within safeguarding children for 2016 – 2017 as:

- Improvements in the proportion of decisions made in relation to new referrals within 24 hours; the timeliness of child protection investigations; and statutory visits to children on child protection plans / in care
- Significant increase of initial child protection to case conference in 15 days
- Improving decision making processes
- Co-location of a multi-agency – LA, Police and Health - team at the Front Door to Children's Services, enabling strategy meetings to be held within 24 hours.
- The LA restorative practice approach training has been extended to partners

SUHFT identifies their key success within safeguarding children for 2016 – 2017 as:

- The introduction of an Independent Domestic Violence Advocate Role.
- Information leaflet for new staff to re-enforce safeguarding practice for bank staff and volunteers.
- Improved quality of safeguarding referrals to children's social care.
- Introduction of a Quick Reference Guide for staff which clarifies the issue of consent for treatment in respect of Looked After Children.

Essex County Fire & Rescue Services identify their key success within safeguarding children for 2016–2017 as:

- Collaborative working with Essex Police to deliver lessons at 42 of Southend's 56 schools: seeing 18,562 children. Lessons included:
 - Year 3: Home Safety
 - Year 6: Cyber Safety
 - Year 7: Road safety
Heat of the moment (involving arson and hoax)
 - Year 8: Home Safety (revisited)
 - Year 9: Healthy relationships
- Delivery of the Firebreak Programme:
 - **Fire Fit:** Healthy lifestyles
 - **Fire Inspire:** Building confidence, self-esteem and team working skills.
 - **Fire Respect:** Delivers the traditional Firebreak framework but can be tailored to the needs of the participants to also cover safe sex and teenage pregnancy, young offending and anti-social behavior, alcohol and drugs abuse, domestic violence, the importance of worthwhile and fulfilling relationships, community engagement, and bullying and cyber safety.
 - **Fire Empower:** Preparing for employment.

3.5 Key risks and challenges identified by partners

3.5.1 Cross cutting risks and challenges

- Identifying, engaging and affecting change with vulnerable young people at risk from multiple types of exploitation including CSE, exploitation linked to drugs, radicalisation and other criminality, and those for whom there may be emerging concerns.
- Ensuring there is clear governance in relation to the oversight of young people at risk of exploitation and work with potential perpetrators.
- Developing system wide solutions to safeguarding challenges within healthcare under the Success Regime.
- On-going financial and capacity issues across the health economy will challenge both commissioning and provider health organisations.

3.6 Key areas for development identified by partners

- Expansion of collaborative working arrangements within the safeguarding system, to include the First Contact Team.
- To continue seeking improvements in the use and response to police protection; the

quality of investigations involving children affected by domestic abuse; and the management of dangerous offenders.

- To develop the capability of non-warranted police staff, further integrating them into one investigative team – building on the results of the restructure of the Crime and Public Protection Command.
- Move towards a competency-based approach to safeguarding training for primary care which is flexible to the needs of individuals.
- Commission hospital-based Independent Domestic Abuse Advisors for 3 acute NHS Trusts and support the services already established in other Trusts.
- Provide an equitable delivery of services for all Looked After Children in South East Essex.
- Support health professionals to enhance their skills, enabling them to explore issues with patients in order to identify risk to children and young people.
- Work with adult safeguarding leads to develop pathways and guidance relating to gangs. This is an issue of local concern.
- Review and refresh Best Practice Guidelines for Practitioners working with Families/Pregnant Women when domestic abuse is an issue and develop training to support the changes in maternity records and practice.
- Develop, review and update Child Protection Policy in line with local and national guidance including Working Together 2015, Intercollegiate Document 2014 and findings from local and other SCRs.
- Further develop the process to capture and report to commissioners on the Trust's compliance with training and supervision.
- Continue to monitor service level uptake of training via the Safeguarding Children Committee with a commitment to maintain uptake of >90% among clinical staff through a targeted comprehensive training programme.
- Refresh and maintain staff information pages on the SUHFT intranet, including the safeguarding newsletter on the Staffnet and Communications pages, and ensure SUHFT staff are aware of national concerns for “challenges” relating to social media i.e. “Blue Whale”.
- Monitor the rates of self-harm/attempted suicide for children/young adults, noting trends and share information accordingly with the LSCB.
- Support and action the findings and recommendations made from Serious Case Reviews and Partnership Learning Reviews ensuring work streams are embedded in practice and reflected in hospital policies and guidance.

- SUHFT safeguarding team, adult safeguarding leads and SUHFT Human Resources will develop a Standard Operating Procedure (SOP) for referral processes and information sharing specific to contact with the Local Authority Designated Officer (LADO) regarding allegations made against staff working with children/vulnerable adults.
- SEH will continue working in partnership with Southend on Sea Domestic Abuse Projects (SOSDAP) to provide support to victims of domestic abuse across refuge and move-on accommodation for victims of domestic abuse.
- Expand on the existing support services currently offered by Temporary Accommodation Officers and Community Development Officers in order to tackle social isolation; prevent homelessness; support residents who are victims or perpetrators of anti-social behavior; and support vulnerable parents.
- NHS England East will continue to improve safeguarding practices for both adult and children & young people across the East DCO area through their safeguarding forums work programme.
- The Essex Community Rehabilitation Company will work with colleagues in Essex Police and the National Probation Service, to develop a new information sharing agreement regarding domestic abuse histories of their allocated service users.
- There is a need for the LSCB – through the CSE & Missing Sub-Group – to establish effective strategic working arrangements with the Community Safety Partnership in order to avoid duplication of effort in tackling CSE and to secure the assurance the LSCB requires that CSE is being addressed through the CSP-linked MACE process.
- In order to better prevent CSE, members of the CSE & Missing Sub-group will explore and develop methodologies for identifying young people and children where risk of CSE is an emerging concern.

SECTION 4 - LEARNING FROM SERIOUS CASE AND OTHER REVIEWS IN 2016-17

Serious Case Reviews

Serious Case Reviews are undertaken by LSCBs where a child dies or is seriously injured and abuse or neglect are known or suspected to be a factor in the death. Their purpose is to identify and implement learning to improve how services work together to safeguard children and they are a statutory requirement.

The LSCB commenced one Serious Case Review during the 12 month period covered by this report. This was the continuation of a review which was originally started in 2015/16 and then 'paused' pending court proceedings. The review re-commenced in March 2017 and is ongoing. It is due to be concluded early in 2018 and will therefore be addressed in the next LSCB Annual Report. Learning from the review continues to drive changes in practice as it emerges.

Child Death Reviews

Child Death Reviews for children resident in Southend are undertaken by a multi-agency Child Death Review Panel (CDRP) covering South East Essex. The Panel is chaired by a representative from Public Health and is overseen by a multi-agency Strategic Child Death Overview Panel (SCDOP) for the County. During the year 1 April 2016 to 31 March 2017 the CDRP received eight notifications of deaths of children resident in the Southend area and completed 12 child death reviews for Southend cases. (Not all reviews are completed in the year the notification was received: especially when an Inquest or criminal proceedings have been involved.)

Of the 12 deaths reviewed, four were found to have one or more modifiable factors, including co-sleeping, parental smoking, alcohol/substance misuse and poor parenting/supervision.

Due to a previous increase in numbers of sudden unexplained deaths in infancy, the SCDOP continues to increase awareness of the risks associated with co-sleeping and to highlight safer sleeping information. In December 2016 a questionnaire was circulated to professionals working with families to gather information on what, when and to whom, advice is being given and the data was used to revise the safer sleeping campaign for 2017, and in January 2017 a 'Thunderclap' social media message was successfully launched. 135 agencies and individuals signed up to support the campaign which had a social reach of 489,024.

Essex LSCB Partnership Learning Review

This was an Essex led review of a family who had had contact with Southend-based agencies as a result of moving between Essex and Southend authority. Therefore links between the Essex review panel and the Southend Case Review Panel have been established and maintained in order to identify and utilize learning to drive improvements through the safeguarding system in Southend.

SECTION 5 - HOW DO WE KNOW WE ARE MAKING A DIFFERENCE?

Using a range of data, this section provides a summary analysis of volume, nature and outcomes of safeguarding activity over the year and key demographic information for context.

5.1 Statistical context

Southend is an exceptionally diverse and fast-changing borough and a range of available statistics provide us with the ability to track these changes over time in order to ensure the safeguarding system remains fit for purpose.

The following snapshot provides the statistical context surrounding the ongoing activity to safeguard children and promote their welfare:

Measure	Southend
Population	179,800
Aged 0-17 (inclusive)	38,729
School age BME population	6,616
Births per year	2,292

Source: 2016 Office for National Statistics estimates

Deprivation: Around 43.2% of those age 0-17 (16,723) live in the areas of the borough classified as falling within the 30% most deprived areas in the country. For contextual purposes it should be noted only 30% of the total population live in these same areas.

Poverty: 21.6% of 0-19 year-olds are living in families in receipt of Child Tax Credits whose reported income is less than 60 per cent of the median income, or in receipt of Income Support or (Income-Based) Job Seekers Allowance.

Entitlement to free school meals: The proportion of children entitled to free schools meals:

- a. Primary: 13.6% compared to 14.1% on average nationally
- b. Secondary: 8.2% compared to 12.9% on average nationally

Source: 2017 Schools Census

5.2 Safeguarding Activity 2016-17

Southend Borough Council has produced an Annual Report on the effectiveness of safeguarding children. The full report is available on request and highlights from the report are detailed below.

5.3 Safeguarding concerns

Where there are concerns, assessments of children are undertaken in accordance with a local assessment protocol based on Department for Education statutory guidance, Working Together 2015. The assessment seeks to establish the level and nature of any

risk and harm so appropriate support services can be provided to improve the outcomes for the child. The assessment will ascertain if:

- The child/sibling group are a child/children in need (s17 Children Act 1989)
- There is reasonable cause to suspect the child/children are suffering, or likely to suffer, significant harm (s47 Children Act 1989)
- The child/children are in need of, or requesting, accommodation (s20 or s31 Children Act 1989)

5.4 What the statistics are telling us

The safeguarding system collects a wide range of information about activity to safeguard children in Southend, so we know how well they are being safeguarded. This information helps the Southend LSCB decide what their next steps should be.

Data in relation to all safeguarding issues is monitored both locally and nationally. All safeguarding concerns and enquiries are recorded and co-ordinated by Southend Council. Progress from initial concern through to conclusion is monitored for timeliness and quality across a wide variety of measures including the nature and location of harm, service user groups, outcomes, age, gender, ethnicity, etc. This information is scrutinised by the LSCB sub-groups who report key issues and trends to the Board via the LSCB Executive group.

Southend Council also submits annual data returns to the Department for Education (DfE) who collate these with the annual data from the other authorities in England for the purpose of comparison. The following sections are based on the most recent annual data return, which provides figures for the 12 months ending 31 March 2017.

In the period 1.4.16 to 31.3.17, there were 2,229 referrals, of which 16.3% (363) had been made within 12 months of a previous referral. The number of assessments completed was 2,012 and the median number of days taken to complete the assessment was 38 days, compared to a median number of days for the East of England of 30 days.

686 Section 47 enquiries were undertaken in the 12 months ending 31.3.17, followed by 321 initial child protection conferences. The median number of days between the start of the Section 47 enquiry and an initial child protection conference was 16 days, which compares to a median of 13 days for the Eastern Region as a whole.

Activity within Local Authority Children's services has decreased in some areas during 2017 but remains higher than in 2015 in relation to looked after children. Some of the increase in numbers of looked after children relates to changes in children's status when they are cared for by family members.

5.4.1 Abuse location

Abuse can happen anywhere; in someone's own home, in a public place, in hospital, in a care home for example. It can happen when someone lives alone or with others. It is important to understand the circumstances of abuse, including the wider context such as whether others may be at risk of abuse, whether others have witnessed abuse and

the role of family members and paid staff or professionals.

5.4.2 Age

The population aged 0 to 17 (age at mid 2016) based on Office of National Statistics projection data is estimated at 38,700.

Age range	Estimated population 2016
0-4	11,449
5-9	11,395
10-14	9,853
15-17	6,003

5.4.3 Ethnicity

Minority ethnic population: The percentage of school age children from a minority ethnic group is 25.3% compared to 30.7% nationally and ethnic diversity continues to increase within the 0-19 population compared with the boroughs population as a whole.

Source: 2017 Schools Census

English as a second language: The proportion of children with English as a second language:

- a. Primary: 13.8% compared to 20.6% on average nationally
- b. Secondary: 13.8% compared to 16.2% on average nationally

Source: 2017 Schools Census

5.4.4 Primary needs

As at 31.3.17 there were 1,387 children in need episodes recorded of which the majority (1,201) had a primary need at assessment of neglect or abuse. By the end of the assessments the following factors had been identified:

Identified factor	No.
Domestic violence	753
Mental health	578
Drug misuse	307
Neglect	304
Emotional abuse	300
Alcohol misuse	248
Learning disability	234
Physical abuse	187
Socially unacceptable behaviour	137
Physical disability or illness	112
Going/being missing	83
Sexual abuse	76
Self-harm	57
Child sexual exploitation	51
Young carer	31
Gangs	17

Female Genital Mutilation	0
Abuse linked to faith or belief	0
Privately fostered	X
Unaccompanied asylum seeker	X
Trafficking	X

'X' is used where numbers are small and confidentiality needs to be preserved.

5.4.5 Abuse type

Number of children subject to a Child Protection Plan at 31.3.17 by initial type of abuse:

Neglect	128
Emotional Abuse	63
Multiple ¹	20
Physical Abuse	X
Sexual Abuse	X

¹ Cases where more than one category of abuse is relevant to the child's current protection plan.

'X' is used where numbers are small and confidentiality needs to be preserved.

5.4.6 Referral source

Number of referrals completed by Children's Services in the year ending 31.3.17 by source of referral

Police	680
Schools	456
LA services (Referrals from social care, other internal local authority services and external local authority services)	275
Health services (Referrals from GPs, health visitors, school nurses, other primary health services, A&E and other health services)	248
Other	215
Individual (referrals from family members, relatives, carers, acquaintances and self-referrals)	210
Other legal agency	59
Anonymous	40
Housing	31
Education services	9
Unknown	6
Total	2,229

Note: If a child had more than one referral in the period then each referral will be counted.

5.5 Safeguarding Outcomes

An improvement in performance in relation to statutory visits to looked after children and children subject to child protection plans. Visits to children subject to child protection

plans stood at 88.5% in mid-November (provisional data) and for looked after children at 84.9% at the end of October 2017 (validated data). The LA has not yet met its target, however this is an area of significant and sustained progress.

An improvement of 35.7% in the timeliness of child protection investigations in the twelve months to September 2017 and improvements in the proportion of decisions made in relation to new referrals within 24 hours of the referral being received following revisions to process and changes in management oversight.

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SECTION 6 - CONCLUSIONS AND WHAT THE BOARD WILL BE WORKING ON IN 2017-2018

The Annual Report evidences strong ongoing commitment across the partnership to effectively safeguard and promote the welfare of children living in Southend. The LSCB will continue to strengthen its impact on the local safeguarding system through effective oversight and coordination of the system, robust monitoring and challenge of performance and progress among partner agencies and the work of other local strategic bodies.

To ensure the progress made by the Board over the last year continues, the following areas for development have been identified for the next 18 months. (During the production of this Annual Report it has been agreed that the next Annual report should cover the period 1 October 2017 to 31 March 2019, to align with the Boards financial cycle and partners operating years).

The Board is aware of the ever-changing nature of the environment in which safeguarding services operate, and will direct their attention and efforts taking a dynamic and proactive approach, reviewing priorities on a regular basis. The Board has also identified individual themes that will be focused on throughout the year and these will be identified in the Board's Forward Plan and the work programmes of the sub-groups.

- Conclude and implement the Strategic review of the LSCB and its sub-group priorities and activities, and ensure the views of children and young people inform future Board activity through better engagement.
- Continue to build on the Southend response to the Alan Wood review of LSCB's further to the publication of the Department for Education consultation on significant revisions to the statutory guidance, 'Working Together to Safeguard Children' (following the introduction of legislative changes through the Children and Social Work Act 2017) and new 'child death review' guidance.
- Support the development of multi-agency responses to neglect and assurances that there is a shared understanding of neglect that promotes the safety, well-being and development of children with consistency of support
- Understanding and assessing the impact on safeguarding of system changes and commissioning plans e.g. Sustainable Transformation Partnerships, the Transforming Care Programme and actively supporting the change programme system wide including workforce delivery issues
- Implement a new performance and risk framework to support the Board in delivering its statutory responsibilities – including understanding the impact of local resource commitment to safeguarding and funding plans.
- Develop and implement induction training and an ongoing development programme for Board members and recruit lay-members to replace recent resignations.

- Develop a revised audit programme to be overseen by the LSCB based on increased targeted audit activity and analysis that includes Learning Disability Mortality Review (LeDeR), Thresholds, Child Sexual Exploitation, self-harm and suicide prevention.
- Conduct a review of safeguarding training and agree the Board's safeguarding training offer.
- Improve Board communication, review the Southend LSCB website and fully engage with social media.
- Improve understanding of the local response to Modern Slavery and Human Trafficking to identify improvements needed.
- Work collaboratively with both Thurrock and Essex Councils on any initiatives arising from our new relationship with the Essex Police & Crime Commissioner.

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SECTION 7 - APPENDICES

APPENDIX 1 Board membership and attendance October 2016 – end September 2017

APPENDIX 2 Financial Report April 2016 to March 2017

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APPENDIX 1 - Board membership and attendance October 2016 – end September 2017

✓	=	Attended by nominated representative or substitute.
Apologies	=	Formal apology received.
'-'	=	No formal apology received and did not attend.
Vacant	=	Position vacant following resignation from the Board
Not appointed	=	Post was vacant following resignation from the member agency/or postholder was not a member of the Board at the time of the meeting.

Agency/Role	Nov 2016	Feb 2017	Jun 2017	Sept 2017
Board Independent Chair	✓	✓	✓	✓
Vice Chair	✓	✓	✓	✓
Lay member	✓	Apologies	Vacant	Vacant
Lay member	✓	✓	Vacant	Vacant
Community lay member	Apologies	Apologies	-	Apologies
LSCB Executive Chair	✓	✓	✓	✓
National Probation Services	✓	✓	✓	✓
CAFCASS	✓	✓	✓	✓
Essex CRC	✓	✓	✓	✓
SBC – Childrens Services	✓	✓	✓	✓
SBC – Learning Services	Not appointed	✓	✓	Apologies
SAVS	✓	✓	✓	Apologies
Essex PCC	Not appointed	✓	✓	Apologies
Police	✓	✓	✓	✓
Essex Fire & Rescue	✓	✓	✓	-
Ambulance Trust	-	-	Apologies	-
Southend CCG	✓	✓	✓	✓
Southend Hospital	✓	✓	✓	✓
Legal advisor	✓	✓	✓	Apologies
SEPT (now EPUT)	✓	✓	✓	Apologies
NELFT	✓	✓	✓	✓
Better Start	Apologies	-	-	✓
NHS England	Apologies	-	-	-
South Essex College	Apologies	✓	Apologies	✓
Schools: Secondary	Apologies	✓	✓	✓
Schools: Special Schools	Apologies	✓	✓	Apologies
PreSchool learning Alliance	-	-	-	Apologies
Public Health	-	Apologies	Apologies	Apologies
Executive Councillor	Apologies	✓	Apologies	Apologies

APPENDIX 2 - Financial Report April 2016 to March 2017

Agency	Percentage Contribution	Contribution
Southend Borough Council	49.5%	£43,065
Clinical Commissioning Group	26.0%	£22,620
Police & Crime Commissioner	16.5%	£14,355
National Probation Service	3.6%	£3,132
Essex Rehabilitation Company	3.6%	£3,132
CAFCASS	0.8%	£696
Total contributions	100%	£87,000

The LSCB shared a business manager and part-time administrative staff with the Safeguarding Children Board and there is a considerable 'in kind' contribution from partners to the Board, Executive and sub-groups - a major resource which is difficult to quantify, but is critical to the effective functioning of the LSCB.

For the year 2016-17 the LSCB's expenditure was as follows:

Description	Expenditure (£)
Total employees	£66,743.99
Total supplies and services (includes chairs remuneration and meeting/training costs)	£55,358.71
Total	£122,102.70

During the year £34,000 was drawn down from reserves and reserves carried forward were £10,900.

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Annual report on the effectiveness of safeguarding children by Southend Council's Children's Social Care Services

Prepared by John O'Loughlin, Director of Children's Services and Ruth Baker, Group Manager Children's Service Transformation

1. Purpose of Report

- 1.1 To provide the Chief Executive and the Leader of the Council with information in order to give assurance about the functioning and effectiveness of the safeguarding of children and young people by children's social care
- 1.2 To support members to discharge their safeguarding duties in relation to children and young people
- 1.3 This report should be read alongside the annual report of the Local Safeguarding Children Board

2. Recommendation

- 2.1 That the report is noted and the priority areas for improvement for 2018/19, as detailed in the Children's Service Improvement Plan, Appendix 1, are noted.

3. Background

- 3.1 Children's social care service is the lead service area responsible for discharging the council's duties to assess need and to protect children assessed to be at risk of suffering, or suffering, significant harm. This duty is discharged in partnership with all Departments within the Council and partner agencies such as health, education, police, probation services and the third sector. The three statutory children's safeguarding agencies are the Local Authority, the Police and Health.
- 3.2 Our statutory duties are contained within the Children Act 1989, subsequent legislation and statutory guidance such as the Children Act 2004 and Working Together 2015. It should be noted that Working Together is in the process of being revised. The consultation period ended on 31st December 2017. We have submitted our views on the proposed changes, to be contained within Working Together 2018, following a report to the Executive Departmental Management Team (People).
- 3.3 Case holding Health and Care Professional Council (HCPC) registered children's social workers, across 7 teams, are the lead professionals for children in need, children in need of protection, children in care and care leavers from 12 weeks gestation to 18 years of age or 25 years of age for care leavers attending University or who are disabled. In addition children with

additional needs, needs which cannot be met solely by universal service provision, are supported by early help family support services, placement and resources service, youth offending service and the quality assurance service.

- 3.4 In April 2016 Ofsted, the regulatory body for children's social care, undertook an inspection of services for children in need of help and protection, looked after children and care leavers.
- 3.5 The outcome of the inspection was that children's services in Southend required improvement to be good. The services for children looked after and children in need of help and protection and management, leadership and governance all require improvement to be good. The performance of adoption services and the experiences of care leavers were both judged to be good by Ofsted.
- 3.6 The regulatory framework for the inspection of children's services has changed and the new inspection framework will begin in April 2018. We do not anticipate that we will be inspected until the autumn of 2018 at the earliest however our focus on improving services, and the experience of children and families in Southend, remains a priority regardless of when we are next subject to regulatory inspection.
- 3.7 Significant amounts of review, planning and activity has continued in response to the outcome of the inspection and the finding of two peer reviews of children's services which were undertaken during 2017.
- 3.8 This report will outline key safeguarding activity but will not replicate the detailed information which is contained within Children's Services Improvement Plan nor that which is reported to the Children's Services Improvement Board.
- 3.9 The activity and performance in relation to Looked after Children is reported in a separate suite of reports to Cabinet. Namely the Corporate Parenting Annual Report and reports relating to the regulated fostering and adoption services. These reports include information relating to safeguarding such as the quality of placements for looked after children and looked after children missing from care.

4. Performance

- 4.1 Performance continues to be regularly and robustly monitored. Team, service and group managers have access to 'live' performance data for their service areas. Children's Services Departmental Management Team (CSDMT) review performance at a monthly meeting supported by managers from the data and performance service.
- 4.2 Following feedback from the peer review undertaken by LB Westminster in September 2017 we have assured ourselves that our newly appointed team managers are able to access the performance data they require.

- 4.3 Performance is reported to EDMT on a monthly basis with particular focus on areas where performance has dropped below target or has not yet reached target.
- 4.4 The Children's Services Improvement Board, which is chaired by the Chief Executive and includes the Leader of the Council, Executive Member for Children and Learning and shadow portfolio holder as members, receive progress reports including performance measures. The Board meets bi-monthly.
- 4.5 The lead member for Children and Learning will continue to meet regularly with the Director of Children's Services to review performance and any identify safeguarding concerns.
- 4.6 In October 2017 we changed from one case management system, Care First, to another, Liquid Logic. This means that at the time of the writing of this report it takes longer to verify the performance data we have. This is due to the impact of a period of time where different case management systems have been used. We have a number of control measures in place which means that, despite this, we are able to access live data on children's cases and are therefore able to meet the safeguarding needs of individual children.
- 4.7 During 2017 we have seen improvement in performance in relation to statutory visits to looked after children and children subject to child protection plans. Visits to children subject to child protection plans stood at 96.2% in mid-November and for Looked After Children at 86.9% at the end of October 2017 (validated data). We have not yet met our target however this is an area of significant and sustained progress.
- 4.8 We have seen an upward trend for another area of focus; the timeliness of child protection investigations. We remain below target however we had seen an improvement of 35.7% in the twelve months to September 2017.
- 4.9 We have also seen improvements in the proportion of decisions made in relation to new referrals within 24 hours of the referral being received following further revisions to the process and changes in management oversight.

5. Quality Assurance

- 5.1 The Quality Assurance Framework (QAF) is currently being revised to incorporate learning from the peer review undertaken by LB Westminster. The revised quality assurance framework will support improved practice within Children's Services. The framework incorporates audits of the files of foster carers, adoptive parents, supervised contact and assessments undertaken at the Marigold Family Resource Centre.

- 5.2 The revised framework will include greater opportunities for case holding practitioners to engage in case audit activity. This will support the dissemination of learning throughout the service.
- 5.3 During 2017 we have increased both the level and speed of manager response when practice within a case audit identifies that it is not to a good standard. This gives assurance that the audit activity has a direct impact on, and benefit to, the experience of children.
- 5.4 Case audit activity enables us to identify areas of challenge and take action to make improvements. Improvements have been seen in relation to child in need cases, timely recording and reviewing officer activity. Planning and management oversight is stronger. Continued areas of challenge include the recording of supervision, recording the sharing of reports with parents and consistently recording statutory home visits.
- 5.5 The LSCB undertake multi-agency quality assurance activity and this is reported to the LSCB Executive and monitored by the LSCB Monitoring Sub-group. This activity is currently being reviewed.

6. Summary of areas of challenge

- 6.1 We have commissioned a review of demand across the children's system which will inform our planning during 2018. We have commissioned Research in Practice to undertake the review. Research in Practice are an organisation who have supported evidence-informed practice and social policy in children's services since 1996.
- 6.2 Activity within the service has decreased in some areas during 2017 but remains higher than in 2015 in relation to looked after children..

	31/03/2015	31/03/2016	30/09/2016	30/09/2017	% change
Number of children subject to child protection plans	184	188	209	148	-20%
Number of Looked After Children	229	258	280	278	+18%
Number of children subject to Interim Care Orders	20	41	58	42	+110%

- 6.3 The impact of the increase in numbers of children is an increase in caseload for social workers and for independent reviewing officers. This results in challenges in making improvements in practice and in performance. It should be noted that

due to changes in practice being seen in terms of demand (placement panel, edge of care team, an increase in capacity to deliver family group conferences) and investment in the service with additional staff being employed) we are beginning to see reductions in caseloads for practitioners.

- 6.4 Some of the increase in numbers of looked after children relates to changes in children's status when they are cared for by family members. Some arrangements which had been considered as private family arrangements are now considered as meaning that a child has become looked after. This remains an area of focus and the implementation of Restorative Practice will support more families to find their own solutions together, with support from the service, resulting in less children becoming looked after.
- 6.5 The significant increase in the number of children subject to interim care orders is a measure which gives an indication of the increase in applications made to the Family Court when children are experiencing significant harm in the care of their parents. The increase is replicated across Essex and Thurrock. Much of the increase is due to a change in case law relating to children accommodated under Section 20 of the Children Act. The case law broadly states that Section 20 should only be used as a short term measure. The use of Section 20 is being reviewed to ensure we are complying with the recent case law. This should result in a reduction in the number of care proceedings being issued. It should be noted that we have not received criticism from the Court for issuing care proceedings unnecessarily.
- 6.6 The changes in practice in relation to safeguarding processes, which includes an increase in service manager oversight, has led to a reduction in the number of children requiring child protection plans.
- 6.7 As stated above the learning from the review of demand across the children's system which we have commissioned will inform further changes to service delivery. This will support us to meet demand while ensuring our intervention is at the right level; that we do not intervene in the lives of families unnecessarily and that when we do intervene we do so without delay.

7. Workforce

- 7.1 As reported in previous years the recruitment of experienced social workers is a challenge being experienced on a national basis.
- 7.2 We have temporarily increased the establishment within children's services to support our improvement journey. We recruited two additional posts within the service and within HR to support our workforce and recruitment activity. We continue to lead the work within the Eastern Region relating to the recruitment and retention of qualified social workers.
- 7.3 The impact of this can be seen in the reduction in the number of vacancies and the reduction in the number of agency social workers within the service. All

team managers within Fieldwork Services, the services which discharge our statutory social work services to children, are now permanent employees. The present position is that we have 2 permanent vacancies and 2 temporary vacancies. Caseloads have reduced to an average of 22.

- 7.4 It should be noted that there was a period of instability within the workforce in Fieldwork Services during Q1 and part of Q2 prior to the full impact of the additional focus and resource relating to recruitment being felt. The instability, which included a number of vacant posts, was a contributory factor to children experiencing changes in social workers and practitioners holding higher caseloads.
- 7.5 Our recruitment strategy is currently being revised. We acknowledge that this is a key element to enable us to continue to make improvements as the quality of our workforce has a direct correlation to the experience of children.
- 7.6 We successfully delivered a social work academy during 2016/17 and have taken the learning into a revised programme for 2017/18. Four social workers in the academy moved into permanently established roles in August 2017 replacing agency social workers. We have recruited 5 newly qualified practitioners to our new programme and they took up post in November 2017.
- 7.7 We are engaging in a regional 'step up to social work' programme which supports fast tracked Masters level students entering the social work profession. We are also engaging with the return to social work programme.
- 7.8 We commission training based on identified need. Need is identified from learning from case reviews and areas identified regionally and nationally. Training commissioned for 2018 has been commissioned to support the Improvement Plan. Training in relation to child sexual exploitation continues to be delivered as is core safeguarding training.
- 7.9 All permanent staff within children's services, including managers, social workers, alternatively qualified and business support staff are enrolled on Restorative Practice training which is being delivered between December 2017 and June 2018. Restorative Practice is the model of practice we are committed to in Southend and our commitment to training all staff is evidence of how significant an element of our practice it is. Senior Leaders within the Council, including the Chief Executive, members of the Corporate Management Team, the portfolio holder and lead member will be attending a half-day briefing on Restorative Practice in January 2018.
- 7.10 During both peer reviews in 2017 the review teams reported that social workers and other practitioners felt well supported by their managers and were able to access a wide variety of training and development opportunities.

7.11 Supervision of social workers, including the opportunity to access reflective supervision, remains a priority for Children's Services. Ofsted reported favourably on supervision within the service. The quality of supervision will continue to be measured as part of the QAF. We know that the frequency and quality of formal supervision, as opposed to the informal supervision and management oversight we see, is not yet consistently evidenced to a high standard.

7.12 The revised improvement plan includes an outcome which address the need to create an environment where good practice can flourish. As part of this outcome we are setting clear practice and behavioural expectations alongside ensuring practitioners and managers have the support they need to perform well.

8. Child Sexual Exploitation (CSE) and Missing Children

8.1 We continue to focus on missing children and child sexual exploitation as a priority area.

8.2 The CSE strategy and action plan has been revised and the associated actions are monitored by the LSCB.

8.3 We have recruited a practice lead for CSE which supports a clear conduit between strategy, research and practice on the ground. The post holder supports practitioners and also reviews the intelligence held by children's services and partner agencies to ensure we focus the resources of the partnership where they are most needed.

8.4 There is currently one significant operations relating to CSE. The strategic oversight of the operation is undertaken by a multi-agency board of senior managers chaired by the Director of Children's Services.

8.5 The operational management of the work of partners, with the primary focus being the welfare and safety of children, is overseen by a group chaired by the Group Manager for Early Help, Family Support and YOS. We have recruited an additional experienced qualified social worker to be the lead practitioner for the group of young women who have been identified as part of this operation.

9. Radicalisation and Extremism

9.1 The implementation of the Counter-Terrorism and Security Act 2015 on 1 July placed a duty on local authorities and other public bodies to have "due regard to the need to prevent people from being drawn into terrorism", as part of the Prevent Duty.

- 9.2 Southend's Channel panel continues to meet to review cases, of both adults and children, where there has been an assessment that a person is at risk of being drawn into terrorism.
- 9.3 If safeguarding concerns are identified the usual statutory processes are undertaken by children's social care.
- 9.4 During 2017 there have been very few children referred to the Channel panel.
- 9.5 It should be noted that the Government has proposed that the lead agency to manage the Prevent programme should change from being the Police to being the Local Authority. Due to the small numbers of adults and children referred in Southend, and in greater Essex as a whole. It is likely that Southend, Essex and Thurrock will join together to plan discharge this duty across the region when the changes come into force. There is currently no indication from the Government of the timescale for the changes to be made nor specific details of what the changes will be.

10. Overall summary

- 10.1 The Children's Services Improvement Plan will continue to be the vehicle to improve services for children in need of help and protection. We have revised the improvement plan and now focus our activity on six overarching outcomes.
- 10.2 The revised Improvement Plan uses a model of outcome based accountability (OBA) to drive impactful and sustainable improvement.
- 10.3 The Improvement Board and Children's Scrutiny Panel will each meet 6 times a year. There will therefore be oversight and scrutiny each month and this will result in any delay in meeting targets and actions being challenged in a timely manner.
- 10.4 The improvements will supported by a number of other strategies within the service including the Child Sexual Exploitation Strategy, Recruitment Strategy and Sufficiency Strategy (recruitment of carers for looked after children).

2016-17

Annual Report on the Effectiveness of
Safeguarding Adults in Southend

DRAFT



Southend SAB

October 2016 to September 2017

**Annual Report on the Effectiveness of
Safeguarding Adults in Southend**

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SECTION 1 INTRODUCTION

1.1 Foreword – by Independent Chair, Liz Chidgey

I am very pleased to be introducing the Annual report covering my first year as Independent Chair for the Southend on Sea Safeguarding Adults Board (SSAB) and welcome the opportunity to publish information on the work of the board and its sub groups.

It is vital that we communicate with the public to both raise awareness on safeguarding issues but also to provide information on the actions being taken and the results being achieved.

2016/17 was a busy year for the board with considerable work being completed in support of our vision:

to ensure the safety and protection of adults with care and support needs within the borough; that is, adults who have care or support needs and who are subsequently less able than others to defend themselves against the threat of abuse, exploitation, or neglect.

We have a very strong and committed board and I am grateful for the ongoing support for the partnership, which has developed as reflected in this report and shows what was actually done both as a partnership and through the work of participating partners.

The report contains details of how safeguarding has been promoted and developed throughout Southend, through the work of the Board and its sub groups, which are populated by senior representatives from our statutory partners, along with other agencies including representatives from the voluntary and community sector.

It highlights the programme of work of the Board, undertaken over the past twelve months, and shows how partners have worked together to achieve its objectives and implement its Strategic Plan 2016-19. Details of the work and outcomes that have been achieved are provided in this report and it is essential that the work undertaken over the past year is recognised and celebrated.

The report also offers a commentary about the prospects and challenges for 2017/18 and aims to demonstrate the commitment of the Safeguarding Adults Board and recognition of our responsibilities to the people of Southend on Sea and what they have the right to expect from local safeguarding services.

This report provides detail on the actions taken during the year and there have been no cases in the last year that met the criteria for commissioning a Safeguarding Adults Review (SAR). (A SAR is commissioned when an adult with care and support needs dies as a result of abuse or neglect, or is known or suspected to have experienced serious abuse or neglect, and there is concern that partner agencies could have worked more effectively to protect the adult), However we have been finalising the actions and recommendations carried forward from SAR Anne which was published last year.

It is my responsibility to support and encourage partners and agencies in Southend to work collaboratively for the benefit of adults with care and support needs and bring about continual improvement. It is also part of my role to hold agencies to account ensuring that individually, they do what they say they are going to do, and that collectively, agencies are working together to address issues surrounding abuse and neglect.

As the chair, I am satisfied that the agencies that are represented at the board and its sub-groups continue to demonstrate their high level of commitment to keeping people safe. I am very mindful of pressures on partners in terms of resources and time and grateful to all those who have engaged in the work of the SSAB.

I hope that you find this report both interesting and of reassurance that the board is being very active in driving forward improvements. There is a lot of detail in this annual report about which I will not comment further here. Importantly however, regardless of whatever concerns might be triggered in the minds of readers, the assurance offered by me is that Safeguarding Adults Board members and the organisations they represent know and are open about the reality of the challenges they face. They are willing to engage with each other in collaborative working and willing to contribute to thinking ahead about responsibilities, risks, ambitions and priorities.

Finally, I would like to acknowledge the commitment of all our partners, who once again have delivered a great deal in the past 12 months, and who continue to contribute to improving the way we all work together to protect adults with care and support needs from the risk or experience of abuse. I would also like to acknowledge the commitment and dedication of all front line practitioners who work in the field of safeguarding adults with care and support needs, including the public and voluntary and community sectors.

As we move into the next few months the Board is committed to taking this agenda forward with the continued support of all our partners remembering importantly that “safeguarding is everyone’s business”.

1.2 Introduction

This annual report is for the period 1st October 2016 to 30th September 2017 and is produced as part of the Board’s statutory duty under The Care Act 2014 and Chapter 14 of the Care & Support Guidance. It is one of the three core statutory duties of the Chair of the Board to publish an annual report in relation to the preceding financial year, on the effectiveness of safeguarding in the local area.

This Annual Report gives details of progress on our priorities and Strategic Plan 2016-2019; and provides an overview of SAB activities and achievements during 2016–2017 summarising the effectiveness of safeguarding activity in Southend including the work of individual member agencies.

The report will be submitted to the Local Authority Chief Executive, Leader of the Council, Essex Police, the Chair of Southend Health and Wellbeing Board and Southend Healthwatch.

More information about the statutory role and function of the Safeguarding Adults Board can be found at www.safeguardingsouthend.co.uk

1.3 Role of the Southend Safeguarding Adults Board

The Southend Safeguarding Adults Board is a statutory body that works to make sure that all agencies are working together to help keep adults in Southend safe from harm and to protect the rights of citizens to be safeguarded under the Care Act 2014, Mental Capacity Act 2005 and the Human Rights Act 1998.

Vision

The Safeguarding Adults Board (SAB) aims to ensure the safety and protection of adults with care and support needs within the borough; that is, adults who have care or support needs and who are subsequently less able than others to defend themselves against the threat of abuse, exploitation, or neglect.

Statutory Duties

The Board has three core duties defined by the Care Act 2014:

- developing and publishing an annual strategic plan setting out how we will meet our objectives;
- publishing an annual report which sets out what we have achieved; and
- commissioning safeguarding adults reviews where serious abuse or death has occurred and learning can take place.

1.4 The Safeguarding Principles

The work of the Southend SAB is underpinned by the safeguarding principles which were set out by the government in the statutory guidance accompanying the Care Act 2014. The following six principles apply to all sectors and settings including care and support services. The principles inform the ways in which we work with adults.

- Empowerment – The presumption of person-led decisions and informed consent, supporting the rights of the individual to lead an independent life based on self-determination.
- Prevention - It is better to take action before harm occurs, including access to information on how to prevent or stop abuse, neglect and concerns about care quality or dignity.

- Proportionality - Proportionate and least intrusive response appropriate to the risk presented.
- Protection - Support and representation for those in greatest need, including identifying and protecting people who are unable to take their own decisions, or to protect themselves or their assets.
- Partnership - Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.
- Accountability - Accountability and transparency in delivering safeguarding, with agencies recognising that it may be necessary to share confidential information, but that any disclosure should be compliant with relevant legislation.

1.5 Strategic Plan 2016 - 2019

The Strategic Plan 2016-2019 is being reviewed at the time of writing this report and the reader is advised to refer to the updated plan which will be available on the SAB website on completion.

1.6 Governance

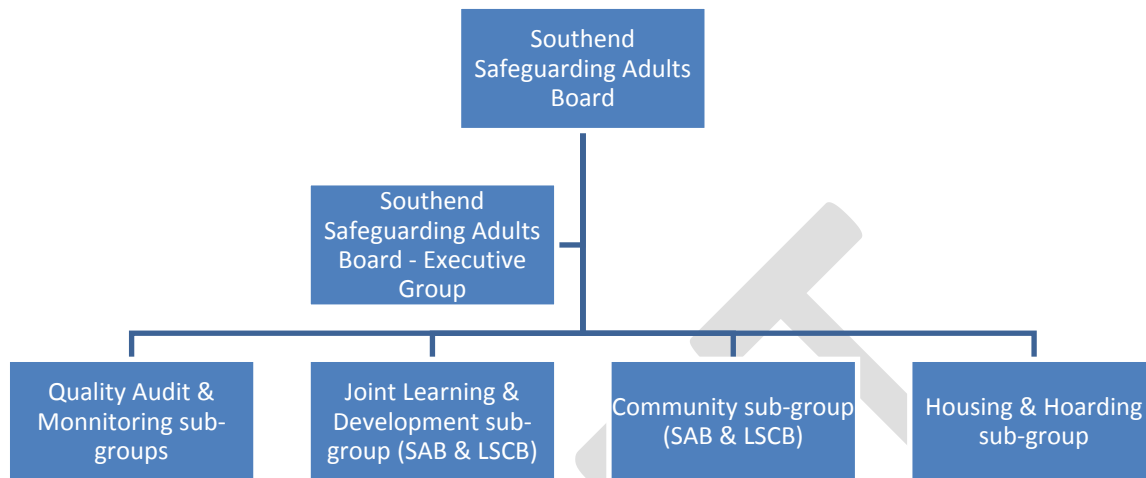
Southend Safeguarding Adults Board is chaired by its Independent Chair, Elizabeth Chidgey and meets four times a year bringing partners together from: Southend Council, Essex Police, Essex Fire and Rescue Services, East of England Ambulance Trust, Southend Clinical Commissioning Group, health trusts, probation services, the voluntary sector and lay members, representing health, care and support providers and the people who use those services across Southend.

The Chair is accountable to the Chief Executive of the local authority in chairing the SAB and overseeing its work programme. However, she is accountable only to the Board for the decisions she takes in that role. The role of Vice-Chair is undertaken by the Deputy Chief Executive (People) – Southend Borough Council.

The Board is attended by representatives from the partner agencies with a high level of engagement. Information about Board attendance can be found in Section 6.

The SAB has four subgroups chaired by senior members from across the partner agencies. We report on the business of each of the sub-groups operating during 2016-17 in this report and the structure below reflects the shape of the Board.

1.7 Board Structure 2016/17



A review of the structure of the SAB board was initiated during 2016-2017 and changes agreed as a result will be initiated in 2018.

1.8 Strategic Links to other Boards and Partnerships

The Chair of the SAB is a member of the Health and Well-Being Board and presents the SAB Annual Report to the Board; She meets regularly with the Chief Executive, the Corporate Director - People, the Lead Member for adult safeguarding, the Leader of the Council, and is also the Chair of the Safeguarding Children Board. The Chair also meets regularly with the Council's Scrutiny Committee. Links are also maintained through representation on key strategic partnerships:

- Community Safety Partnership
- The Health & Wellbeing Board
- The Local Safeguarding Children Board
- Essex Safeguarding Adults Board
- Thurrock Safeguarding Adults Board

Southend Essex and Thurrock (SET) work in partnership to provide a common approach to safeguarding across the county. The SET Safeguarding Adults Guidelines set out the system and process all organisations should use to raise safeguarding concerns. This includes a framework for confidentiality and information sharing across agencies.

1.9 Funding

The work of the Board is financed by contributions from partner agencies, of which currently over 45% comes from the council. In addition to financial contributions, partner agencies contribute significant amounts of staff time to support the delivery of the board's work programme, and to support training delivery. Full budget information is

contained within **Appendix 2.**

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SECTION 2

ASPIRATIONS FOR 2016-17

(taken from Strategic Plan 2016-19 and 2015-16 Annual Report)

In the 2015-2016 Annual Report the Board identified the following key areas for development:

- Ensure the provision of services for young people who require extra support and assessment but do not meet the criteria for statutory adult services are integrated and accessible. The SAB proposes there should be a one-year funded project to look at the scale of this group and their needs, and how to work with them with, possibly using a worker in the third sector. The project to report back at the end of the year on issues and recommendations for this role in the future.
- Improving the experiences of adults discharged from hospital ensuring good coordination between relevant partner agencies. The SAB to propose a project to look at drilling down into the issues underpinning hospital discharge concerns and develop “whole system” recommendations to be rolled out across the partnership to improve the safety, coherence, and consistency of this process for patients.
- The provision of funding by commissioning agencies for a specialist hoarding support service
- The provision of support services for domestic abuse perpetrators who are not in the criminal justice system, which has a good evidence base, by commissioning agencies
- Increase capacity of Health Based Places of Safety (HBPOS) in Southend and Essex as a whole, and a reduction in the use of section 136. As a matter of urgency Southend CCG to look into the reasons for the delays in refurbishing the existing section 136 health suites, and ensure adequate levels of local provision. *(Referred to the CCG for action November 2016).*
- Commissioning agencies to ensure there is sufficient capacity in registered care homes and domiciliary care providers to meet the demands of an increasing elderly population
- Ensuring DoLs assessments continue to be undertaken in a timely way to ensure the rights of adults with additional care and support needs are safeguarded effectively

The 2016 -19 Strategic Plan further identified the following key strategic priorities:

- Assure itself that local safeguarding arrangements are in place, as defined by the Care Act 2014 and other legislation, and that they are effective, person-centred and outcome-focused

- Assure itself that safeguarding practice is continuously improving and enhancing the quality of life of adults with additional care and support needs in Southend
- Prevent abuse and neglect where possible and ensure timely and proportionate responses when abuse or neglect have occurred
- Assure itself that arrangements to implement the Domestic Abuse Strategy are robust and that information sharing and assessment of risk is undertaken in a timely way
- Respond to the Violence Against Women and Girls agenda, so called Honour-Based Abuse and Modern Slavery, providing a comprehensive programme of work in partnership with other strategic boards
- Assure itself that safeguarding adults services are informed and improved by the views of adults with additional care and support needs and their family or carers
- Improve practitioner awareness and understanding of the Mental Capacity Act (MCA) and Deprivation of Liberty Standards (DoLS)
- Assure itself that adults who are vulnerable to exploitation or radicalization are identified and supported appropriately

SECTION 3

ACHIEVEMENTS IN 2016/17 - HIGHLIGHTS

This year the SAB undertook significant work to ensure that it fulfilled its statutory responsibilities and welcomed new Independent Chair, Liz Chidgey, who took up post in January 2017 following the retirement of Chris Doorly.

3.1 Safeguarding Adults Board

- Commissioned and commenced a review of the Board's priorities and the development of a performance and risk management framework to support the Board's ambitions
- Looked at how local agencies address safeguarding where Female Genital Mutilation is identified
- Initiated a review of how Modern Slavery and Exploitation is identified and responded to by local health organisations
- Identified a local issue with an NHS Health Provider where Do Not Attempt Resuscitation Orders are in place and how these orders are managed locally – ongoing assurance required on how these are put in place and monitored
- Transition from Child to adult services addressed in SAR 'Anne' Learning
- Responded to the introduction of the Herbert Protocol and agreed wide dissemination of the initiative with partners
- Recommended a multi-agency review of pathways for people leaving prison with care and support needs – complete
- Ensuring that the SAB had effective oversight of the implications for safeguarding of the recent merger of local CCGs.
- Appropriate adult for people in custody review by SAB Executive
- HMIC published an adverse reports on Essex Police who were invited to report on how they were addressing the issues raised. They provided action plans and gave a brief overview of the inspections and their outcomes. Members were advised that following the inspection outcomes, the force has changed its branding, culture and training programme.
- East of England Ambulance Services working to make changes to their safeguarding referral systems with any changes expected to be seen during 2017/18
- SAB has continued to work closely with the Southend Safeguarding Children's

Board. Joint activity has included Joint Sub-groups for Learning and Development and Community.

- The Independent Chair presented the SAB Annual Report to Southend Health and Wellbeing Board, outlining performance against Business Plan objectives in the previous financial year. This provided the opportunity for the Health and Wellbeing Board to take on issues raised by SAB.
- SAB has continued to work with the Essex and Thurrock Safeguarding Adult Boards to ensure a consistent approach is taken to safeguarding across the three local authority areas. Projects this year include:
 - Updating the SET Safeguarding Adults Guidelines (published March 2017)
 - Reviewing the SET Mental Capacity and Deprivation of Liberty Policy and Guidance
 - Template Safeguarding Adults Policy (published May 2017)
 - Missing Person Protocol (published June 2017)
- On a strategic level, the SAB Chair remains a member of the Health & Wellbeing Board in order to better coordinate the work of the Board with the work of the SAB and to provide appropriate ongoing challenge and support in relation to safeguarding.
- The Chair also meets regularly with senior Board members from the CCG, Essex Police and Children's Services on an individual basis to maintain oversight of the system.
- The SAB continues to monitor actions plans from any external inspections of member agencies with a specific on safeguarding. These include Essex Police, and the Health System.

SAB Executive

The SAB Executive drives the work of the Board and directs the sub-group work in accordance with the strategic plan and makes recommendations to the Board for improving the system. It will also deliver recommendations from the Board regarding any developments to the strategic plan

The sub-groups identified in Section 2 support the work of the Board and delivery of its strategic plans. The sub-groups benefit from multi-agency representation with staff from statutory and non-statutory agencies attending and contributing to the work. The sub-groups review single agency performance reports and report to SAB Executive, and are actively looking to better involve people who use services and their representatives in the work of the subgroups.

Activity within the sub-groups for 2016/17 included:

- Audit programme – initiating review/scoping of staff understanding of exploitation
- Discharge letters to GP replaced by e-discharge, care homes now working with a reporting tool to record when discharges are unsatisfactory (includes medication)
- SAR action plan monitoring and learning from cases reviews and the introduction of a transition protocol
- Increased understanding of the LeDeR programme
- Basic safeguarding e-learning updated for 2016 and available to all partners via Virtual College
- Reviewing safeguarding training performance reports from partners and sharing good practice
- Shared learning on paraffin based treatments – learning from Lewisham SAR
- Increased awareness and understanding of hoarding and introduced a process to gain consent and share information

3.2 Board Partners' Achievements in improving Adult Safeguarding 2016-17

The SAB has been involved in partnership activity throughout the 2016/17 period and the following organisations regularly report into the SAB and have all provided an Annual Statement (available on request), summarised below.

- Essex Police
- Southend Borough Council
- Southend University Hospital NHS Foundation Trust (SUHFT) – Now called Essex
- Southend CCG
- Southend Association of Voluntary Services (SAVS)
- South Essex Homes (SEH)
- Essex Fire and Rescue (EFRS)
- National Probation Service (NPS)
- Essex Community Rehabilitation Company (ECRC)
- NHS England

Southend Essex and Thurrock (SET) Safeguarding Adults Guidelines are used by all partner agencies and a SET audit which is carried out biennially was conducted during this reporting period and the audit results have informed partners' strategic plans. All partners have an identified designated safeguarding adults lead.

Partners have assured SAB that they have policies in place for the safeguarding of adults which are consistent and comply with the above guidelines to ensure that safeguarding arrangements comply with the statutory duties within the Care Act 2014.

SUHFT introduced new strategic safeguarding plans and policies during the year which reflect the Safeguarding Adults Board Safeguarding Strategy as well as local and national safeguarding guidance. A Mental Capacity Act audit assessment was carried out to assist the Trust to understand how staff can be supported and agreed that a revised mental capacity assessment tool should be implemented during 2017-2018.

ECRC undertakes monthly quality audits with the assessment of safeguarding practice as a key component and have Partner Link workers who work with current and former partners of men participating in the domestic abuse perpetrator work and actively work to safeguarding those partners and children.

SAVS is a membership organisation and supports members to ensure they have the right safeguarding policies and processes in place as well as delivering projects for vulnerable people including Safe as Houses funded by the Essex Police and Crime Commissioner - supporting older people who have been identified as vulnerable to postal scams and preventing new people succumbing.

The NPS is committed to reducing re-offending, preventing victims and protecting the public and engages in partnership working to safeguard adults with the aim of preventing abuse and harm to adults and preventing victims. The NPS acts to safeguard adults by engaging in several forms of partnership working including both operational and strategic ensuring that information and lessons learnt are shared.

During the year South Essex Homes reviewed and updated their Safeguarding Policy and have a dedicated organisation safeguarding lead and actively support the SAB chairing and attending sub-groups as required.

Essex Police actively provide information to members of the public under 'Clare's Law'- The Domestic Violence Disclosure Scheme (DVDS Right to Ask and Right to Know) and have written and published a Domestic Abuse Action Plan and progress is ongoing against this.

There is a pilot scheme within the Adult Triage Team to improve the management of referrals for vulnerable adults, which helps to ensure that the most vulnerable cases are actioned and reduces bureaucracy by eliminating inappropriate referrals.

Essex Police has a team of dedicated Hate Crime Officers (HCOs) who manage the safeguarding of and support to high risk and high and medium risk repeat victims. The HCOs also have a community engagement role by attending Local Independent Advisory Groups (IAGs) and Hate Crime Panels to promote the reporting of hate crime and to increase the understanding of hate crime in communities.

Southend Borough Council

Southend Borough Council aim to support all of their residents to have opportunities to thrive- to achieve their hopes and aspirations and experience a life free from abuse and risk of harm. The Department of Adult Services and Housing, in partnership with the

other directorate areas within the Council, work collaboratively with residents and partners to this end. The principle of wellbeing and coproduction is the golden thread that runs through their work, aiming to prevent, reduce and delay the impact of harm, working to keep the adult and their family at the centre.

Case Studies: Partnership Initiatives

Over the period of 2016 to date, Southend Borough Council has collaborated with its partners on a number of projects and initiatives to improve preventative and supportive practice.

Social Work: Competent social work practice is the bedrock on which to create an empowered community. Signalling a belief that corporately social work is integral to our business and the wellbeing of our community, the Council appointed the current Safeguarding Adults' Manager as the Principal Social Worker for Adults. The Principal Social Worker role is intrinsic in ensuring the delivery of robust, competent and inspirational social work practice. The role also advises at a strategic and operational level, managers and leaders of the Council in complex or controversial cases and on developing case or other law relating to social work practice.

The Council, led by their social worker workforce, has been working with their partners on transforming and integrating their assessment and care provision and have launched a number of routine locality-based multi-disciplinary meetings with partners aiming to support individuals to make informed decisions about their care without having to tell their story repeatedly.

The Council works proactively with the University of Essex (Southend), Anglia Ruskin University and the Open University to recruit students to undertake placements in Southend. They also offer opportunities for more experienced staff to consolidate their learning and practice experience by undertaking specialist qualifications such as the Approved Mental Health Practitioner (AMHP), the Best Interest Assessor (BIA) and the Practice Educator course.

The Council hosted two spectacular events for student social workers and Council practitioners to celebrate social work. These events (the World Social Work Day in March 2017 and the Practitioners' Event in October 2017) were made possible with the support and strength of our partnerships. They were supported by the University of Essex- Southend, the Southend and District Sorooptimists, Essex University Partnership Trust and Southend CCG. During the Practitioner Event, the Council also welcomed Lyn Romeo, Chief Social Worker for Adults.

Oral Health: Southend Borough Council, in partnership with Southend Clinical Commissioning Group (Southend CCG) facilitated some interactive workshops for care home and domiciliary staff across the borough to support and promote effective oral health. The sessions, led by the NHS Community Dentistry Service, were well received and gave care staff the opportunity to explore the importance of achieving good oral health and its impact on nutrition, pain management, physical health and dignity.

Post Falls Guidance: The Council collaborated with the CCG and care providers to

produce 'Post Falls Guidance', which supports providers and families with advice and tips to support someone who has experienced a fall. This guidance is useful to work through to ensure that the person receives appropriate first aid and medical treatment to try to reduce the risk of undetected injury.

Covert Medication: Led by Southend CCG, the Council contributed heavily towards the development of the *Covert Medication Flowchart*, which has been issued to all primary care providers, specialist nurse providers, care home and domiciliary providers as well as social work and nursing staff. This guidance, read in conjunction with the Southend, Essex and Thurrock (SET) Mental Capacity Act procedures, supports the person administering medication to do so safely whilst safeguarding the person's human rights.

Herbert Protocol: Southend-on-Sea Borough Council continues to support Essex Police to implement a national scheme locally, which aims to help reduce the time taken to gather vital information when a person with dementia goes missing.

The [Herbert Protocol](#), named after war veteran George Herbert who lived with dementia, encourages carers, friends and relatives of people with dementia to fill in a [form](#) which could help authorities find their loved one quicker in the event of them going missing.

Southend-on-Sea Borough Council continues to work with Essex Partnership Trust, Essex Police, Essex County Council, Thurrock Council, and the Alzheimer's Society and other providers to encourage and support the completion of the form which can then be passed to the police in the event someone with dementia cannot be found. The form records all the vital details in one place including medication required, mobile numbers, places previously located or attended, a photo, details of daily routine etc. In the event someone goes missing a completed form saves vital time allowing officers the ability to get on with searching rather than gathering basic information.

Modern Slavery and Forced Marriage:

In December 2016, Southend Borough Council, in partnership with Southend Safeguarding Adults Board, Southend LSCB, Essex Police and the University of Essex-Southend, held a symposium for professions. This conference was supported by Stop the Traffik, the Salvation Army and the Essex and Kent Constabulary. To support the success of this conference, additional multi-agency training continues on a rolling basis commissioned by Southend Borough Council, open to all partners, on modern slavery and trafficking responses and responsibilities. This training is facilitated by Stop the Traffik with input from Essex and Kent Police Constabulary.

Keep Safe

Children's Services and the Safeguarding Adults Board and the Safeguarding Children's Boards continued to fund the Keep Safe Scheme for 2016/17. Keeping Safe is a scheme to support people aged 16+ who have a learning disability and access the community independently. The scheme operates in Southend and due to its' success, has rolled out to Leigh-on-Sea as well. The scheme is facilitated by SHIELDS

Parliament, a self-advocacy group. Local businesses are signed up to the scheme by agreeing to provide use of a telephone in a public area for a person who may be experiencing an emergency or who is in distress. Participants in the scheme would look for the yellow and black telephone sticker in the shop window. Using the emergency number card or fob provided, the person themselves would call their carer or parent. If required, the shop would assist or call the police if needed.

The scheme supports people to reduce the feelings of fear or agitation in accessing the community alone. The Keep Safe scheme is being championed by Southend SAVS and Essex Police and we are working in partnership to launch this initiative.

Domestic Abuse:

Southend Borough Council - Adult Social Care is a key partner in the delivery of domestic abuse support in Southend. Adult Social Care has a duty to support adults at risk with care and support needs who may be experiencing domestic abuse, which may occur alongside a myriad of other social needs. Adult Social Care is represented in the work of the Southend Domestic Abuse Strategy Group, which delivers against the Southend Domestic Abuse Strategy.

During 2015/16, the Safeguarding Adults Manager worked collaboratively with the Joint Domestic Triage Group to support and develop the administrative process until the introduction of the Southend Multi Agency Risk Assessment Team (MARAT).

3.3 Training

A well-attended SET Safeguarding Adults Board Members Development Event focussed on the legal responsibilities of Board members was held in April 2017 funded by the Police and Crime Commissioner and facilitated by Michael Mandlestam.

From July 2016, Adult Social Care is an embedded member of the Southend Multi Agency Risk Assessment Team (MARAT). Council practitioners and operational SAB partners receive standard and advanced training from Essex Police to ensure that workers appropriately risk assess victims using the Domestic Abuse, Stalking and Harassment (DASH) risk assessment tool. Since July, Adult Services has deployed a qualified social worker into the joint team to add skill, leadership and knowledge of the adult framework. This move signals our commitment to safeguarding children and adults and working collaboratively with our partners to this end.

Adult Social Care is working to continuously review the provision of domestic abuse training to ensure that practitioners have the required skills to support people experiencing harm.

The Safeguarding Adults Service Manager (SBC) works closely with the Council's Workforce Commissioning Team to ensure that the training and continuous professional development commissioned for providers and practitioners is appropriate and informed by national and local learning.

During 2016/2017, the SAB/LSCB Workforce Development Subgroup continued the

rolling programme of quality assuring and approving all Safeguarding and Mental Capacity Act (MCA) and Deprivation of Liberty Standards (DoLS) training programmes.

The Council, in partnership with the NHS, Essex Fire and Rescue Services and Essex Police, recently delivered a conference for providers of care to adults. The conference covered a range of topics from flu prevention and vaccination, hospital admission and discharge pathway, the Herbert Protocol, to advice about fire, safety and safe application and use of emollient creams.

The Council continues to commission a range of training and continuous professional development opportunities for the workforce, many of which are free. The Southend Training Network covers a range of topics, inclusive of safeguarding: <http://www.southendtrainingnetwork.uk/Communication>

Partners have also provided a range of training including:

- SUHFT require all clinical staff to complete Safeguarding training according to their role – this training is a mix of e-learning and face to face with uptake and attendance regularly monitored with 80% compliance in year which is below the 90% target and additional sessions are now planned. PREVENT training (Levels 1 – 3) has also been delivered to SUHFT staff.
- ECRC has reviewed its safeguarding training and safer recruitment training during the year
- EFRS introduced new e-learning Safeguarding training as well as PREVENT training and information sessions for all staff and have a Community Safety team delivering talks and giving practical advice to vulnerable groups on home fire safety.
- SAVS provide training in partnership with the SAB in several areas of safeguarding, e.g. Modern Slavery, Prevent, Human Trafficking
- SEH provide safeguarding training to all front line staff and include safeguarding awareness sessions for their contractors and residents living in their sheltered schemes; requiring all contractors and sub-contractors who work for them to have safeguarding policies and procedures in place.
- During 2016/17 NHS England facilitated a number of regional training sessions including:
 - Supervision Training Delivered by NSPCC aimed at the adult workforce;
 - Safeguarding Adult Conference – target audience frontline health and care professionals from primary and secondary care. The conference covered issues including self-neglect, trafficking, radicalisation, cybercrime and fraud, data protection and information sharing in relation to safeguarding;

- Information Governance Training;
- Self-neglect masterclass.

NHS England (East DCO) has also completed two programmes of work:

- MCA workbook and DVD resource specifically produced for health staff to use. This material is hosted on the SCIE website and is thus freely available to health professionals and can be accessed via: <http://www.scie.org.uk/mca-directory/trainingcourses/nhs-workbook/6arthur.asp>
- MCA Training: The Medical Protection Society in partnership with Cambridgeshire County Council and NHS England developed and launched a new Mental Capacity Act and Deprivation of Liberty online learning tool specifically for health professionals across England and Wales.

Essex Police are:

- rolling out three-day face to face training in Public Protection Awareness with over 2000 staff already completing it.
- The Officer's Guide to Vulnerability which was produced in 2016 (a pocket sized booklet) has been updated and is now available via mobile data terminals (MDTs). This ensures a consistent approach is taken across the whole force when dealing with such issues as safeguarding, victim welfare and the pursuit of outcomes.
- Since April 2016, a series of Continuing Professional Development (CPD) events have been taking place within the Force to enhance the skills of officers and staff in specific areas of investigation such as file preparation and Achieving Best Evidence interviews.

3.4 Key Successes and improvements in practice

- SUHFT identifies their key success within adult safeguarding for 2016 – 2017 as:
 - To continue to develop and strengthen the Adult Safeguarding Governance Structure.
 - Introduced a new reporting safeguarding governance and assurance process during 2016-2017 including the introduction of an Adults and Children's Safeguarding Committee
 - The introduction of a Trust Safeguarding Strategic Plan.
 - An open and transparent response to the Safeguarding Audit.
 - Partnership working with the Children's Safeguarding Team.

- The introduction of an Independent Domestic Violence Advocate Role.

- Essex Police

Essex Police have created a network of Hate Incident Reporting Centres (HIRC) allowing members of the public to report hate crimes at locations other than police stations as well as providing advice and support. The HIRC project has succeeded in forging improved links to existing and emerging communities in Southend and has been a factor in the increased reporting of hate crime in the district from 488 incidents in 2015/16 to 621 incidents in 2016/17. The project has begun to build a sustainable network of support, advice and reporting facilities which has increased peoples understanding of hate crime and willingness to report it.

Essex Police have been operating a Street Triage Scheme since 2015 and the key results for this year (April 2016 – March 2017) were:

- Attendance at 1385 incidents where it provided appropriate support and help to people experiencing a mental health crisis.
- It appropriately prevented 253 people being detained under section 136 MHA
- This has led to an almost 30% increase in the number of 136 MHA detentions that have been prevented.

Two Essex Adult Social Care members of staff have been recruited to the Operational Centre and are working with the Triage Team. This will ensure staff from both organisations engage face to face and allow the sharing of information to take place immediately

Mental Health represents a significant challenge due to legislative changes anticipated to be enacted in December 2017. This means that Police Custody can only be used as a Place of Safety where a person poses an imminent risk of death or serious injury to themselves or another person. As a result, the use of Custody has virtually ended with Hospital Emergency Departments now being used as a contingency place of safety when needed.

- ECRC engages with multi-agency arrangements to safeguard adults, particularly concerning the impact of domestic abuse and when involved with a perpetrator support the safeguarding process and where required hold those involved to account and take enforcement action.
- EFRS conduct Community Builder visits in the Southend area requested by other agencies or where referrals do not meet the threshold for a referral to the Access Team, also carrying out hoarding and social visits where other agencies have been in contact.
- SEH evicted 28 tenants a reduction from 45 the previous year – attributed to the support provided by their Community Development Team.

- South Essex Homes manages the two HUBs one in central Southend and one in Shoeburyness and over the past year the HUB has seen 1000 clients working in partnership with other agencies including Healthwatch, Social care, Southend College and health to provide advice and support.
- SAVS Safe as Houses service provided support to 503 households over the year and identified 250 people who were receiving scam mail and actively being scammed.

3.5 Key risks and challenges identified by partners

3.5.1 Southend University Hospital Foundation Trust

SUHFT is part of the Mid and South Essex Success Regime Planning which will provide additional opportunities and challenges as the acute trusts work together to develop system wide solutions to challenges within healthcare. A review of safeguarding provision for both adults and children will form part of this process. This work has already begun and will continue into 2017 – 2018. To date the team has engaged and participated with discussions on the safeguarding agenda within the Success Regime discussions. Regular updates have been provided to the Safeguarding Adults Board.

In June 2016 the Trust received a formal Care Quality Commission (CQC) report, which gave the Trust a rating of “Requires Improvement”. The Adult Safeguarding Team has continued to work on developing the safeguarding service within the Trust to contribute to the wider programme to meet the CQC requirements.

3.5.2 Essex Community Rehabilitation Company

ECRC has a new model for “through the gate resettlement” and will need to ensure service delivery adapts to the changed priorities to ensure best outcomes

3.5.3 South Essex Homes

Unfortunately, there is no funding available to SEH to assist residents who are suffering from Diogenes syndrome (hoarding) however the HUB board will be looking to seek funding to support clearance work for residents who have been referred to the Hoarding and Housing sub-panel.

3.5.4 Essex Police

Plans are being developed Essex wide between Health and Essex Police to manage the changes to 136 Mental Health Act detentions in custody. This covers areas such as the conveyance of those detained to a health based place of safety (HBPOS) and contingency plans should there be no HBPOS at the time a detention occurs.

3.6 Key areas for development identified by partners

Southend Borough Council is currently working with our Southend, Essex and Thurrock (SET) Safeguarding Adults Working Group colleagues on revising or development a number of procedures and guidance. Some of these include updating the SET MCA and DOLs policy, procedure and assessment forms, launching the SET Local Area Designate Officer process, and doing more joint work around explore the understanding of the public and workforce regarding exploitation.

The Council continues to move strongly forward with partners, working collaboratively with our community to shape future service design where autonomy, self-determination and choice are the key drivers. To assist our practitioners to continue enhance their competency, no matter what stage they are in their career progression, Southend Borough Council is reviewing our supervision and audit processes. With the knowledge and support of industry leaders such as Community Care Informs and Skills for Care in this work, the Council is looking positively towards the future.

SUHFT has identified the need to continue to work on keeping up with the changing priorities of adult safeguarding and ensure all aspects of safeguarding and categories of abuse are considered within its systems. Their strategic plan includes specific work streams on cyber bullying, female genital mutilation and modern slavery. This work will be led by the hospital safeguarding operational groups.

A number of areas for improvement were identified by the SET audit; for example, staff need to be supported to be confident in recognising and reporting certain types of abuse including modern slavery and human trafficking. Work has commenced on looking further at these areas with partners via the Quality Monitoring and Audit sub-group and will be continued next year.

South Essex Homes being able to secure funding for its continued community services activity which is not statutorily funded and to expand the current services offered by Careline to support vulnerable clients to continue to live independently.

Essex Police identify the following as their key areas for development:

- Essex Police continue to support the abstraction levels to ensure all front-line staff are provided with the Public Protection Course, supporting officers in practice and thereby protecting vulnerable adults.

- The Investigation Advisory Team to continue to ensure that internal practices and investigation are of a high standard and improvement plans for the force are progressing.
- Ensuring that the College of Policing Monitoring of Authorised Professional Practice is continued to ensure best practice and national guidance is implemented.
- The HIRC network will be rolled out to ensure coverage over the whole of the county. HCOs will take on the role of training future HIRCs and HCAs cohorts ensuring fair distribution of these resources countywide.

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SECTION 4

LEARNING FROM SAFEGUARDING ADULTS REVIEWS IN 2016 -17

It is a requirement of the Care Act 2014 that the details of any Safeguarding Adults Reviews (SARs) conducted during the year must be in the SAB Annual Report. It is the responsibility of the SAB Chair to decide whether or not a death or serious incident should be the subject of an SAR, which would involve commissioning an independent review and publishing a full report written by an author recruited for the purpose.

There were no Safeguarding Adults Reviews needing to be conducted during 2016/17, and there were no requests for SARs received.

During 2016/17 briefing papers concerning serious safeguarding incidents where individuals had been in receipt of services from statutory bodies and other organisations were considered by the Board.

There were outstanding actions from SAR Anne that was published last year and these have been progressed during 2016/17.

SECTION 5

HOW DO WE KNOW WE ARE MAKING A DIFFERENCE?

Using both quantitative and qualitative data and information/case studies/stories for partners this section will provide a summary analysis of the outcomes of safeguarding activity over the year.

Southend is an exceptionally diverse and fast-changing borough. We have a population of 179,800 according to 2016 Office for National Statistics estimates, and around 30% of the population lives in areas classified as falling within the 30% most deprived areas in the country.

The number of older people (65+) in Southend living alone is estimated to have increased year on year since 2011 coupled with an increase of older people living in care homes.

Southend Joint Strategic Needs Assessment describes the health, care and wellbeing needs of the local population, this helps the Clinical Commissioning Group and Southend Council commission the best services to meet those needs

5.1 Adult Safeguarding Activity 2016-17

Southend Borough Council has produced an Annual Data Report with data sourced from the NHS Digital data set (the full report is available on request) see below for the report highlights.

5.2 Safeguarding concerns

There are two different types of safeguarding enquiries

The type of safeguarding enquiry depends on the characteristics of the adult at risk. If the adult fits the criteria outlined in Section 42 of the Care Act, then local authorities are required by law to conduct enquiries. Local authorities will sometimes decide to make safeguarding enquiries for adults who do not fit the Section 42 criteria.

5.3 What the statistics are telling us

The council collects information about safeguarding adults work in Southend, so we know how well people are being safeguarded. This information helps the Southend SAB decide what their next steps should be.

Data in relation to all safeguarding issues is monitored both locally and nationally. All safeguarding concerns and enquiries are recorded and co-ordinated by Southend Council. Progress from initial concern through to conclusion is monitored for timeliness

and quality across a wide variety of measures including the nature and location of harm, service user groups, outcomes, age, gender, ethnicity, etc. This information is scrutinised by the SAB sub-groups who report key issues and trends to the Board via the Executive group.

Southend Council submits returns annually to the Department of Health (DH) for collation and comparison of the key data across all authorities in England. The enquiry

In the period 2016 -17 there was an 37.5% increase in the numbers of individuals for whom a safeguarding concern has been identified, from 858 in 2015/16 to 1180 in 2016/17 with a decrease in the number of Section 42 Safeguarding Enquiries of 2.8% as well as a decrease in the number of individuals involved in Section 42 enquiries from 542 in 2015/16 to 505 in 2016/17 with 86% of safeguarding concerns for Southend for unique individuals.

5.4.1 Abuse Location

Abuse can happen anywhere; in someone’s own home, in a public place, in hospital, in a care home for example. It can happen when someone lives alone or with others. It is important to understand the circumstances of abuse, including the wider context such as whether others may be at risk of abuse, whether others have witnessed abuse and the role of family members and paid staff or professionals.

5.4.2 Age

When looking at the ages of individuals involved in Section 42 enquiries the highest proportion of clients are aged between 18 and 64 years old and this age group has also shown an increase since 2014/15 with the proportion of 85-94 year olds declining (26.9% to 25.7%)

	Southend 2014/15	Southend 2015/16	Southend 2016/17
18-64 r	26.9%	35.2%	35/6%
65-74	13.5%	13.0%	11.9%
75-84	20.2%	20.4%	20.8%
85-94	33.7%	26.9%	25.7%
95+	5.8%	4.6%	5.9%

5.4.3 Ethnicity

Southend had a high percentage of ‘white’ individuals involved in Section 42 enquiries and al ow percentage of Asian/Asian British individuals. When comparing Southend data across 3 years, proportions have remained consistent although in 2016/17 5% of ethnicities were ‘undeclared/not known’ compared to 0% in the previous 2 years.

5.4.4 Primary Support Reason

The 'Primary Support Reason' is the main 'reason' why an adult requires support or care. When comparing 2016/17 data to previous years Southend have a smaller proportion of 'No support reason' than 2015.16 by 21.4% indicating that less individuals were involved in Section 42 enquiries that were not receiving any other service support from 2015/16

The chart below shows that the most common Primary Support Reason for people experiencing a Section 42 enquiry is Physical Support (40.2%).

Southend yearly comparison			
Primary Support Reason	Southend		
	2014/15	2015/16	2016/17
Learning Disability Support	8.7%	5.5%	5.9%
Mental Health Support	7.7%	1.8%	7.8%
Physical Support	75.0%	31.2%	40.2%
Sensory Support	1.9%	0.0%	2.0%
Social Support	2.9%	0.0%	2.0%
Support with Memory and Cognition	2.9%	0.9%	2.9%
No Support Reason	1.0%	60.6%	39.2%

5.4.5 Abuse Type

The charts below show that the most common abuse types recorded by people experiencing a Section 42 enquiry are neglect, physical abuse, psychological/emotional abuse and financial abuse.

Types of abuse	Southend		
	2014/15	2015/16	2016/17
Physical	23.3%	19.6%	19.6%
Sexual	2.0%	4.7%	4.8%
Psychological and Emotional	19.3%	16.9%	18.5%
Financial and Material	19.3%	18.2%	17.9%
Discriminatory	0.7%	0.00%	0.0%
Institutional	3.3%	4.1%	1.8%
Neglect & Omission	32.0%	27.0%	25.0%
Other	0.0%	9.5%	12.5%

'Other' in the above table indicates type of abuse that were non-mandatory to submit (including domestic abuse, sexual exploitation, modern slavery and self-neglect) and there was a 3% increase in these types from 2015/16:

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5.5 Safeguarding Outcomes

The rate per 100,000 of concluded Section 42 enquiries was 450.1 and compared to 2015/16 the number of concluded Section 42 Enquiries has increased by 29.6% from 490 to 635 in 2016.

For those Section 42 Enquiries that were concluded in the year data is collected relating to mental capacity of the adult. In Southend the highest percentage was for adults that did not lack capacity, indicating that adults in Southend were more likely to make their own decision relating to their safeguarding incident. 7.7% recorded an answer of 'Don't know' and Southend had recorded an answer for every concluded Section 42 enquiry.

In all safeguarding enquiries the person at risk of abuse or neglect will be helped to stay safe from harm. If necessary, monitoring of their risk will be increased, and the frequency, type or location of their care may change. Action will be taken against the person who caused the harm. This might include removal from a service, further training or disciplinary action if they were a paid carer.

5.6 Case study – Safe as Houses (SAVs)

Visited James and he explained he was very lonely and isolated since the death of his wife, he had been responding to scam mail as he thought he was helping charities out and it was giving him something to do in the day as he felt lost. The team explained how the scammers worked and that there was no benefit to the charities. James eventually disclosed he had been scammed out of £700. He is now a member of our Folk like Us project helping him to break his Isolation and loneliness and build his resilience

5.7 Partners' effectiveness highlights

5.7.1 Southend University Hospital NHS Foundation Trust

Southend University Hospital NHS Foundation Trust raised 128 safeguarding referrals to the relevant Local Authorities during 2016 - 2017. A further 28 safeguarding referrals were raised against the Trust and safeguarding enquiries undertaken.

Themes / categories of these safeguarding enquiries were:

- Category of neglect: Care concerns, pressure area damage, medication errors, discharge failures, communication failure.
- Category of physical abuse / harm: Manual handling problems, use of restraint / restriction, falls, pain caused by a procedure.
- Category of financial abuse / harm: Loss of personal belongings

The Adult Safeguarding Team also responded to 351 requests for safeguarding advice from its staff or partner agencies during 2016 - 2017. The Trust has seen a positive

increase in staff requesting advice or raising adult safeguarding concerns with the Trust Adult Safeguarding Team. Work to continue to improve on this needs to continue during 2017 – 2018.

5.7.2 South Essex Homes

58 Referrals SET/SAF over 50% of which were from sheltered housing (25) and half of these were for either financial or domestic abuse.

5.7.3. Essex Police

A total of 227 SETSAF referrals for the Westcliff, Leigh and Southend area were made by Essex Police for the period October 2016 to September 2017 – which is an increase from previous years and reflects the investment made in training and awareness of safeguarding.

26 domestic violence protection notices were completed which resulted in 21 domestic violence protection orders being granted by the court and this coupled with 12 applications under the domestic violence disclosure scheme and 127 applications under the Right to Ask part of the scheme and 127 applications under the Right to Know (Clare's Law).

SECTION 6 – Conclusions and what the Board will be working on in 2017-2018

The report provides evidence of quality partnership and commitment to making Southend a safer place for people who may be vulnerable. The SAB continues to develop and is having more impact on the coordination of safeguarding adults' services in the Southend area and has challenged and monitored the performance and progress of partner agencies and strategic bodies on many key areas as described in Section 3.

To ensure that the progress made by the Board during this year continues across the partnership, the following areas for development have been identified for the next 18 months (during the production of this Annual Report it has been agreed that the next Annual report should cover the period 1st October 2017 to 31st March 2019, to align with the Boards financial cycle and partners operating years).

The Board are aware of the ever-changing nature of the safeguarding environment in which safeguarding services operate, and will direct their attention and efforts to respond, taking a dynamic and proactive approach requiring Board priorities to be reviewed on a regular basis. The Board has also identified individual themes that will be focussed on throughout the year and these will be identified in the Board's Forward Plan.

- Conclude and implement the Strategic review of the SAB and its sub-group priorities and activities and ensure that engagement with the service user is improved and their voices captured to inform future Board activity
- Board members – put in place induction training and ongoing development programme, recruit lay-members to replace recent resignations
- Implement a new performance and risk framework to support the Board in delivering its statutory responsibilities – including understanding the impact of local resource commitment to safeguarding and funding plans
- Understanding and assessing the impact on safeguarding of system changes and commissioning plans e.g. Sustainable Transformation Partnerships, the Transforming Care Programme and actively supporting the change programme system wide including workforce delivery issues
- Develop a revised audit programme to be overseen by the SAB
- Conduct a review and agree the Board's safeguarding training offer
- Increase targeted audit activity and analysis – including suicide prevention and the Mental Health Strategy, modern slavery, Learning Disability Mortality Review (LeDeR)
- Improve Board communication and review the website and engage fully with social media
- Further work on understanding local responses to Modern Slavery and Human Trafficking and identifying any improvements needed
- Making Safeguarding Personal – Review how both the practice and culture underpinning Making Safeguarding Personal are embedded across the whole Safeguarding system – including both audit and a review of partners

commissioning plans, and the promotion of partnerships, the development of preventative approaches and sharing best practice and learning

- Work collaboratively with both Thurrock and Essex Councils on any initiatives arising from our new relationship with the Essex Police & Crime Commissioner
- Supporting partners to identify alternative funding sources to enhance services and their capacity to safeguard effectively

In summary we are moving forward in further refining and targeting our safeguarding assurance activity to ensure that local services are both maintained and continually improved in response to the Boards challenge. We will ensure that we use data and information to inform our key activity over the coming year to enable us focus our resources effectively.

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**SECTION 7
APPENDICES**

APPENDIX 1

Board membership and attendance October 2016 – end September 2017 (nominated representative or substitute)

Agency or Role	29/11/2016	8/2/2017	14/6/2017	13/9/2017
Independent Chair Chris Doorly/Liz Chidgey	√	√	√	√
Vice Chair – Simon Leftley - SBC	√	√	√	√
DIAL Southend	√			
EEAST	√	√		
Healthwatch Southend	√	√	√	
South Essex Homes	√			
CRC	√	√	√	√
NPS	√	√		√
Southend Hospital	√	√		√
SEPT (now EPUT)	√	√	√	√
Adult Social Care	√	√	√	√
CQC	√			
NHS Southend CCG	√	√	√	√
Lay member	√			
Lay member	√	√		
PohWER	n/a	n/a	n/a	√
SAVS	√	√	√	√
Essex Police	√	√	√	√
SBC - Safeguarding	√	√	√	√
Essex Fire & Rescue		√		
SEAOP (CEOP?)				
SBC – Trading Standards	√			√
Essex PCC	n/a			
Public Health				√
Executive Councillor	Lesley Salter	Lesley Salter	Lesley Salter	Lesley Salter

APPENDIX 2

Financial Report April 2016 to March 2017

AGENCY	PERCENTAGE CONTRIBUTION	CONTRIBUTION
Southend Borough Council	48%	£41,928
Southend CCG	26%	£22,711
Essex Police	26%	£22,711
Total contributions		£87,350

The SAB shared a business manager and part-time administrative staff with the Safeguarding Children Board and there is a considerable 'in kind' contribution of partners to both the Board and sub-groups, a major resource which is difficult to quantify, but is critical to the effective functioning of the SAB

For the year 2016-17 the SAB's expenditure was as follows:

Description	Expenditure (£)
Total employees	£66,679.28
Total supplies and services (includes chairs remuneration and meeting/training costs)	£19,218.59
Total	£85,897.87

During the year £3,350 was drawn down from reserves leaving an unspent budget of £4,802 and reserves carried forward of £4,800.

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Assurance Prevention Statement: Safeguarding Adults

2016/17

Southend-on-Sea Borough Council's Adult Services

Prepared by: Sharon Houlden: Director of Adult Services and Housing

Sarah Range: Group Manager for Safeguarding Adults

Purpose of the report:

- To support Elected Members to discharge their safeguarding duties in relation to adults at risk.
- To provide the Southend-on-Sea Safeguarding Adults Board (SAB), Chief Executive and the Leader of Southend Borough Council with information in order to give assurances about the preventative functioning and effectiveness of safeguarding adults' enquiries by the Council's People Department: Adult Services & Housing.

This report should be read in conjunction with the 2016/17 Annual Report for the Southend-on-Sea Safeguarding Adults Board.

It is the aim of Southend Borough Council to support all of our residents to have opportunities to thrive- to achieve their hopes and aspirations and experience a life free from abuse and risk of harm. The Department of Adult Services and Housing, in partnership with the other directorate areas within the Council, work collaboratively with residents and our partners to this end. The principle of wellbeing and coproduction is the golden thread that runs through our work. We aim to prevent, reduce and delay the impact of harm, working to keep the adult and their family at the centre.

Case Studies: Partnership Initiatives

Over the period of 2016 to date, Southend Borough Council has collaborated with its partners on a number of projects and initiatives to improve preventative and supportive practice.

Social Work: Competent social work practice is the bedrock on which to create an empowered community. Signalling a belief that corporately social work is integral to our business and the wellbeing of our community, the Council appointed the current

Safeguarding Adults' Manager as the Principal Social Worker for Adults. The Principal Social Worker role is intrinsic in ensuring the delivery of robust, competent and inspirational social work practice. The role also advises at a strategic and operational level, managers and leaders of the Council in complex or controversial cases and on developing case or other law relating to social work practice.

The Council, led by our social worker workforce, has been working with our partners on transforming and integrating our assessment and care provision. We have launched a number of routine locality-based multi-disciplinary meetings, which are attended by a host of Council, NHS and Trust professionals and third sector partners with the aim to support individuals to make informed decisions about their care without having to tell their story repeatedly.

Student social workers are vital to the Council's vibrant workforce. The Council works proactively with the University of Essex (Southend), Anglia Ruskin University and the Open University to recruit students to undertake placements in Southend. We also offer opportunities for our more experienced staff to consolidate their learning and practice experience by undertaking specialist qualifications such as the Approved Mental Health Practitioner (AMHP), the Best Interest Assessor (BIA) and the Practice Educator course.

The Council hosted two spectacular events for student social workers and Council practitioners to celebrate social work. These events (the World Social Work Day in March 2017 and the Practitioners' Event in October 2017) were made possible with the support and strength of our partnerships. They were supported by the University of Essex- Southend, the Southend and District Soroptimists, Essex University Partnership Trust and Southend CCG. During the Practitioner Event, the Council also welcomed Lyn Romeo, Chief Social Worker for Adults.

Oral Health: Southend Borough Council, in partnership with Southend Clinical Commissioning Group (Southend CCG) facilitated some interactive workshops for care home and domiciliary staff across the borough to support and promote effective oral health. The sessions, led by the NHS Community Dentistry Service, were well received and gave care staff the opportunity to explore the importance of achieving good oral health and its impact on nutrition, pain management, physical health and dignity.

Post Falls Guidance: The Council also collaborated with the CCG and care providers to produce '*Post Falls Guidance*', which supports providers and families with advice and tips to support someone who has experienced a fall. This guidance is useful to work through to ensure that the person receives appropriate first aid and medical treatment to try to reduce the risk of undetected injury.

Covert Medication: Led by Southend CCG, the Council contributed heavily towards the development of the *Covert Medication Flowchart*, which has been issued to all primary care providers, specialist nurse providers, care home and domiciliary providers as well as social work and nursing staff. This guidance, read in conjunction with the Southend, Essex and Thurrock (SET) Mental Capacity Act procedures, supports the person administering medication to do so safely whilst safeguarding the person's human rights.

Herbert Protocol: Southend-on-Sea Borough Council continues to support Essex Police to implement a national scheme locally, which aims to help reduce the time taken to gather vital information when a person with dementia goes missing.

The [Herbert Protocol](#), named after war veteran George Herbert who lived with dementia, encourages carers, friends and relatives of people with dementia to fill in a [form](#) which could help authorities find their loved one quicker in the event of them going missing.

Southend-on-Sea Borough Council continues to work with Essex Partnership Trust, Essex Police, Essex County Council, Thurrock Council, and the Alzheimer's Society and our various providers to encourage and support the completion of the form which can then be passed to the police in the event someone with dementia cannot be found. The form records all the vital details in one place including medication required, mobile numbers, places previously located or attended, a photo, details of daily routine etc. In the event someone goes missing a completed form saves vital time allowing officers the ability to get on with searching rather than gathering basic information.

Modern Slavery and Forced Marriage:

In December 2016, Southend Borough Council, in partnership with Southend Safeguarding Adults Board, Southend LSCB, Essex Police and the University of Essex-Southend, held a symposium for professions. This conference was supported by Stop the Traffik, the Salvation Army and the Essex and Kent Constabulary. To support the success of this conference, additional multi-agency training continues on a rolling basis commissioned by Southend Borough Council, open to all partners, on modern slavery and trafficking responses and responsibilities. This training is facilitated by Stop the Traffik with input from Essex and Kent Police Constabulary.

Keep Safe

Children's Services and the Safeguarding Adults Board and the Safeguarding Children's Boards continued to fund the Keep Safe Scheme for 2016/17. Keeping Safe is a scheme to support people aged 16+ who have a learning disability and access the community independently. The scheme operates in Southend and due to its' success, has rolled out to Leigh-on-Sea as well. The scheme is facilitated by SHIELDS Parliament, a self-advocacy group. Local businesses are signed up to the scheme by agreeing to provide use of a telephone in a public area for a person who may be experiencing an emergency or who is in distress. Participants in the scheme would look for the yellow and black telephone sticker in the shop window. Using the emergency number card or fob provided, the person themselves would call their carer or parent. If required, the shop would assist or call the police if needed.

The scheme supports people to reduce the feelings of fear or agitation in accessing the community alone. The Keep Safe scheme is being championed by Southend SAVS and Essex Police and we are working in partnership to launch this initiative.

Domestic Abuse:

Southend Borough Council - Adult Social Care is a key partner in the delivery of domestic abuse support in Southend. Adult Social Care has a duty to support adults at risk with care and support needs who may be experiencing domestic abuse, which may occur alongside a myriad of other social needs. Adult Social Care is represented in the work of the Southend Domestic Abuse Strategy Group, which delivers against the Southend Domestic Abuse Strategy.

During 2015/16, the Safeguarding Adults Manager worked collaboratively with the Joint Domestic Triage Group to support and develop the administrative process until the introduction of the Southend Multi Agency Risk Assessment Team (MARAT).

From July 2016, Adult Social Care is an embedded member of the Southend Multi Agency Risk Assessment Team (MARAT). Council practitioners and operational SAB partners receive standard and advanced training from Essex Police to ensure that workers appropriately risk assess victims using the Domestic Abuse, Stalking and Harassment (DASH) risk assessment tool. Since July, Adult Services has deployed a qualified social worker into the joint team to add skill, leadership and knowledge of the adult framework. This move signals our commitment to safeguarding children and adults and working collaboratively with our partners to this end.

Adult Social Care is working to continuously review the provision of domestic abuse training to ensure that practitioners have the required skills to support people experiencing harm.

Workforce Development:

The Safeguarding Adults Service Manager works closely with the Council's Workforce Commissioning Team to ensure that the training and continuous professional development commissioned for providers and practitioners is appropriate and informed by national and local learning.

During 2016/2017, the SAB/LSCB Workforce Development Subgroup continued the rolling programme of quality assuring and approving all Safeguarding and Mental Capacity Act (MCA) and Deprivation of Liberty Standards (DoLS) training programmes.

The Council, in partnership with the NHS, Essex Fire and Rescue Services and Essex Police, recently delivered a conference for providers of care to adults. The conference covered a range of topics from flu prevention and vaccination, hospital admission and discharge pathway, the Herbert Protocol, to advice about fire, safety and safe application and use of emollient creams.

The Council continues to commission a range of training and continuous professional development opportunities for the workforce, many of which are free. The Southend Training Network covers a range of topics, inclusive of safeguarding: <http://www.southendtrainingnetwork.uk/Communication>

Areas for Development

Southend Borough Council is currently working with our Southend, Essex and Thurrock (SET) Safeguarding Adults Working Group colleagues on revising or development a number of procedures and guidance. Some of these include updating the SET MCA and DOLs policy, procedure and assessment forms, launching the SET Local Area Designate Officer process, and doing more joint work around explore the understanding of the public and workforce regarding exploitation.

The Council continues to move strongly forward with partners, working collaboratively with our community to shape future service design where autonomy, self-determination and choice are the key drivers. To assist our practitioners to continue enhance their competency, no matter what stage they are in their career progression, Southend Borough Council is reviewing our supervision and audit processes. With the knowledge and support of industry leaders such as Community Care Informs and Skills for Care in this work, the Council is looking positively towards the future.

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Southend-on-Sea Borough Council

Report of the Deputy Chief Executive (People) to Cabinet

on
9th January 2018

Report prepared by: Gillian Shine, Senior Procurement
Advisor and Mark Atkins, Lead Procurement Advisor

Agenda
Item No.

10

Passenger Transport – Policy Changes

People Scrutiny Committee and Policy & Resources Scrutiny Committee
Executive Councillors: Councillor Salter, Councillor Moring and Councillor Courtenay

A Part 1 Public Agenda item

1. Purpose of Report

1.1 The purpose of this report is to:

- (i) articulate to members the proposed changes to policies which were recommended as part of the transport review
- (ii) update members on the feedback received from users and stakeholders as part of the consultation in regards the recommended policy changes for passenger transport provision regards eligibility
- (iii) seek approval to proceed with implementing the revised policies for the following areas:
 - Home to School for Pre and Post-16 Students with Special Educational Needs and Disabilities (SEND)
 - Adults with Learning Disabilities and Older Adults attending Day Centres and Activities
 - Looked After Children
 - Dial-a-Ride
- (iv) endorse the timescales to implement the proposed policies as outlined in 3.3.1 below.

1.2 It should be noted that the recommendations in this report consider feedback captured as part of the consultation process which started on 14 July 2017 and ended on the 10th October 2017.

1.3 This was referred back to Cabinet by the Policy & Resources Scrutiny Committee on 30th November 2017 for further consideration.

2. Recommendations

2.1 It is recommended that the following proposed policies are now adopted as per the approach identified in 3.1:

- a) Home to School Transport for Pre and Post-16 Students with Special Educational Needs and Disabilities (SEND) (effective from 1st September 2018) as follows:
 - The Special Educational Needs Travel Assistance Policy (see Appendix A) to be implemented as set out in 3.1.2 a) and 3.1.2 b) below. The provision of 'travel assistance' is to be focussed on the promotion of independence and personalisation. As pupils adopt more independent alternative modes of transport then routes will be optimised.
- b) Adults with Learning Disabilities and Older Adults attending Day Centres and Activities (effective from 1st April 2018) as follows:
 - The Adult Social Care travel assistance policy (see Appendix B) to be implemented as proposed in 3.1.2 c) below. the focus on maximising independence will mean that travel assistance will only be provided by the Council once all alternative transport options have been considered.
 - Where transport is provided by the Council, the contribution from the user is increased to the new charge of £4 per day for a return trip and £5 per day where multiple trips are applicable.
- c) Looked After Children (effective from 1st April 2018) as follows:
 - The looked after children and young people travel assistance policy (see Appendix C) to be implemented as proposed in 3.1.2 d) below.
- d) Dial-a-Ride (effective from 1st April 2018) as follows:
 - The Dial-a-Ride policy (see Appendix D) to be implemented as proposed in 3.1.2 e) below.

3. Background

3.1 Policy Review

3.1.1 The initial stage of the transport review found that a number of policy areas required further investigation:

- The lack of an overall strategy for the provision of passenger transport
- A lack of policies and guidance setting out eligibility criteria and processes for assessing need for and obtaining assistance with transport

- The provision of assistance with transport in excess of the Council's statutory minimum duty
- A lack of understanding of the actual and potential markets for a Dial-a-Ride service.

3.1.2 The second phase produced a series of proposed changes to policy:

a) *Home to School Transport for Pre-16 Students with Special Educational Needs and Disabilities (SEND)*

Currently, the majority of SEND pupils who are eligible for travel assistance are transported by SBC on in-house or contracted transport services, with a small number travelling independently following travel training. A mileage cost is available for parents who wish to transport their own child if this is considered appropriate.

Recommended new approach from the transport review:

- Individual assessments around the provision of 'travel assistance' are considered alongside the promotion of independence and personalisation.
- There will be a rationalisation of transport routes as pupils adopt more independent alternative modes of transport.
- Independent travel training will be the first response to a request for travel assistance. Following training:
 - Those deemed capable of independent travel will be provided with a cash amount to purchase a subsidised public transport pass.
 - Those deemed unsuitable or those who do not become independent travellers at the end of the training process, will be offered a travel support allowance –to enable them to make their own travel arrangements.
- Those for whom a travel support allowance is not appropriate will be offered a place on shared transport services provided by the Council.
- A travel support allowance is always offered as a first response to those travelling out of borough (as distances involved result in expensive transport provision).

b) *Home to School Transport for Post-16 Students with Special Educational Needs and Disabilities (SEND)*

The current approach is to provide a space on an existing statutory transport service or provide dedicated services beyond the statutory minimum. All services are free of charge to the user.

Recommended new approach from the transport review:

- Independent travel training will be the first response to a request for travel assistance (same as the approach for pre-16 students above).

- Charges to be imposed for Post-16 SEND to bring it into line with mainstream Post-16 charging arrangements. Students from eligible low income households will not be required to pay.
- Post-16 pupils will be able to purchase a subsidised public transport pass.

Dedicated transport services will only be provided, subject to a charge (which is equivalent to current cost of an annual bus pass), once other travel assistance options have been considered.

c) *Adults with Learning Disabilities and Older Adults attending Day Centres and Activities*

The Council does not have a transport policy for Adults with Learning Disabilities and Older Adults attending day care services. Service users are charged £2 per day for transport to access day services (Viking and Project 49); this is a flat fare regardless of the number of trips required to be made to attend activities during the course of the day. The £2 fare has been in place for approximately 4 years. In addition, certain service users who live in residential care homes are being transported on Council funded vehicles to day care services, rather than being transported by the care home.

The policy needs to consider what action the Council would take if someone refused to pay the transport charge. Options could be:

- Withdraw day care – we would need to be clear about the reasons for attending day care and what effect withdrawal would have
- Owing to individual financial circumstances, it could be agreed to waive the charge
- If there is no valid reason why the charge should not be paid, then further action would need to be considered.

Recommended new approach from the transport review:

- Implement a new policy which formalises current practice and details SBC's expectations of service users (e.g. around the use of Motability cars, etc.).
- That the daily charge for transport should be increased to £4 per day for simple return trips to £5 per day for multi-journeys. Although this would not recover the full cost of providing the transport, it would reflect a more realistic balance, which would still remain considerably cheaper for the client than securing transport in the private market. The charge will be reviewed on an annual basis.

84 clients who attend Project 49 are charged for transport to attend the centre. Increasing the day rate to between £3-£5 per day for these 84 clients would increase annual income by between £11,600 and £34,800.

There may be additional clients attending Project 49 who are not transported to Project 49 by the Council, but they attend other day care and adult education services which are not included in the numbers of paying clients, as charges are only imposed for journeys to those who are transported to and from Project 49 and does not include the additional trips provided during the day.

The potential increase in income assumes that there would be no reduction in client numbers as external market transport costs would still be much higher.

d) *Looked After Children*

Currently, the requirement for transport is treated more as an after-thought to the provision of care services, which artificially inflates the transport element of the process of arranging care. SBC has no policy for Children's Social Care, meaning that elements such as passenger assistant requirements are not formalised.

Recommended new approach from the transport review:

- Devise a new policy which would clarify issues such as notice periods for transport bookings, expectations of carers and parents, passenger assistant standards, venues for contact visits, etc.
- The process of arranging transport, particularly contact transport, should be co-ordinated by the transport function alongside the contact co-ordinator at the contact centre (Allan Cole), with transport availability being clarified and secured with transport colleagues early in the process of arranging care.

e) *Dial-a-Ride*

The Council does not have a formal policy for the provision of Dial-a-Ride, although there are guidelines outlining how the service operates. The Dial-a-Ride service provides transport to essential facilities and services for Southend residents who are unable to use conventional public transport services. The service currently operates using three accessible minibuses which are owned by the Council but due for replacement. The Dial-a-Ride drivers are Council employees. The service operates on a on-demand basis, Monday to Friday from 09:00 to 16:30. Members call the Council's transport team to book a trip and there are no limits on the number of trips that a member is able to make during the course of any given week. All destinations must be within the Southend Borough Council boundary although trips to hospital appointments are not permissible. An annual membership fee of £12 per member is charged and payments per trip are based on return mileage, which is recorded in mileage bands.

The current cost of the service, including three paid drivers, is in excess of £110,000 per year. The scheme currently has 61 members (two-thirds of whom make trips on a regular basis), resulting in a subsidy per member of approximately £1,800 per year. Dial-a-Ride is not a

statutory service and other local authorities, for example Nottinghamshire and Lincolnshire County Councils, reviewed and decided to withdraw the provision. In the absence of a local community transport operator in the Borough, the Council is keen to retain the service, but should consider ways of reducing the cost of providing it.

Recommended new approach from the transport review:

Implement a policy which

- reduces the hours of operation from 09:00 to 16:30 to 10:00 to 14:30 to minimise the cost of operation
- introduces scheduled, bookable trips to popular destinations such as local supermarkets and central Southend
- removes trips to day care facilities which are provided by Adult Social Care for eligible residents
- reduces the number of trips any one member is able to make, to enable more people to access the service

3.2 Details of the consultation analysis on the proposed policies

3.2.1 Further to 1.2 above, the Council started a consultation process on 14 July 2017 with service users and stakeholders around the proposed changes to the following policies (as set out in 3.1.2):

- a) *Home to School for Pre and Post-16 Students (SEND)*
- b) *Adults with Learning Disabilities and Older Adults attending Day Centres and Activities*
- c) *Looked After Children*
- d) *Dial-a-Ride*

3.2.2 The consultation for the above policies ended on 10 October 2017 and complied with the best practice guidance from the Department for Education.

3.2.3 The results of the consultation are as follows:

a) *Home to School Transport for Students (SEND) Pre and Post-16*

A total of 153 responses were received with 95% of these returns being from parents/carers, and they related to children and young people from the following age groups:

- Post-16 years of age (20%)
- 11-16 years of age (39%)
- 5-10 years of age (38%)
- Under 5 years of age (3%)

Details of consultation responses:

Recommendations for Change	Feedback
Satisfaction with current service offering	97% of the respondents were happy with the current provision
Offer Independent Travel Training (ITT) for older children to make the school journey as a way of promoting independence and life skills	52% agreed that this would promote independent life skills
Offer a Travel Support Allowance if ITT not appropriate	44% agreed that parents are often able to make the best travel arrangements to suit their situation
Charges for Post-16 (not applicable for low-income households)	33% agreed overall (42% agreed when clause added regarding low-income households)

b) Adults with Learning Difficulties and Older Adults attending Day Care Centres and Other Activities

A total of 62 responses were received with a majority of responses from users or representation of users attending activities at Project 49.

Details of consultation responses:

Recommendations for Change	Feedback
Satisfaction with current service offering	97% of the respondents were happy with the current provision
Travel assistance will not be provided if an individual has access to other means of travel, even if they choose not to use them	31% agreed
Those living in residential care homes will not receive assistance from the Council with travel to social care activities as this should be provided by the residential care home	37% agreed. There was some feedback that related to fears of isolation for those in care homes
Increase charges for providing travel assistance to adult social care activities to cover more of the cost of providing it	39% agreed that charges should be increased. There were some concerns that some users may be affected by the introduction of Personal Independent Payments (PIPs) as this is lower than the previous Disability Living Allowance (DLA) meaning they may struggle with the affordability of increased transport costs
Proposal to increase daily charge from £2 to £4 per day (£5 per day for those making multiple trips during the day)	63% considered it unfair to have differential charging rates

c) Looked After Children

A total of 26 responses were received from the following:

- 84% foster carers
- 8% transport operators
- 4% social workers
- 4% other

Details of consultation responses:

Recommendations for Change	Feedback
Foster carers will be expected to take the child in their care to school, leisure activities and contact visits wherever possible	71% agreed that transport should only be provided by SBC after all other options have been considered and discounted
If a carer transports the child in their care to school and contact visits, the Council will reimburse the full cost (based upon the mileage)	86% agreed that SBC should reimburse the travel costs (based upon the mileage)
The Council encourages contact visits at a foster carer's home, especially for babies and younger children, in order to reduce their need to travel	Some responses expressed concerns about having parents in foster carers' homes
Children from same schools can be transported to contact visits in the same vehicle	95% agreed, with the agreement of the parents
The need for a passenger assistant for a looked after child or young person will be decided by the Council and include a full risk assessment	86% agreed

d) Dial-a-Ride

A total of 62 responses were received from the following groups:

- Current DaR members (56%)
- Representatives of destinations or organisations accessed by current DaR members (24%);
- Those who are eligible for this transport provision but are currently not a DaR member (17%)
- Other (3%)

Details of consultation responses:

Recommendations for Change	Feedback
Retain a DaR service for Southend	98% agreed
Make DaR more cost effective	100% agreed that Council is right to look at ways of providing DaR in a more cost effective way which lets more people use the service
Introduce scheduled bookable trips, reduce the number of trips per member per week	65% agreed that proposed changes should make the service more accessible to those wishing to use it
Reduced hours and days of operation	60% agreed that the new hours of operation will allow more members to get to the essential services and facilities they need

3.3 Revisions as a result of the Consultation Exercise:

a) Home to School Transport for Students (SEND) Pre and Post-16

Subject to agreement to the recommendations in 2.1 above, the Council would develop communication materials for Independent Travel Training and Travel Support Allowance which provides parents / carers with sufficient information to make informed decisions about the best travel option for their child and the family.

b) Adults with Learning Difficulties and Older Adults attending Day Care Centres and Other Activities

There is a need to ensure fairness in charging for these services and it is no longer sustainable to continue at the current contribution from users and it should be noted that the increased charge is still lower than those imposed by other local authorities. It should also be noted that the increased charge is only a contribution and does not cover the full costs to provide the transport.

To ensure residents do not feel isolated in residential care homes – there is a need to look at how activities can be incorporated for these residents. When considering the operating model for the future provision of this transport, the Council will review whether it can provide transport for care homes in a more cost effective way.

c) Looked After Children

Contact visits being hosted in a foster carers home would be assessed on a case by case basis so that the concerns that were expressed can be addressed.

d) Dial-a-Ride

It is recommend that the revised policy is adopted and implemented. Although, if this provision of transport is transferred to an external provider then the Council could review this again to see if a more cost effective model could extend the hours of operation. The Council will also explore what transport services the voluntary and third sector have in place that could support this requirement.

3.4 Timescales for Implementation

3.4.1 Below is the recommended timescale to implement the revised policies:

Date	Policy
1 st April 2018	Adults with Learning Disabilities and Older Adults attending Day Care
1 st April 2018	Dial-a-Ride
1 st April 2018	Looked after Children
1 st September 2018	Home to School for Children with Special Educational Needs and Disabilities (SEND)

4. Reasons for Recommendation

4.1 The reasons for the above recommendations are as follows:

- a) Home to School (SEND) transport – this recommendation is to approve some changes to the current policy to enable consistency and fairness in decisions regarding eligibility. The proposed changes to current provision offer different types of travel assistance aimed at encouraging independence and well-being, whilst treating each student on an individual basis.

Numerous local authorities, e.g. Dudley MBC, Sandwell MBC and Trafford MBC are adopting the above approach.

Most local authorities are currently considering the provision of Post-16 transport, including SEND. Most are stopping short of withdrawing SEND provision or charging full cost recovery but levelling the playing field in terms of charging, e.g. In April 2014, Herefordshire County Council withdrew the provision of free Post-16 SEND transport.

- b) Adults with Learning Disabilities and Older Adults attending Day Centres and Activities – this recommendation is for approval to have an established policy

that demonstrates how the Council will support individuals by providing travel assistance to access social care activities in a consistent and equitable way.

Other local authorities have increased their charges considerably over recent years. Nottinghamshire County Council for example, increased its £7 per day charge to £8 per day in 2016/17.

All individuals needs will be assessed on a case by case basis utilising the 'reasonable test' attached to the policy.

- c) Looked After Children – this recommendation is for approval to have an established policy to enable fairness in decisions about eligibility. This policy sets out the Council’s approach to providing travel assistance for children and young people in foster care and residential care. It covers travel between home, school, leisure and contact visits.

Other local authorities have begun to recognise the pressing need to adopt a transport policy for Children’s Social Care as this area of care provision comes under increasing financial pressure. *The Independent Advisors* advised Leicestershire County Council to adopt such a policy in work recently undertaken for them.

- d) Dial-a-Ride – this recommendation is for approval to have an established policy to enable fairness. The Council’s proposal is for a Dial-a-Ride policy to revise and formalise established practice. It should be noted that while other local authorities have decided to stopping running their Dial-a-Ride service, Southend has decided that it will continue to offer this service, although it needs to be operated in a more fair and consistent way. The cost of providing the Dial-a-Ride service throughout the day, every weekday, is no longer sustainable. The number of people who use the service is extremely low, which means the cost to the Council is very high (more than £25 per person per trip).

5. Corporate Implications

5.1 Contribution to the Council’s Vision and Corporate Priorities

This project will contribute towards the following Council Priorities:

Safe	To: <ul style="list-style-type: none"> • Look after and safeguard our children and vulnerable adults.
Clean	To: <ul style="list-style-type: none"> • Continue to promote the use of green technology and initiatives to benefit the local economy and environment. • Encourage and enforce high standards of environmental stewardship.

Healthy	<p>To:</p> <ul style="list-style-type: none"> • Improve the life chances of our residents, especially our vulnerable children and adults, by working to reduce inequalities and social deprivation across our communities.
Prosperous	<p>To:</p> <ul style="list-style-type: none"> • Ensure the town is 'open for businesses' and that new, developing and existing enterprise is nurtured and supported.
Excellent	<p>To:</p> <ul style="list-style-type: none"> • Work with and listen to our communities and partners to achieve better outcomes for all. • Enable communities to be self-sufficient and foster pride in the town. • Promote and lead an entrepreneurial, creative and innovative approach to the development of our town.

5.2 Financial Implications

- 5.2.1 The expectation is that financial efficiencies will be delivered through the adoption and application of the proposed new and revised policies and thus there will be a contribution to the Council’s savings targets in future years.
- 5.2.1 The level of potential savings that could be achieved through the implementation and adoption of suggested policies will be determined on the decision whether or not to adopt the proposed changes as recommended in section 2.

5.3 Legal Implications

- 5.3.1 The Council has a statutory duty to provide home to school transport; other elements of adults and children social care also fall under this duty. The proposed policies are not recommending to remove this duty but is recommending policies that assess eligibility around fairness as well as the maximising of independence.

5.4 People Implications

- 5.4.1 A full consultation was undertaken as per 1.2 with all stakeholders and users.
- 5.4.2 If the application of the revised/new policies leads to a reduced need for the in house transport provision, this could lead to a redundancy situation. In this instance a full consultation with the affected staff and the trade unions will be undertaken in accordance with the relevant legislation.

5.5 Property Implications

- 5.5.1 There are no property implications.

5.6 Consultation

- 5.6.1 Consultation on the proposed policies started on 14 July 2017. The consultation period ended on 15 September 2017, except the home to school (SEND) consultation which concluded on 10 October 2017. A copy of the full consultation report can be made available on request.

5.7 Equalities and Diversity Implications

- 5.7.1 Equality Analyses have been initiated on the basis of the proposed policies and these will need to be finalised.

5.8 Risk Assessment

- 5.8.1 As the choice of alternative options to conventional minibus transport for the school journey is voluntary, there is a risk that parents will not opt to change their travel arrangements. It will be important to promote the benefits of independent travel training via targeted publicity materials, to ensure that parents have the required information to enable them to make properly informed choices.

5.9 Value for Money

- 5.9.1 The SEND travel proposals aim to enhance value for money through reducing the number of current external contracts and in-house services. They also aim to deliver value for money in the longer-term as SEND pupils who learn independent travel skills retain and develop those skills in the future, thus reducing the requirement for transport services to be provided by Adult Social Care. In addition, renumeration parents for making their own travel arrangements should also deliver value for money, particularly for those currently travelling on higher cost transport.
- 5.9.2 The Dial-a-Ride proposals aim to deliver value for money by offering a service to meet the travel needs of a greater number of people who are unable to use conventional public transport, rather than providing unlimited travel to a small number of current members.
- 5.9.3 The proposals to increase the charge for Adult Social Care transport will ensure that the transport provided covers a greater proportion of its costs than has been the case over recent years.

5.10 Community Safety Implications

- 5.10.1 Community safety implications will be addressed.

5.11 Environmental Impact

- 5.11.1 Independent travel training will reduce the need for pupils to be transported to school and enable them to walk, cycle or use public transport, thus reducing the impact on the environment in the short and longer term.

- 5.11.2 Improved route planning and the requirement to transport fewer children in minibuses would lower the environmental impacts generated by the current arrangements, although the provision of a travel support allowance (which would increase personalisation and choice) could serve to increase the number of cars used to transport children to school and have a negative environmental impact.
- 5.11.3 The inclusion of scheduled Dial-a-Ride services to popular destinations should help to reduce the number of trips made by the minibuses, thus having a positive environmental impact.

6. Background Papers

- 6.1 None.

7. Appendices

- 7.1 Appendix A – Special Educational Needs Travel Assistance Policy
- 7.2 Appendix B – Adult Social Care Travel Assistance Policy
- 7.3 Appendix C –Travel Assistance Policy for Looked After Children and Young People
- 7.4 Appendix D - Southend on Sea Borough Council Dial-a-Ride Policy

Special Educational Needs Travel Assistance Policy July 2017

4.1 Introduction and Aims

This section of the policy sets out the Council's approach to the provision of funded home to school travel assistance for children of statutory school age and Post-16 students, who attend a local authority maintained school or academy and who have an Education, Health and Care Plan (EHCP).

This policy aims to promote freedom and choice by

- encouraging independence and life skills development wherever possible, by providing independent travel training for children as appropriate
- enabling families to receive reimbursements for making travel arrangements for their own child as appropriate
- making the provision of transport a last resort for those that cannot access any other form of travel assistance safely and once other travel assistance options have been discounted

4.2 Eligibility

Children do not automatically qualify for travel assistance because they have an EHCP, although it is recognised that the child may face additional challenges in making the school journey.

To be eligible for travel assistance, the child must:

- live in the Borough of Southend-on-Sea
- be of statutory school age
- have an Education, Health and Care Plan
- be registered at a school named in the EHCP which is the nearest suitable school to the child's home address
- be unable to reasonably walk to school, even when accompanied by an adult, because of associated health and safety issues related to their special educational needs and/or their disability as defined by the Equality Act 2010

Unless there are specific circumstances as dealt with in other sections of this policy, the distance criteria for pupils with an EHCP are the same as for all other pupils. It will apply to the nearest appropriate mainstream school, learning resource base or special school as determined by the Council.

When parents request a placement for their child in a school of their choice which is not the nearest appropriate school, the Council is not responsible for the provision of travel assistance or the cost of that provision, as laid out in the Education and Inspections Act 2006.

The provision of travel assistance for the school journey should not be regarded as a permanent entitlement. Travel assistance will be reassessed as part of a child's review of their EHCP at transition points between Key Stages or at any point in between at the Council's discretion.

Children with special educational needs but without an EHCP are considered within the general home to school travel assistance policy.

4.3 Types of Travel Assistance

In determining the type of travel assistance to be offered, the Council will adopt a stepwise approach. The type of travel assistance to be offered to a child will be considered in the following order:

4.3.1 Public Transport Season Ticket

This is a ticket for use on public transport and is the most common form of travel assistance provided. Where it is possible for a child to travel on public transport accompanied by a responsible adult (if necessary) then a season ticket will also be provided for the responsible adult to facilitate this. Rail season tickets may be provided where appropriate.

4.3.2 Independent Travel Training

Children from Year 9 upwards whose application for travel assistance is successful will be considered for independent travel training to enable them to use public transport for the journey between home and school in the future. The process of determining suitability will be undertaken in consultation with the child's school. In arriving at a decision, the Council will consider the home to school journey to be made on public transport, as well as the informed view of the child's school regarding the child's suitability for training.

The child will be provided with travel assistance until the travel training process has been completed. Once travel training has been successfully completed, this may take the form of a season pass for the child, or other assistance as appropriate.

4.3.3 Travel Support Allowance (TSA)

Children who are deemed to be unsuitable for Independent Travel Training will be entitled to request a Travel Support Allowance (TSA). A TSA is a payment to help parents to get a child to school. Payments will be issued on a staged basis across the school year. In arriving at the TSA amount, the Council will take into consideration the cost of transporting the child using its own in-house vehicles or external contracted vehicles, as well as the child's age, their timetable, and the distance from home to school. A parent may spend the TSA in any way they choose, as long as it ensures that the child attends school, e.g. arrange for a friend or relative to travel with the child; car share with other parents; arrange school transport for a sibling to enable the parent to transport the child with an EHCP to school; use a Motability car to transport the child, etc. The Council may review the payment of the TSA if concerns are raised about the child's level of school attendance.

A TSA is optional for the parent and in making a request parents should consider whether it is appropriate for their circumstances. However, in instances where a

child is to attend a school which is outside of Southend Borough, a TSA will be the first means of assistance offered.

4.3.4 Transport Vehicles

The provision of a vehicle (usually a shared minibus) to transport a child or young person to and from school is made in **exceptional circumstances only** where it is assessed that no other form of travel assistance is suitable. Vehicle pick-up and drop-off times are arranged so that journey times are minimised and cannot be varied to suit the parent. When accepting an offer of supported transport, parents are agreeing to a kerbside or bus stop arrangement. A door-to-door service is not provided, but the kerbside or bus stop pick-up and drop-off points will be close to the child's home.

The provision of supported transport may cease to be necessary as a child grows older and as they become more independent.

4.4 Parental Responsibilities

If supported transport has been granted to a child, it remains the parent's responsibility to:

- a. ensure that the child is ready for collection at the appointed time and at the arranged pick up point. Failure to comply will result in the parent being responsible for getting their child to school. Contractors will not be expected to vary contract times and the Council will not meet any additional costs incurred for pupils being late
- b. take their child from their home to the vehicle and to collect the child from the vehicle
- c. allow the Council to use any specialist seating which the child requires
- d. sign off the risk assessment in relation to complex/medical needs and/or passenger assistant provision, where applicable

In addition, parents are responsible:

- a. if the child needs to return home during a school day due to illness
- b. if the child needs to return home to attend any health appointments during a school day
- c. if transport is required outside of the normal school hours to facilitate attendance on a school trip
- d. for providing their own travel arrangements should the school decide to exclude the child
- e. if family circumstances dictate that the child needs to travel earlier or later than provided for within the contracted transport

4.5 Passenger Assistants

Passenger assistants are normally provided on vehicles which convey more than five children. In other cases, passenger assistants will only be provided for children with the most complex needs or where a child's behaviour raises questions of health and safety. The child's school will be asked to carry out a risk assessment in order to

justify the need for a passenger assistant for an individual pupil, should the need for one be indicated in the 'Request for Travel Assistance' form. The risk assessment will be considered by the Council. In instances where a child requires solo transport with a passenger assistant, the parent will be expected to act as the passenger assistant.

The Council only accepts passenger assistants who hold an appropriate Disclosure and Barring Service (DBS) certificate.

4.6 Southend Special Schools and Learning Resource Bases

The provision of travel assistance to attend the special schools and learning resource bases is not an automatic entitlement. It is recognised, however, that when a child attends a special school or a learning resource base attached to a mainstream school, this may not be local to their home. For this reason, when required because of distance (see Section 4.2), vulnerability, behaviour or physical disability, the Council may provide travel assistance and this will be identified in the child's EHCP.

If places are not available at the nearest appropriate school, the Council will provide travel assistance to the next nearest school if it meets the distance criteria.

4.7 Residential Placements

A child placed in a residential school will be provided with travel assistance. In the first instance, this will be in the form of a TSA to enable the parent to make their own arrangements for getting the child to and from school. In cases where a TSA is not appropriate, the Council will provide supported transport.

A child in termly boarding establishments will be entitled to travel assistance at the beginning and end of each term and for half term breaks. Weekly boarders will be entitled to travel assistance to the school on Monday morning and from the school on Friday afternoon.

The Council will not provide travel assistance:

- where the residential school requires a child to go home for a period which would not form part of the above arrangement (e.g. if a pupil is not included on a school trip, the school is responsible for the travel assistance)
- for pupils attending health provision (e.g. speech therapy, occupational therapy, mental health)
- for hospital appointments or dental treatment
- should the residential school decide to exclude the child
- if family circumstances dictate that the child needs to travel earlier or later than provided for within the contracted transport

4.8 Out-of-School Activities

The Council will not provide transport either at evenings or weekends for out of school activities in any school.

4.9 Reintegration / Integration and Alternative Educational Packages

Any travel costs associated with reintegration, integration and alternative educational packages, including work experience, will not be met by the Council and are the responsibility of the school, college or parent.

4.10 Exclusion from School

The Council will not reimburse any additional travel costs incurred as a result of a decision taken by a school to exclude a pupil.

4.11 Post-16 Students who have an EHCP

This section of the policy relates to:

a. 16-19 year old students attending educational settings

If the Council has supported the application, this is viewed as attending the nearest appropriate educational setting and the Council will provide subsidised travel assistance providing the eligibility criteria are met. If the Council has not approved the educational setting as the nearest appropriate setting, it will not provide travel assistance.

b. Students aged 19 – 25

If the Council has supported the application, subsidised travel assistance may be provided. Applications are dealt with by Adult and Community Services Department.

In common with the assistance available to statutory school age children, Post-16 students will be considered for Independent Travel Training as a first response to a request for travel assistance (see Section 4.3.2). Travel assistance will be provided whilst the student undertakes the training. Upon completion of the training course, should a student be considered unable to travel independently for the school journey, alternative forms of travel assistance will be offered, as detailed in Section 4.3 above.

If the student is deemed unsuitable for Independent Travel Training they will be allocated a space on a dedicated vehicle for Post-16 students.

In line with mainstream charges for eligible students, a charge will be levied for travel assistance provided by the Council to eligible Post-16 students. The charge will be reviewed on an annual basis. Those who are from a low income family may be entitled to free travel assistance. Proof of low income must be provided at the time of application. Please see the Council's Low Income Criteria for Education Transport, available at

http://www.southend.gov.uk/downloads/file/4758/low_income_criteria_for_education_transport_2017-18

4.12 Applying for Travel Assistance

In all cases where travel assistance is required, a 'Request for Travel Assistance Form' must be completed and returned to the Council's Transport Entitlement Officer.

4.13 Appeals

Those not eligible to receive travel assistance or those disputing the travel assistance offered may submit an appeal against the decision in writing within 4 weeks from the date of the refusal letter. Requests for appeal will not be accepted outside the 4 week period. The appeal should include a detailed explanation as to why the child should receive travel assistance, or a different type of travel assistance to that already offered, including supporting evidence of any exceptional circumstances. This information will be submitted to an appeal panel for consideration. There is no provision for the appellant to appear in person. The decision of the panel will be communicated to the parent/carer in writing. Further correspondence will not alter the decision.

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Southend-on-Sea Borough Council
Adult Social Care Travel Assistance Policy
July 2017

1. Introduction

ASC provides travel assistance for adults with learning disabilities, mental health issues, physical disabilities and older people within the Borough of Southend-on-Sea. This travel assistance policy demonstrates how the Council will support individuals by providing travel assistance to access social care activities in a consistent and equitable way.

Over recent years, the introduction of new national legislation has resulted in significant changes to the way in which social care opportunities are provided. Today, individuals have greater choice in deciding the format, location and timing of their social care activities. This increased freedom has implications for travel and this policy aims to outline how travel demand might best be met - whether through independent travel arrangements, self-funded travel or via Council-funded and arranged travel solutions.

It is assumed and expected that people who can travel to an eligible social care activity, either independently or with assistance from family, friends or care givers will do so.

Funded travel will only be provided if, in the opinion of the assessor, there is no alternative and appropriate travel option available and it is the only reasonable means of ensuring that the individual can safely access an eligible activity.

Adult Social Care will work closely with the Children and Young People's Service to ensure that the travel needs of children and young people are assessed whilst at school, so that opportunities to undertake travel training in order to complete specific journeys on mainstream transport have already been explored and, where appropriate, implemented. This will assist in overcoming any expectations from families that Adult Social Care will provide travel assistance to individuals in all circumstances. All young people requiring adult social care will require an assessment of their travel needs.

2. Links to National and Local Priorities and Plans

The Care Act 2014 has replaced various pieces of legislation and policies. The changes introduced in the Care Act are designed to put individuals in control of their lives.

The Care Act states that local authorities must have regard to promoting wellbeing which means considering any care and support needs in the context of the person's skills, ambitions and priorities. The Act requires local authorities to consider an individual's ability to get around in the community safely and consider their ability to use facilities such as public transport, shops or recreational facilities when

considering the impact on their wellbeing. This includes consideration of the role a person's family or friends can play in helping the person to meet their goals.

The Care Act promotes an approach of preventing, reducing and delaying needs for care and support and refers to the consideration of a person's strengths, their informal support networks any other support that might be available in the community to meet their goals. This approach recognises the value in the resources of voluntary and community groups and the other resources of the local area.

This travel assistance policy addresses 2 of the Council's 5 Aims and 4 of its 15 Corporate Priorities as follows:

Aim : Healthy

Priority: To actively promote healthy and active lifestyles for all

Priority: To improve the life chances of our residents, especially our vulnerable children and adults, by working to reduce inequalities and social deprivation across our communities

Aim: Excellent

Priority: To work with and listen to our communities and partners to achieve better outcomes for all

Priority: To enable communities to be self-sufficient and foster pride in the town

3. Policy Aims and Principles

This policy aims to:

- Promote independence
- Maximise choice and control
- Support a healthy lifestyle
- Improve quality of life
- Maintain dignity
- Provide access to local services

The key principle is that those who can travel to a community activity, whether independently or with the assistance of family, friends or care givers, will do so. Adult Social Care will provide a signposting service to ensure that individuals have access to tailored travel information to enable them to plan their journeys.

The use of commonly available transport options will be encouraged, such as public transport, walking or mobilising with the use of aids either independently or with support, people using their own car or Motability vehicle, utilising transport assistance costs and concessionary travel.

Travel assistance will be provided to the nearest available resource / community activity. Should an individual wish to access an activity which is further afield when there is a comparable activity which is closer to home, the individual will be required to finance any additional travel assistance costs.

Following an assessment of need, Council-funded transport will only be provided to meet an eligible assessed need. The transport provided will be appropriate to meet the need, provide value for money and be cost-effective.

4. Guidance for determining eligibility for travel assistance

The Council will adopt the decision making process outlined in Annex 1 in determining the individual's eligibility for travel assistance.

Council-funded travel assistance will not normally be provided to individuals if they:

- a. live in a residential care home
- b. attend a social care facility which has its own transport
- c. have their own Motability vehicle which they drive themselves
- d. have a Motability vehicle for which they are not usually the driver
- e. have family, friends or care givers who are able to transport them
- f. have a bus pass which they are able to use to attend the community activity

If the person has access to any of the travel arrangements listed in a. to f. above and chooses not to use them, the expectation is that they will fund their own travel.

In determining an individual's suitability for travel assistance, the Council will adopt the principle of reasonableness, e.g. is it reasonable to expect the individual to make their own travel arrangements; travel a certain distance, rely on a carer to drive the Motability car; etc.

4.1 Assessment of ability to travel independently

Where it has been determined that there is no existing transport provision available, or its use may introduce unreasonable levels of risk to an individual when travelling independently, an assessment will be undertaken.

The Children and Young Peoples Service actively promotes independence in the provision of travel assistance and assesses children and young people with an Education, Health and Care Plan (EHCP) for suitability to undergo Independent Travel Training (ITT). Adult Social Care will ascertain whether an individual has previously completed an ITT course and whether they were subsequently able to travel independently for their school or college journey.

Those individuals who were previously deemed to be capable of independent travel will undergo refresher training for the purposes of making journeys independently to and from community activities. The principle of reasonableness will be applied to ensure that the proposed journey is achievable via the intended mode(s) of travel.

Those individuals who have not previously undertaken a course of ITT will be assessed for their suitability to do so. The assessment will include consideration of the individual's:

- Mental capacity
- Communication difficulties
- Psychological factors e.g. mental health, dementia, agoraphobia
- Vulnerability
- Consideration of degenerative conditions
- Any other factors that may affect personal safety

As well as issues regarding mobility, such as

- Ability to walk outside
- Requirement for a wheelchair or other walking aid
- Ability to enter and leave a property
- Ability to get on and off a vehicle
- History of falls
- Ability to use stairs

The assessor will use the information gathered to determine whether the individual:

- a. Is capable of travelling independently using the proposed travel mode without an unreasonable level of risk
- b. Requires travel training to enable them to be capable of independent travel in the near future
- c. Is not capable of travelling independently via the proposed mode of travel and will require Council-funded transport that meets their assessed needs

4.2 Identification of Appropriate Transport

Once eligibility has been confirmed, it is the duty of Adult Social Care to facilitate appropriate travel arrangements. Travel which is arranged or provided by the Council will only be provided once other alternatives have been considered and discounted. The range of travel assistance may include:

- Assistance with using public transport e.g. travel buddies
- Shared travel in Council-funded minibuses
- Shared travel in taxis
- Solo travel in taxis

ASC resources are unlikely to be allocated specifically to meet transport related needs where an individual:

- is in receipt of the higher rate mobility component of Disability Living Allowance, unless there are factors limiting their ability to fully utilise the benefits of the allowance, e.g. geographical location, the nature of the disability or carer support requirements
- lives in a residential care home, as these are subject to the terms and conditions of the contract between the Council and the care home

5. Charging

A charge is imposed for all travel which is arranged or provided by the Council as a contribution toward the cost of providing the transport. Differential charges will be applied for individuals who:

- make one return journey per day to a local activity (£4)
- make a return journey to a main day centre plus additional journeys to access activities at other locations during the course of a day (£5)

Alternatively, individuals can take funding for travel in the form of a direct payment. In such cases, the charge for transport is a daily charge, regardless of the distance travelled.

Charges are reviewed on an annual basis.

6. Implementation

This policy will be applied from 1 April 2018 to any new applicants for adult social care travel assistance.

The travel needs of individuals already in receipt of travel assistance will be assessed, with regard to the new policy, at their annual review.

7. Monitoring, Review and Reassessment

In all cases, the travel arrangements organised on behalf of an individual will be temporary and subject to review within a period of weeks of commencement. This will ensure that the arrangement is the most suitable for the individual and is value for money and cost-effective for the Council.

Travel arrangements and any impacts this policy has had on the ability of vulnerable people to access appropriate services to meet their eligible social care needs, will be considered by assessing officers at a review or reassessment of the individual's needs.

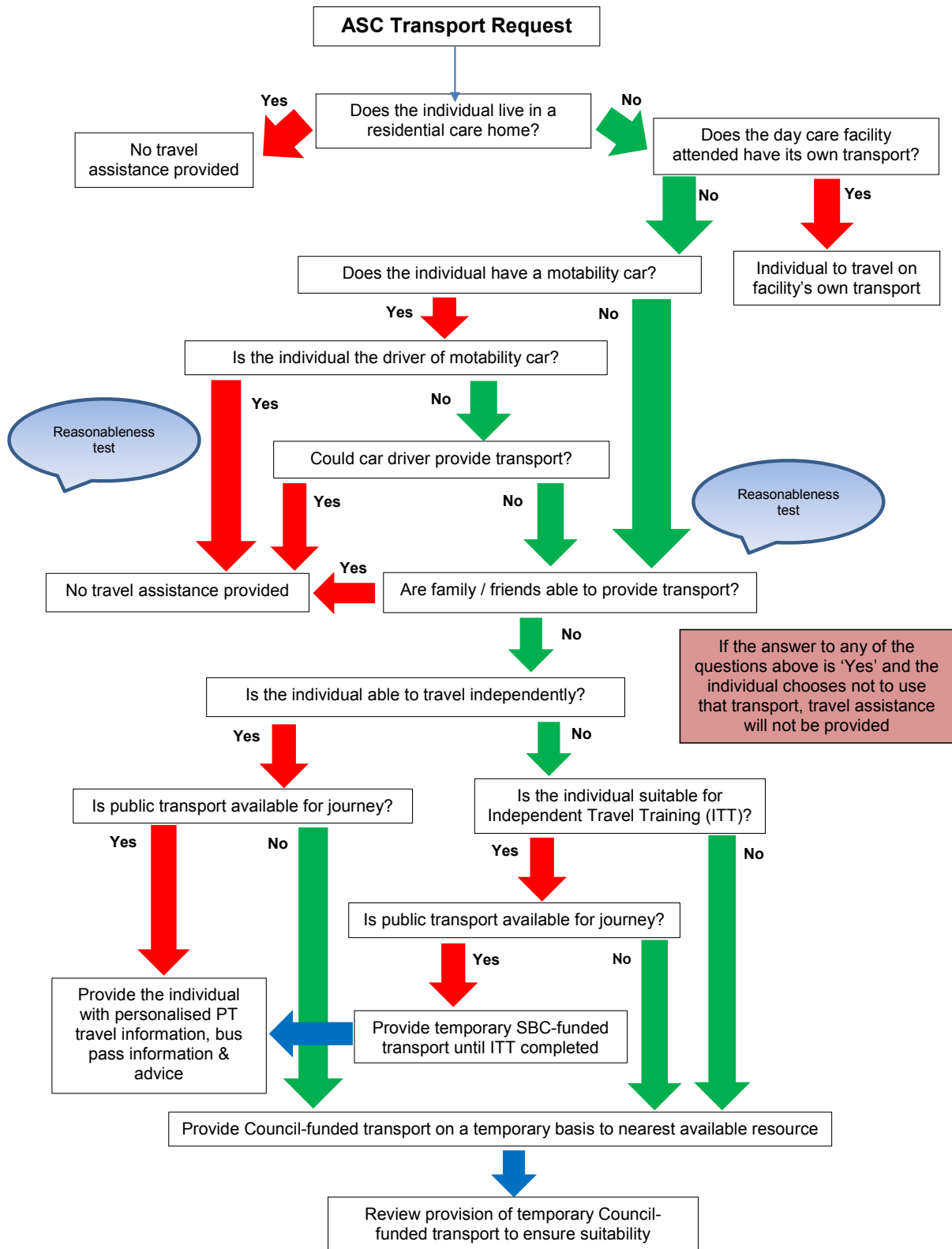
An individual or their authorised representative may request a review of their social care assessment if at any time they consider their needs have substantially changed.

At any time in this process the individual or their representative may make a complaint under the Council's Complaints Procedure.

8. Appeals

There may be instances where some applications are declined and the individual or their carer may not agree with the Council's decision. In these cases, the Council offers an Appeals Process. The number to call to appeal a decision is 01702 215008, option 6.

Annex 1 Decision Process in Determining ASC Travel Assistance



Southend-on-Sea Borough Council

Travel Assistance Policy for Looked After Children and Young People

July 2017

Overview

- Looked after children and young people will, as far as possible, share the normal expectations and day to day experiences of all children
- Wherever possible children and young people who live close to their school should travel in the same way as their peers by:
 - Being walked to school by their carer; or
 - Walking alone if they are of an appropriate age and can do so safely; or
 - Being driven by their carer and dropped off
- Children and young people who live further away from their school but live in the Borough should also travel in the same way as their peers where possible by:
 - Being driven there by their carer and dropped off; or
 - Reaching school by public transport if they are of an appropriate age and can do so safely
- Where possible the disruption of schooling due to changes in care placements, should be avoided. Where necessary, this should be timed to take place when less disruptive to schooling
- The onus will be on foster carers to provide transport wherever possible
- Independent travel will be promoted and encouraged as soon as practicable for the individual
- Use of taxis will only be approved in exceptional circumstances and where it is deemed necessary to keep children and young people safe

1 Introduction

1.1 Southend-on-Sea Borough Council (SBC) has a duty to provide travel assistance to meet the needs of all Children and Young People under its care.

1.2 This policy details the travel assistance procedures for Looked After Children and Young People including those under foster care and residential care.

1.3 This policy has been developed to ensure the safe and efficient provision of transport for Looked After Children and Young People between home, school, leisure and contact.

2 Transport Policy Principles

2.1 As a Corporate Parent, SBC has a responsibility to meet the care and development needs of its children. As with other children, Looked After Children and Young People can require travel assistance for a wide variety of reasons.

2.2 It is important that in meeting these needs, Looked After Children and Young People are (as much as possible) provided for in the same way as other children and that different levels of self-reliance and independence are recognised, encouraged and catered for.

2.3 SBC should ensure that the stability and continuity of care and education, is promoted, in the interests of maximising life chances.

2.4 Where possible the disruption of schooling due to changes in care placements, should be avoided. Where necessary, this should be timed to take place when less disruptive to schooling (unless an emergency placement is required, for example, if there are Child Protection concerns or the breakdown of a placement).

2.5 Travel assistance may be provided to facilitate continuity of schooling from a new care placement until an appropriate school transfer point is reached. Education stability is crucial and therefore the child should (where possible) continue their education in their current school.

2.6 In the same way, it is essential that Looked After Children and Young People should be provided with travel assistance to enable them to have contact with their birth families or significant others, at a frequency usually set by the court and detailed in their care plan.

3 Home to School Travel Assistance

3.1 Nursery, Reception and Key Stage 1 – children should stay at the setting that they were at prior to becoming looked after (unless in exceptional circumstances). The child should go to the school that is local, as far as possible, to their placement unless the placement is short term or until a permanency plan is implemented. As a matter of principle, the Council would expect carers to make their own arrangements to get the child to school with the Council paying the return mileage for the journey. Young looked after children should not be transported in taxis on a daily basis.

3.2 Key Stage 2 – the presumption is that children stay at the setting that they were at prior to becoming looked after (unless in exceptional circumstances). The Council would expect carers to make their own arrangements to get the child to school and the Council will pay the return mileage for the journey, or accompany them to use public transport as appropriate. Changes to a school place will only be considered in the child's best interests at the point at which the permanency plan is due to be implemented or where the distance travelled is excessive.

3.3 Key Stage 3 – The first presumption would be that children and young people will walk or use public transport with a Council-funded travel pass. The second presumption would be for the carer to ensure they get to school with the Council paying the return mileage for the journey. If that is not viable, or if the placement is short term (until a permanency plan is implemented), then using a taxi may be justified, or, if the child/young person needs transport to be provided for their attendance. This decision will be reviewed on a termly basis and consideration given before the summer term to whether a change of school be made for the following year.

3.4 Key Stage 4 – The first presumption should be that the young person takes themselves to school by public transport with a Council-funded travel pass. Any change of school should be minimised during Key Stage 4 and therefore there is a

stronger presumption against any change of school. The child's educational placement must be reviewed during the summer term of Year 9 and this review must include a review of arrangements of getting to school. If that is not viable, or if the placement is short term (until a permanency plan is implemented), then using a taxi may be justified, or, if the child/young person needs transport to be provided for their attendance. This decision will be reviewed on a termly basis and consideration given before the summer term to whether a change of school be made for the following year.

3.5 Home to school travel assistance for Looked After Children with an Education, Health and Care Plan (EHCP) is covered by the Council's Special Educational Needs Travel Assistance Policy

4 Transport Expectations of Foster Carers

4.1 Foster Carers will be expected to undertake 'normal' parental duties, which will include taking a child to school, access to leisure activities and contact.

4.2 There may be practical reasons why it is not possible for the foster carer to provide transport for the child, for example, the foster carer does not drive or does not have access to a car, or they may have foster children from different families. Other exceptional circumstances would include cases where a significant safeguarding risk can be evidenced e.g. transporting a looked after child with challenging behaviour. Every effort should be made, however, to ensure that carers do provide the transport so that foster children do not feel different, for example, by arriving at school in a taxi.

4.3 Foster carers are able to claim all mileage incurred as a direct result of their fostering responsibilities, for example, school transport, transport to & from contact, etc.

5 Travel Assistance for Contact Visits

5.1 Arrangements for contact are facilitated by the Contact Coordinator.

5.2 Contact at a foster carer's home, particularly for babies and younger children, will be encouraged by the Council, where it is safe enough to do so. This will mean less reliance on travel arrangements and children being transported around.

5.3 If it is agreed that contact should take place at a venue other than the foster carer's home, the foster carer should be the first choice for transporting the child to and from the contact venue.

5.4 If the foster carer is unable to transport a child to and from the contact venue, the provision of transport will be a last resort once all other possibilities have been explored.

5.5 Contact travel arrangements are made by the Transport and Contracts Team. For transport to be approved for contact purposes, all of the following criteria must be met:

The Contact Coordinator confirms that:

- the foster carer cannot transport the child to the contact venue **and** cannot act as a passenger assistant; **and**

The Contact Coordinator confirms with the child's social worker that:

- There is no safe and trusted family member to offer transport; **and**
- There is no other staff member able to provide transport (e.g. a social services assistant).

5.6 Requests for transport for contact purposes should incorporate a minimum of three working days' notice, to enable the Council to arrange the most cost effective provision and avoid expensive short-notice arrangements.

5.7 Older children and young people may choose to transport themselves to contact if able and appropriate to do so. For those children and young people who would like to make the journey themselves but might require assistance to do so, further support may be provided via the Council's Independent Travel Training service. Details of how to obtain a bus pass for independent travel can be obtained via the Council.

5.8 Parents will be asked to give written permission for their child/ren to share transport with other looked after children to attend contact as appropriate.

6 Procedure for Arranging Transport for Looked After Children and Young People

6.1 Requests for home to school travel assistance must be fully completed by the child's social worker and be agreed by the Council. Travel arrangements for contact will be requested by the Contact Coordinator. Under no circumstances must a member of children's social care staff other than the Contact Coordinator enter into arranging transport directly with a taxi or transport company, unless the transport is required for out of hours emergency purposes (see Section 7).

6.2 There is no legal duty on the Council to provide passenger assistants for those to whom it provides transport in connection with education or social care services. However, the Council has a duty of care to all those for whom it provides such transport and fulfilling that duty may involve the provision of a passenger assistant. Requests for a passenger assistant must be fully justified by the child's social worker and subject to a risk assessment. The Contact Coordinator will ultimately determine whether a Passenger Assistant is required.

7 Emergency and Out of Hours Transport

7.1 Following agreement by the Council emergency transport can be provided.

7.2 Where transport is required out of hours with little or no notice, then this will be sourced by the Council. This transport must be sourced from the Council's approved transport provider list.

8 Accessing Social Care, including Respite / Short Breaks for Disabled Children

8.1 Certain children with disabilities may have been assessed as having a social care need. This need can include attendance at respite / short breaks provision.

8.2 Travel assistance to social care or similar provision will be provided where it is deemed necessary to meet the child's needs. Where, as a result of an assessment, it is deemed necessary for transport to meet the needs of the child, which will be considered on an individual basis, this will either be organised by the respite provider or the Council. This will be provided free of charge.

8.3 Requests for transport for respite purposes must, wherever possible, incorporate a minimum of three working days' notice, to enable the Council to arrange the most cost effective provision and avoid expensive short-notice arrangements.

9. Resolving Disputes

Where there is an issue regarding responsibility for transporting a looked after child to and from school, contact and social activities, this should be dealt with locally. If however the matter is irresolvable at this level, this should be escalated to the senior manager responsible for the fostering budget.

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Southend-on-Sea Borough Council Dial-a-Ride Policy July 2017

Introduction

Southend-on-Sea Dial a Ride is an on demand, fully accessible transport service to enable people with mobility difficulties who are unable to use conventional public transport to access *essential* facilities and services.

Types of Trip

There are two types of Dial a Ride service:

1. a scheduled 'shopper' service – taking clients into central Southend or to a local supermarket and returning them home
2. an on demand service – a bookable service taking clients from home to any destination within the Borough of Southend (excluding day centres and hospital appointments) and returning them home

Operating Schedule

The scheduled shopper service operates on Mondays, Tuesdays, Thursdays and Fridays. Members from each named area will be able to book trips into central Southend or to the local supermarket for their area on the nominated day. For the 'central Southend' trips, members will be dropped off at the designated points in the town at 11:00 and collected at 13:30 for the return journey. For the 'Supermarket' trips, members will be dropped off at the supermarket at 11:00 and collected at 13:30 for the return journey.

The fully on demand service operates on Mondays and Wednesdays. The first pick up time is 10:15 and the last drop off time at home is 14:30.

The table below shows the operating schedules for both services.

Day	Shopper service		Fully on demand (10:15 – 14:30)	
	Area 1 Eastwood / Leigh	Area 2 Shoebury / Southend	Area 1 Eastwood / Leigh	Area 2 Shoebury / Southend
Monday	Central Southend		Bookable	Bookable
Tuesday		Central Southend		
Wednesday			Bookable	Bookable
Thursday	Supermarket			

Friday		Supermarket		
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Membership

Dial a Ride operates as a membership scheme. To be eligible for membership, applicants must:

- Live within Southend Borough
- Have difficulty using public transport because of disability or qualify under one of the following criteria:
 - Be in receipt of Higher Rate Mobility Component of Disability Living Allowance
 - Be registered blind
 - Be in receipt of Higher Rate Attendance Allowance (for women aged over 60 and men aged over 65)
 - Be in receipt of Mobility Supplement of War Pension.

Membership costs £12 per year and must be renewed each January. Applicants may be asked to undergo a mobility assessment to establish their level of disability and provide proof of any allowance / benefit being claimed.

Applicants can apply for membership online or download a form to be completed and returned to the Council. The Council reserves the right to refuse membership for any reason.

Booking a Trip

All trips must be booked individually, at least two working days in advance. Bookings will be taken by phone between the hours of 09:00 and 12:00, Monday to Thursday. Bookings will be taken on a first come, first served basis. A maximum of one shopper trip and one fully on-demand trip will be bookable per member per week.

Fares

Individual fares will be charged based on the mileage per return trip, plus a booking fee of £1.50. Guide dogs are welcome and travel free of charge. Members are required to inform the booking staff when making a booking if they intend to bring a guide dog.

Passenger Assistants

Drivers will assist members to board and alight from the vehicles but will not be required to enter the member's home or accompany them as they shop.

Members aged under 16 must be accompanied by an adult during travel.

If a member requires a passenger assistant during travel or at the trip destination, they must provide their own, who will accompany them on the outward and return journey. Members must notify the booking office when they book if they will be accompanied on the trip. There is a flat fare of £6 for a return journey for a

passenger assistant. Passenger assistants for registered visually impaired members will travel free of charge.

Cancellations

If members need to cancel a booking they should call the booking line as soon as possible between the hours of 9:30 – 15:30 Monday to Friday. Cancellation fees will not be charged, but frequent short notice cancellations (without an adequate reason) may result in termination of membership.

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Southend-on-Sea Borough Council

Report of Deputy Chief Executive (People)
to
Cabinet

On 29th January 2018

Report prepared by:
Nick Faint

Agenda
Item No.

11

Mid and South Essex Sustainability and Transformation Partnership

People Scrutiny Committee Executive Councillor: Councillor Salter A Part 1 Agenda Item

1 Purpose of Report

- 1.1 To update Cabinet regarding the formal consultation on the Mid and South Essex Sustainability and Transformation Partnership (STP). The consultation runs from 30th November 2017 – 9th March 2018.

2 Recommendations

- 2.1 The Cabinet is asked to review the response it would wish to make on the proposals and consultation document and as outlined below in Section 4;
- 2.2 Option B is recommended to Cabinet as the proposed response to the STP;
- 2.3 That the final response be determined by the Deputy Chief Executive (People), in consultation with the Executive Councillor;
- 2.4 That the response be submitted during the first week of March 2018, prior to the 9th March consultation deadline; and
- 2.5 That Southend Council reserve their right to withdraw support for the STP following the completion of the formal public consultation process.

3 Mid & South Essex Sustainability and Transformation Partnership (STP)

- 3.1 The STP footprint for Mid and South Essex includes 3 Local Authority areas - Southend-on-Sea Borough Council; Thurrock Council; and Essex County Council and also 5 Clinical Commissioning Groups (CCG); Southend CCG; Castle Point & Rochford CCG; Basildon & Brentwood CCG; Mid Essex CCG; and Thurrock CCG; 3 Acute Hospitals; Southend; Basildon; and Mid Essex (Broomfield). There are a number of key partners to the STP and these include the East of England Ambulance Service, the mental health and community

health service providers and the national organisations involved in the delivery of health and social care services.

- 3.2 The case for change is fully articulated in **Appendix 1**. The STP proposals identify the case to change in that;
- 3.2.1 **Changing need.** There has been significant increase in people coming to hospital with urgent needs. Some aspects of modern life are creating problems for our health and social care system; poor diet and lack of exercise, for example, can lead to weight problems that cause serious illness such as diabetes, heart disease and strokes. People are living longer but are living with several different and often serious health and care needs. Dementia, for example, causes disability later in life.
- 3.2.2 **Recruitment and retention.** There is a particular challenge in our STP to recruit and retain enough doctors, nurses, social workers and technical staff. Many of our staff are reaching retirement age. The issue is not necessarily funding; the NHS, within the STP, currently has about 2,500 funded vacancies. This is not only an STP problem as there are national shortages of GPs, nurses, social workers and specialists and our STP competes with London and Cambridge to attract people to our local area.
- 3.2.3 **Financial.** To continue to deliver health services within the STP, without change, is not financially viable.
- 3.2.4 **Improve services.** Due to the changing need, innovations in technology and our challenges with recruitment and retention there is a need to change and improve services.
- 3.3 The public consultation was formally launched on 30th November 2017 and runs to 9th March 2018. A copy of the consultation document is attached at **Appendix 1** and the document summarises the proposals for the reconfiguration of the hospital services within the STP footprint.
- 3.4 The specific proposals for hospital services are based on the following 5 principles:
1. *The majority of hospital care will remain local and each hospital will continue to have a 24 hour A&E department that receives ambulances.*
 2. *Certain more specialist services which need a hospital stay should be concentrated in one place, where this would improve your care and chances of a good recovery.*
 3. *Access to specialist emergency care should be via your local (or nearest) A&E, where you would be treated and, if needed, transferred to a specialist team, which may be in a different hospital.*
 4. *Planned operations should, where possible, be separate from patients who are coming into hospital in an emergency.*

5. *Some hospital services should be provided closer to you, at home or in a local health centre.*
- 3.5 During the consultation there are a range of opportunities for people to send in their views on the proposals, in particular on the following 3 main areas:-
- *The overall plan for health and care in mid and south Essex*
 - *Proposals for hospital services in Southend, Chelmsford, Braintree and Basildon*
 - *Proposals to transfer services from Orsett Hospital to new centres in Thurrock, Basildon, Billericay and Brentwood.*
- 3.6 The STP has invited individuals and organisations to submit comments on the proposals and, in view of the nature of the proposals it is entirely appropriate for Southend Council to respond. The Southend Health & Wellbeing Board will also consider the matter and has the opportunity to make representations separately.
- 3.7 A number of public engagement events have been arranged to date – there is one arranged in Southend on the evening of Thursday 8th February and will be held at the Cliffs Pavilion, Westcliff-on-Sea.

4 Options for consideration

- 4.1 In general terms the planned investment for the acute hospitals within the STP proposals is welcomed. Specifically, the additional investment noted for Southend Hospital is supported by Southend Council.
- 4.2 It is noted that the STP provides an interim solution for the delivery of acute services in Southend. The formal position of Southend Council is that a new, modern and fit for purpose facility, providing acute services for Southend is required which meets the changing and developing needs of our residents.
- 4.3 We require for the STP to indicate what will happen as a result of receiving feedback, a clear indication on how feedback will be assessed and on what timescale.
- 4.4 **Option A** – That Southend Council Fully accepts and supports the proposals for the STP and as set out in **Appendix 1**.
- 4.5 **Option B** – That the acceptance and support from Southend Council for the STP proposals and as set out in **Appendix 1** is subject to the satisfactory conclusion of the comments noted below;
- 4.5.1 The proposals for the reconfiguration of stroke services are noted. However the clinical evidence to support the rationale for the incorporation of the Hyper Acute Stroke Unit (HASU) at Basildon Hospital is unclear and poorly documented in the consultation document. It is proposed that further detail is sought and provided by the STP to help Southend Council understand why the incorporation of the HASU is not based around Southend Hospital given the

strong track record Southend has in delivering stroke services. Until we have agreed the rationale and evidence we cannot support the STP proposals;

- 4.5.2 It is clear from the STP proposals that much of the acute reconfiguration is subject to an investment in Localities. The proposals are weak in this regard. It is noted that the STP has recently offered engagement with Southend to further develop the model and proposals for Localities, an offer that has been accepted. Concern, however, still remains regarding the viability of the acute reconfiguration should Localities not receive the appropriate investment from both a revenue and capital perspective. It is recommended that the STP formally notes that an agreement in principle between Southend Council and Southend CCG has been reached in that Southend Council will financially support the development of St Luke's and Shoebury's Health Centres. The agreement in principle is based on the development of a commercial agreement between Southend Council and Southend CCG;
- 4.5.3 The STP proposals with regard to transport and transfers are unclear and poorly defined. There is a clear commitment within the proposals to ensure that the impact on patients required to transfer between hospitals as a result of the acute reconfiguration is minimised. It is recommended that Southend Council cannot support the STP proposals until further work which identifies a detailed proposal re transport and transfers is published and consulted on;
- 4.5.4 The STP proposals are unclear with regard to how a consolidated discharge and repatriation process might work. There would be significant concern for Southend Adult Social Care depending on the detail of this proposal. There might be a potential impact on the structure of social care staff, where they are located and their role. There may also be an additional need for Southend Council to form a 'trusted assessor' type framework with both Essex County Council and Thurrock Council and vice versa. The impact on our provider partners is also not fully understood. It is recommended that further detail is provided by the STP so that a greater understanding can be gained re the volume of activity so that an analysis of impact can be conducted; and
- 4.5.5 The STP proposals identify capital investment for the acute hospitals. The total of £41m allocated for Southend Hospital is welcomed. It is recommended that Southend Council request a more detailed investment plan for Southend Hospital from the STP.
- 4.6 **Option C** – That Southend Council remain neutral and non-committal re the proposals for the STP and as set out in **Appendix 1**.
- 4.7 **Option D** – That Southend Council reject the proposals for the STP and as set out in **Appendix 1**.

5 Recommendations

- 5.1 The Cabinet is asked to review the response it would wish to make on the proposals and consultation document and as outlined above in Section 4;
- 5.2 Option B is recommended to Cabinet as the proposed response to the STP;
- 5.3 That the final response be determined by the Deputy Chief Executive (People), in consultation with the Executive Councillor;
- 5.4 That the response be submitted during the first week of March 2018, prior to the 9th March consultation deadline; and
- 5.5 That Southend Council reserve their right to withdraw support for the STP following the completion of the formal public consultation process.

6 Health Scrutiny

- 6.1 Cabinet will be aware that the Council has established a Joint Scrutiny Committee with Essex and Thurrock Councils to scrutinise the Mid and South Essex STP. The following Councillors have been appointed to sit on the Joint Committee – Councillors C Nevin, A Jones, B Arscott, S Habermel (substitutes - Councillors M Borton and H Boyd). An informal meeting of the Joint Scrutiny Committee was held on 18th December 2017 at Southend Council offices and Chaired by Cllr Arscott. A further informal meeting will be held in mid January and it is likely that the first formal meeting of the Joint Scrutiny Committee will be held in February 2018.
- 6.2 Essex County Council have appointed Members to sit on the Joint Scrutiny Committee. Thurrock Council have not as yet decided if they will be involved in the Joint Scrutiny Committee, although by the time Cabinet meets, this will have been resolved.

7 Other Options

- 7.1 Cabinet could decide not to submit any comments on the proposals and the consultation document.

8 Corporate Implications

- 8.1 Contribution to the Council's Vision and Critical Priorities – Becoming an excellent and high performing organisation.
- 8.2 Financial Implications – The financial risks to Southend Council, should the STP proposals be delivered, are yet to be qualified.
- 8.3 Legal Implications – Where an NHS body consults more than one local authority on a proposal for substantial development of the health service or a substantial

variation in the provision of such a service, those authorities are required to appoint a joint committee for the purposes of the consultation.

- 8.4 People Implications – The expectation is that the STP proposals will address the workforce (recruitment and retention) issues highlighted in the case for change. There is a significant risk that this is not the case which could lead to greater challenges for workforce and finance.
- 8.5 Property Implications – Southend Council has offered to Southend health partners a partnership approach which will support the development and progression of Shoebury and St Luke’s Health Centres. Capital investment would be required to develop the existing health estate.
- 8.6 Consultation – as described in the report.
- 8.7 Equalities Impact Assessment (EIA) – an EIA is due to be published by the STP during spring 2018. The Directors for Public Health, across the STP, are working in partnership with the STP to develop the EIA.
- 8.8 Risk Assessment – The risks are outlined in this report. There is a risk to the local health and social care system of not doing anything.

9 Background Papers

None.

10 Appendix

Appendix 1 – Mid and South Essex STP - Consultation Document

Mid and South Essex
Sustainability and Transformation Partnership (STP)



Your care in the best place

At home, in your community and in our hospitals

A consultation document for discussion and views

30 November 2017 – 9 March 2018

Closing date for feedback: Friday, 9 March 2018

Published by the Mid and South Essex
Sustainability and Transformation Partnership (STP)

A partnership of all health and care organisations for people living in Braintree, Maldon, Chelmsford, Castle Point, Rochford, Southend, Thurrock, Basildon and Brentwood.

Essex is a great place to live, Let's make it the place to live well.

Health and care services in mid and south Essex have formed a partnership to improve the quality of care over the next five years. This consultation needs your views to inform the plans.

In the first part of this consultation document, we explain why changes are needed in health and care services and then we outline the overall plan for developing services in mid and south Essex. In the second part, we summarise some specific proposals for changes to the services provided by hospitals in Southend, Orsett, Chelmsford, Braintree and Basildon.

We need to hear your views on the following main areas:



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There is an online feedback questionnaire at:

www.surveymzmo.eu/s3/90059489/NHS-Mid-and-South-Essex-STP

or you can complete a printed version of the same survey, which is available by email or post, and there is a programme of workshops where you can hear more and take part in discussions.

The closing date for feedback is 9 March 2018.

If you would like further information, including a summary of the clinical evidence we have considered and details on how we arrived at the current proposals, please visit our website, where you can also find out more about what is happening in your local area.

For information on how to send in your views and other ways to take part in the consultation, see **Section 7 How to have your say** along with our contact details.

This document, and a short summary version, is available from our website

www.nhsmidandsouthessex.co.uk

If you would like a summary of this document in large type, easy read, braille, audio format or another language, please contact us on 01245 398118

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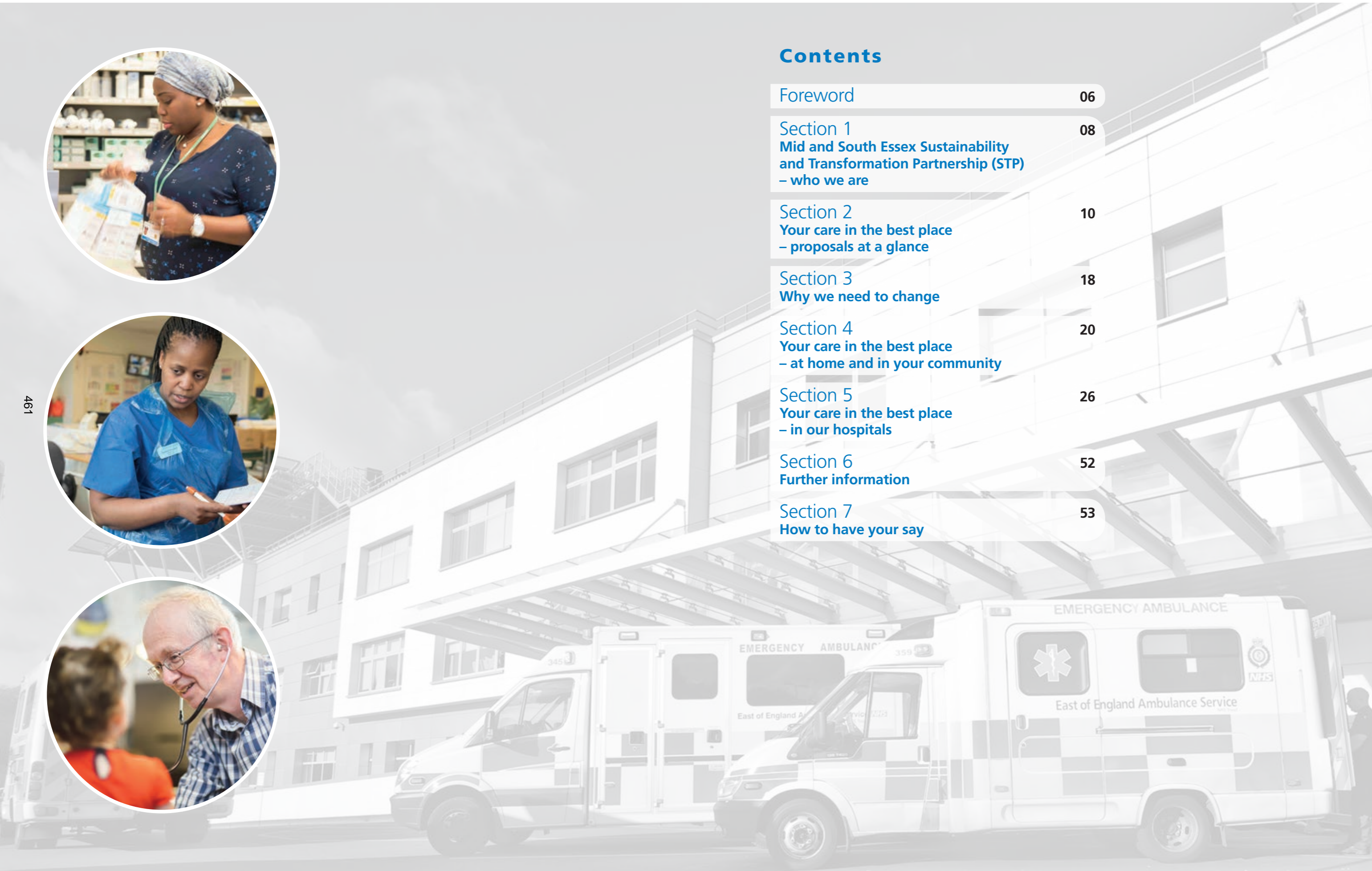
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FOREWORD

One partnership and one plan. Joined-up health and care in mid and south Essex



Dr Anita Donley OBE, Independent Chair
Mid and South Essex
Sustainability and Transformation Partnership (STP)

**We all want the very best health and care
for you and your family.**

While there are many examples of excellent care in mid and south Essex, we know we could do better. We don't always reach the highest standards. We don't always achieve the best possible outcomes for patients. We don't always make the most of the talent we have in our workforce and the opportunities to find better ways of helping you and your family to stay well.

**In this consultation, we want to face up to these challenges
with an honest and meaningful discussion with you about
how, together, we can improve.**

For the first time, all of the different organisations that make up our health and care system have come together to work on a single plan to respond to the rising number of people who need health and care services.

What is the plan?

GPs provide the backbone of health and care in your area. Over the next five years, the plan is to build up GP and community services, such as community nurses, therapists and mental health nurses; and extend the range of professionals and services in your local GP practice. Our aim is to join up services around you to help you stay well.

At the same time, we need to change and improve the way our three main hospitals work. Sometimes our hospitals become blocked. Sometimes people wait for hours in A&E, wait to be admitted and wait to be discharged. Some of the proposals in this consultation will help in tackling these problems.

We are also looking at how we in mid and south Essex can continue to match up to increasingly high standards in specialist care. Every year, there are advances in medicine and technology. We can do more to save lives, but our three hospitals frequently reach their limits in terms of the availability of highly trained specialists 24 hours a day. Some of the proposals in this consultation aim to create larger specialist teams by bringing together the resources and expertise of the three hospitals.

**This is the start of a five year transformation to connect every part
of the system so that we can take on the future challenges of people
living longer and with greater needs.**

I look forward to hearing your views.



section 1 MID AND SOUTH ESSEX SUSTAINABILITY AND TRANSFORMATION PARTNERSHIP (STP) – WHO WE ARE

The Mid and South Essex STP is made up of the following health and care organisations:

NHS Clinical Commissioning Groups (CCGs), which plan and buy your healthcare with an annual allocation of funds from the Government

- Basildon and Brentwood CCG
- Castle Point and Rochford CCG
- Mid Essex CCG
- Southend CCG
- Thurrock CCG

The CCGs work closely with GP practices, pharmacies, social care and voluntary services in your area.

Local authorities, which provide social care and plan and buy services from care agencies, care homes and voluntary services

- Essex County Council
- Southend-on-sea Borough Council
- Thurrock Council

Organisations, which provide health services planned by CCGs

- Basildon and Thurrock University Hospitals NHS Foundation Trust, which provides services from Basildon and Orsett Hospitals
- Mid Essex Hospital Services NHS Trust, which provides services from Broomfield Hospital in Chelmsford, Braintree Community Hospital and St Peter’s Hospital in Maldon
- Southend University Hospital NHS Foundation Trust, which provides services from Southend Hospital
- East of England Ambulance Service NHS Trust

Organisations, which provide health and care services planned jointly by CCGs and local authorities

- Essex Partnership University NHS Foundation Trust, which provides community services, adult mental health services and inpatient children’s mental health services
- North East London NHS Foundation Trust (NELFT), which provides community services and children’s community mental health services
- Provide, which provides community and social care services

Other partners

- Your local independent watchdog bodies - Healthwatch Essex, Healthwatch Southend and Healthwatch Thurrock
- NHS England specialised commissioning, which buys the most specialised services for the whole of the midlands and east region
- Health Education England, which is responsible for the development of the NHS workforce
- NHS England and NHS Improvement, the national regulators of the NHS

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**section 2 YOUR CARE IN THE BEST PLACE
- PROPOSALS AT A GLANCE**

In this section, we explain the overall plan and the list of specific proposals for changes in hospital services.

At home and in your community

Over the next five years, our vision is to unite our different health and care services around you and all of your potential needs, with physical, mental and social care working together.

In five years' time, you will have:

A joined-up team of community nurses, mental health specialists and social care services to plan your care and help you at home, if you need it

For those times when you need the care which only a hospital can provide, you should have easier and faster access to the right hospital specialists



A wider range of health and care services at GP practices, such as pharmacists, physiotherapists and experienced nursing staff as well as your GP

More support to keep you healthy and prevent illness

The changes required to achieve this vision will develop over time and in different ways in each local area. You can find out more about plans in your area on our website at: www.nhsmidandsouthessex.co.uk

In our hospitals

For those times when you need the care which only a hospital can provide, you should have easier and faster access to the right hospital specialists for the best possible care, recovery and outcomes.

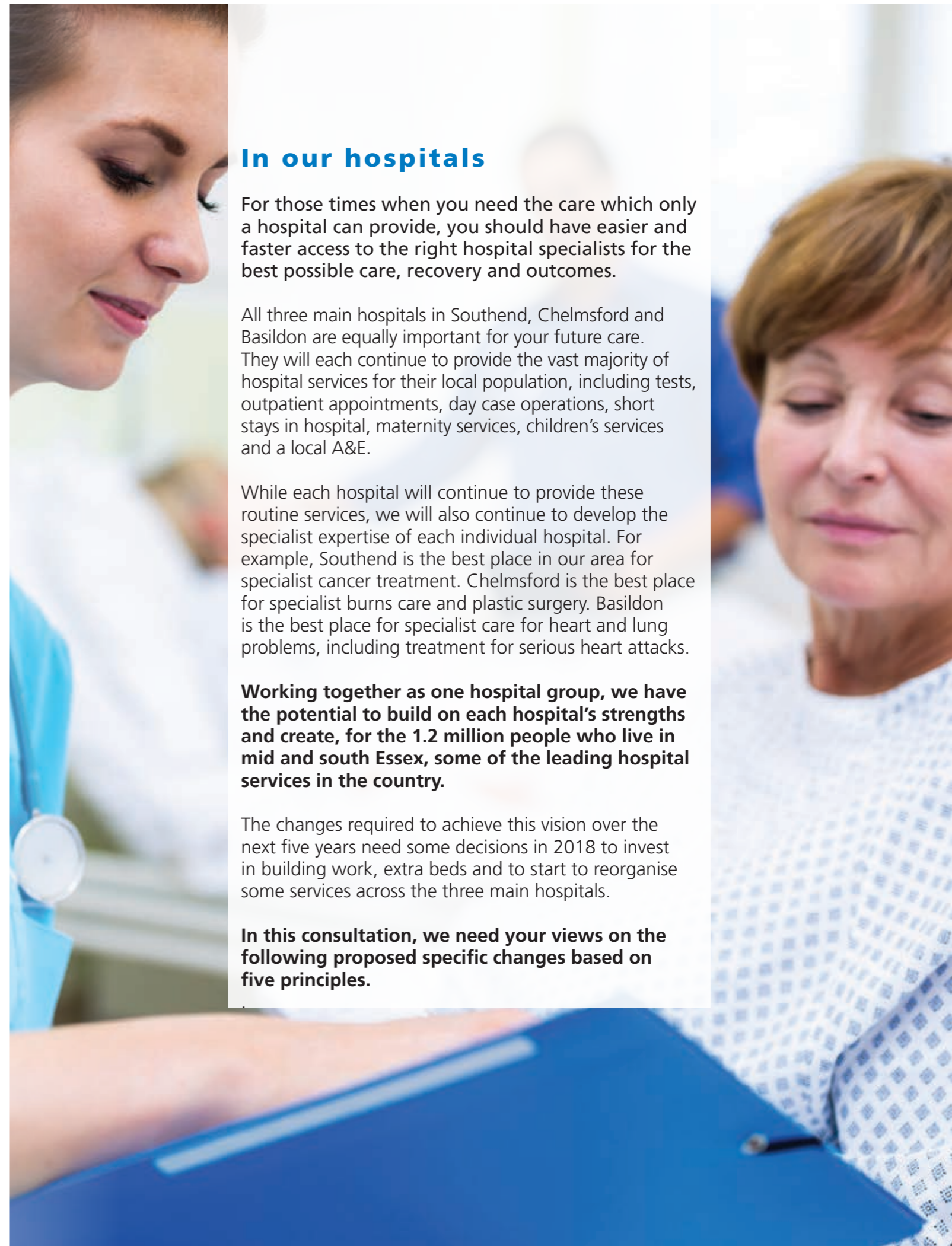
All three main hospitals in Southend, Chelmsford and Basildon are equally important for your future care. They will each continue to provide the vast majority of hospital services for their local population, including tests, outpatient appointments, day case operations, short stays in hospital, maternity services, children's services and a local A&E.

While each hospital will continue to provide these routine services, we will also continue to develop the specialist expertise of each individual hospital. For example, Southend is the best place in our area for specialist cancer treatment. Chelmsford is the best place for specialist burns care and plastic surgery. Basildon is the best place for specialist care for heart and lung problems, including treatment for serious heart attacks.

Working together as one hospital group, we have the potential to build on each hospital's strengths and create, for the 1.2 million people who live in mid and south Essex, some of the leading hospital services in the country.

The changes required to achieve this vision over the next five years need some decisions in 2018 to invest in building work, extra beds and to start to reorganise some services across the three main hospitals.

In this consultation, we need your views on the following proposed specific changes based on five principles.



Summary of specific proposals under five main principles for our future hospital services

1 The majority of hospital care will remain local and each hospital will continue to have a 24 hour A&E department that receives ambulances.

- We would like to know your views on proposals to improve your local A&E – the development of an “emergency hub” at each hospital with a wider range of urgent care services – **see page 30.**

2 Certain more specialist services which need a hospital stay should be concentrated in one place, where this would improve your care and chances of a good recovery.

- There are times, perhaps once or twice in a lifetime, when you may need the care of a dedicated specialist team.
- This may involve going further than your local hospital for three to four days, to get the benefits only a larger specialist team can bring.
- We would like to know your views on bringing together in one place the following specialist services that need a hospital stay – **see page 32.**
 - Gynaecological surgery (women’s services) and gynaecological cancer surgery to be located at Southend Hospital, close to the existing cancer centre
 - Respiratory services for very complex lung problems to be located at Basildon Hospital, close to the existing Essex Cardiothoracic Centre for heart and lung problems
 - Renal services for people with complex kidney disease to be located at Basildon Hospital, close to the existing Essex Cardiothoracic Centre for heart and lung problems
 - Vascular services for the treatment of diseased arteries and veins to be located at Basildon Hospital, close to the existing Essex Cardiothoracic Centre for heart and lung problems
 - Cardiology for complex heart problems to be located in the existing Essex Cardiothoracic Centre for heart and lung problems
 - Gastroenterology services for people with complex gut and liver disease to be at Broomfield Hospital near Chelmsford
 - Complex general surgery (e.g. for abdominal problems) to be at Broomfield Hospital near Chelmsford

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3 Access to specialist emergency services, such as stroke care, should be via your local (or nearest) A&E, where you would be treated and, if needed, transferred to a specialist team, which may be in a different hospital.

- The teams in all three A&Es would be equipped and able to diagnose and stabilise your condition and initiate treatment.
- Of the 960 or so people that attend our A&E departments each day, we estimate that, as a result of the proposals we have developed, around 15 people would need a transfer to a dedicated specialist team in another hospital. In general, this will be for people who will benefit most from complex specialist care to recover from their illness.
- If you needed to transfer to a specialist service, where you would have a higher chance of making a good recovery, we propose to invest in a new inter-hospital transport service with full clinical support, travelling with a doctor or a nurse, if appropriate, for a safe and rapid transfer to the care you need.
- We would like to know your views on this approach and on specific proposals for the development of a specialist stroke unit at Basildon Hospital, close to the existing Essex Cardiothoracic Centre for heart and lung problems – **see page 42.**

4 Planned operations should, where possible, be separate from patients who are coming into hospital in an emergency.

- By separating planned operations from emergency admissions, we may shorten waiting times, avoid cancellations, reduce infections and improve your recovery.
- The majority of routine and daycase operations would continue at your local hospital, but we are proposing to relocate some services that need a hospital stay of three to four days.
- We estimate that for around 14 people a day, this would mean travelling to a different hospital.
- We would like to know your views on proposals for the following operations that need a hospital stay – **see page 44:**
 - Planned orthopaedic surgery (e.g. for bones, joints and muscles) to be at Southend for people in south Essex and Braintree Hospital for people in mid Essex
 - Some emergency orthopaedic surgery (e.g. for broken bones) to be at Basildon for people in south Essex and Broomfield Hospital in Chelmsford for people in mid Essex. **Surgery for most people with a broken hip would continue at all three local hospitals.**
 - Urological surgery (e.g. for bladder and kidney problems) to be at Broomfield Hospital in Chelmsford (except for urological cancer operations which are already located at Southend Hospital)

5 Some hospital services should be provided closer to you, at home or in a local health centre.

- We would like to know your views on proposals to transfer services from Orsett Hospital to a number of new centres closer to where people live in Thurrock (for Thurrock residents) and to Basildon, Brentwood and Billericay (for residents of those areas) – **see page 48.**
- Only when new services are up and running, would it be possible to close Orsett Hospital which, although valued by many local people, is difficult to access by public transport and is an ageing site requiring in excess of £10 million to bring the building up to standard.

Proposed future hospitals

The map below shows **services that stay the same** at each of the three main hospitals in Southend, Chelmsford and Basildon - details in the white panels. The details in the green panels show **proposed service changes**, listed by speciality.

We also show at the bottom right of the page opposite, an example of the potential impact on patients in terms of the number of people that could transfer between hospitals on a daily basis.

Broomfield Hospital, near Chelmsford

SERVICES THAT STAY THE SAME:

- A&E and urgent care
- Maternity services
- Intensive care
- Short stays in hospital
- Children's care
- Care for older people
- Day case treatments and operations
- Tests, scans and outpatient appointments

EXISTING SPECIALIST SERVICES THAT STAY THE SAME:

- Specialist centre for burns and plastic surgery
- ENT and facial surgery requiring a hospital stay
- Upper gastro-intestinal surgery requiring a hospital stay

PROPOSED SERVICE CHANGES, LISTED BY SPECIALITY:

Emergency	Planned
Improved stroke care and rehabilitation (acute stroke unit)	
Specialist teams for urology surgery, complex abdominal surgery and gastroenterology services requiring a hospital stay	
More complex orthopaedic trauma surgery requiring a hospital stay (e.g. serious fractures)	

Proposals for consultation

Basildon Hospital

SERVICES THAT STAY THE SAME:

- A&E and urgent care
- Maternity services
- Intensive care
- Short stays in hospital
- Children's care
- Care for older people
- Day case treatments and operations
- Tests, scans and outpatient appointments

EXISTING SPECIALIST SERVICES THAT STAY THE SAME:

- Essex Cardiothoracic Centre (for serious heart and lung problems)

PROPOSED SERVICE CHANGES, LISTED BY SPECIALITY:

Emergency	Planned
Specialist stroke unit	
Improved stroke care and rehabilitation (acute stroke unit)	
More complex orthopaedic trauma surgery requiring a hospital stay (e.g. serious fractures)	
Specialist teams for complex lung problems, complex vascular problems, complex heart problems	
Specialist team for complex kidney problems	

Braintree Community Hospital

PROPOSED SERVICE CHANGES, LISTED BY SPECIALITY:

Planned

Orthopaedic surgery requiring a hospital stay for mid Essex patients (e.g. hip and knee operations)

Southend Hospital

SERVICES THAT STAY THE SAME:

- A&E and urgent care
- Maternity services
- Intensive care
- Short stays in hospital
- Children's care
- Care for older people
- Day case treatments and operations
- Tests, scans and outpatient appointments

EXISTING SPECIALIST SERVICES THAT STAY THE SAME:

- Radiotherapy and cancer centre
- Cancer surgery requiring a hospital stay, including urological cancer surgery

PROPOSED SERVICE CHANGES, LISTED BY SPECIALITY:

Emergency	Planned
Improved stroke care and rehabilitation (acute stroke unit)	
Gynaecology surgery requiring a hospital stay, including gynaecological cancer surgery	
	Orthopaedic surgery requiring a hospital stay for south Essex patients (e.g. hip and knee operations)



Potential impact - number of patients per day that could transfer between hospitals:

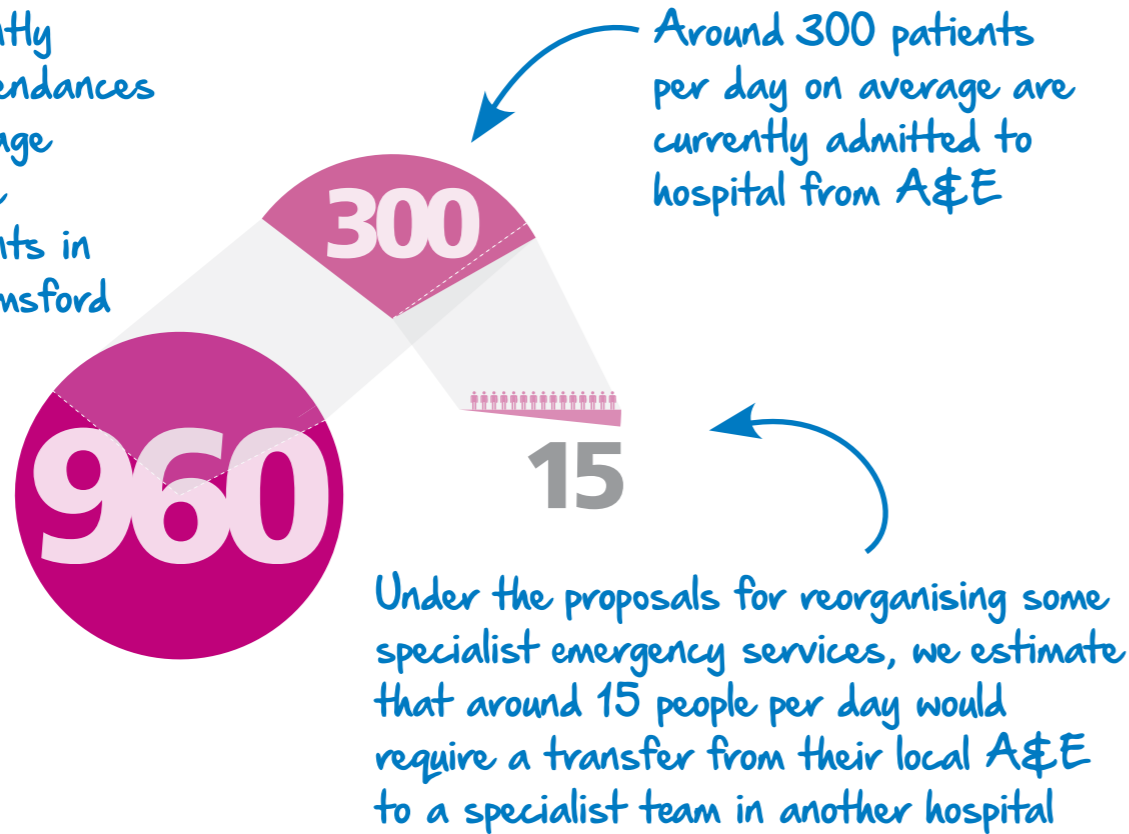
From	To	Emergency	Planned
Broomfield	Southend	0-1	1-2
Broomfield	Basildon	2-3	0-1
Southend	Broomfield	5-6	6-7
Southend	Basildon	3-4	0-1
Basildon	Broomfield	3-4	3-4
Basildon	Southend	0-1	1-2
Broomfield	Braintree	-	4-6

Please note: these figures are based on estimates and averages. Actual figures will vary daily depending on each person's individual needs.

How many people would be affected by the proposed changes to hospital services

In emergency care:

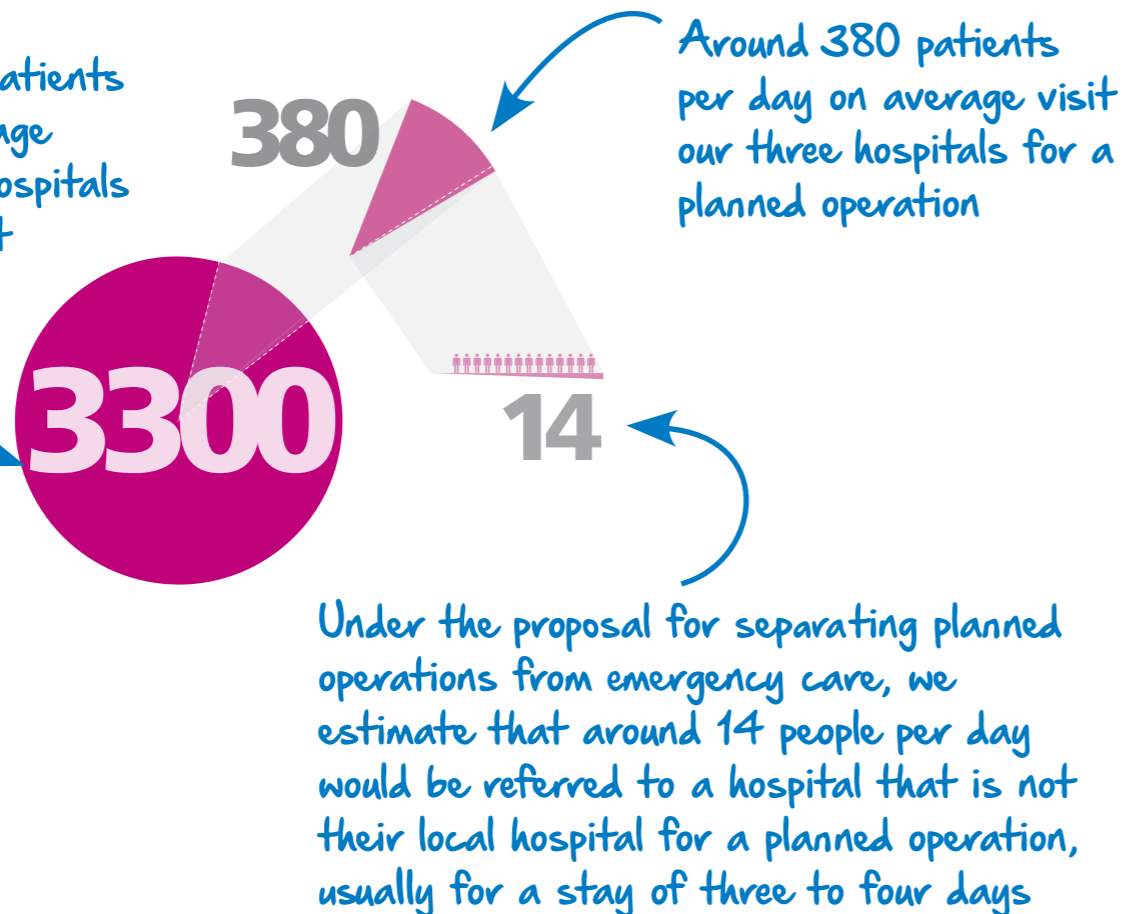
There are currently around 960 attendances per day on average across the three A&E departments in Southend, Chelmsford and Basildon



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In planned care:

Around 3,300 patients per day on average visit our three hospitals for an outpatient appointment



Proposal for managing transfers to emergency specialist services

Patients already transfer from our hospitals in mid and south Essex to other hospitals for emergency specialist services in London and elsewhere. We propose to build on this to manage potential transfers between the three main hospitals in Southend, Chelmsford and Basildon.

Transport for you if you needed to move to another hospital in an emergency

We have listened carefully to local concerns about the potential implications of having to travel from one hospital to another. As part of our plans, we propose to invest in a new type of clinical transport between the hospitals, which would be designed and staffed in consultation with patients and families to ensure the right support for every journey.

If you were to be very unwell or needed specialist treatment, your clinical team would discuss with you and your family whether a transfer is the right thing for you. For many patients, transferring to a more specialist centre would help to ensure you get the very best care and make the fullest possible recovery. If, on the other hand, you were too ill to be moved, the specialist team would work with your local team to give you the best possible care.

For further information on estimated travel times between the three hospitals, see our background information pack available on our website at www.nhsmidandsouthessex.co.uk, or request a printed copy from our consultation team, contact details in Section 7 How to have your say.

Proposed investment for each hospital site

In order to make the changes we are proposing, we need to invest in all three of our hospitals. Our plans include investing £118m in order to:

- Increase the number of hospital beds (by about 50 in total)
- Build new operating theatres
- Ensure we have the best technology, so that all relevant information is available across all hospital sites



section 3 WHY WE NEED TO CHANGE

In this section, we set out a brief overview of why the services we provide in mid and south Essex need to change.

The very best health and care for you and your family

Our vision of securing the very best health and care now and in the future requires change, including for all of us as individuals as well as services.

Significant changes in the care we need and ways to provide it

- Some aspects of modern life are creating problems – poor diet and lack of exercise, for example, can lead to weight problems that cause serious illnesses, such as diabetes, heart disease and strokes.
- People are living longer, but many more people are living with many different and often serious health and care needs. Dementia, for example is one of the main causes of disability later in life.
- 408 Health and care for people with complex needs requires physical, mental and social care. The many different services in mid and south Essex do their best, but the system should be more joined-up to make it simpler and quicker to provide the right care.
- At the same time, information technology and innovation in care is creating more opportunities for care at home and close to where you live. For example, there are new types of monitoring devices for people with long term conditions, such as breathing problems, to spot the signs that your health is getting worse so that you can get help quickly.
- **We need to adapt our behaviour and ways of working to stay well and make the most of new technology and advances in best practice.**



Our current health and care system is becoming unsustainable:

- Our hospitals, GPs and community services are under pressure to meet the rising needs every year.
- We have a particular challenge in mid and south Essex to recruit and retain enough doctors, nurses, social workers and technical staff; and many people in our current workforce are reaching retirement age.
- This is not because we don't have the money to fund more staff. The NHS in mid and south Essex currently has about 2,500 funded vacancies.
- There are national shortages of GPs, nurses, social workers and specialists, and we compete with London and Cambridge to attract people into mid and south Essex.
- **In addition to the importance of recruitment schemes, apprenticeships and training programmes, we need to find new ways of strengthening our workforce through collaboration and teamwork and making the best use of each person's skills.**

Some of the challenges in our hospitals

- Our hospitals are seeing increasing numbers of people who come to the hospital with urgent needs. Sometimes, the only option available is to admit people into hospital, which may not always be the best answer to their problems. This can lead to people staying in hospital longer than necessary. At times, this delays appointments and bookings for people who are waiting for planned hospital treatment.
- In specialist services, advances in medicine bring new and ever higher standards that rely on teams of specialists being available round the clock. Currently, it is not always possible to ensure a full team of specialists available 24 hours a day at all three sites.
- This leads to inconsistency in the quality of care. In some of the very specialised services, including life-saving emergency care, we can see that we could provide better care.
- At the end of 2016/17, we overspent by £98.6 million in mid and south Essex, the majority of which was spent on hospital costs. If we did nothing to change and adapt to growing demands every year, the gap could continue to increase to an overspend of over £500 million in 2020/21.

The proposals in this consultation aim to meet the challenges in our hospitals by:

- Developing A&E and a wider range of urgent care at each hospital - to reduce delays for people coming into hospital
- Bringing specialist services together in one place – to ensure fast access to specialist care and better chances of making a good recovery
- Separating planned operations from emergency care – to reduce delays in planned operations and improve care quality.

section 4 YOUR CARE IN THE BEST PLACE – AT HOME AND IN YOUR COMMUNITY

In this section, we explain more about how we are developing and investing in your local GP and community services to help you to live well, prevent ill health, promote self-care and make it easier to get advice and support.

Listening to local people

During a programme of discussion events in the autumn of 2016, we asked people whether they thought our health and care system should change and what they thought our priorities should be. Two thirds of those who responded strongly agreed there is a clear need for change. People also identified 12 top priorities for change, of which the top three were:



We listened to a wide range of ideas on developing local health and care, which have helped to shape the overall view of what people could expect in the future.

What local health and care services could look like to you in five years' time

You and your family Living Well

We will help you to:

- Find the right information about how to take care of yourself.
- Use your online and smartphone devices to get information and support.
- Spot the risks and signs of illness and act early to prevent deterioration.
- Have easier and earlier access to the help you may need from a range of health and care services, available to support you at home or close to where you live.

Developing Local Health and Care

At or near your GP surgery increasingly there will be:

- A wider range of health and care professionals to support you – this will include pharmacists, experienced nurses, physiotherapists and mental health therapists – so, you don't always need to see a GP to get the help you need.
- More appointments available and extended opening times (evenings and weekends).
- A range of tests, scans and treatments which were previously only available in hospital.
- Specialist support and care planning for older people and people living with long term conditions.



Developing our GP and community workforce

Our GP services offer great care, but many practices are under pressure caused by rising demands and a shortage of GPs coming to work in mid and south Essex.

Over the next two years, we expect to attract at least 50 new GPs across mid and south Essex. A new medical school is about to open at Anglia Ruskin University based in Chelmsford, and over time this will undoubtedly bring more doctors to our local area.

We know from recent national and local studies that up to a quarter of consultations with GPs do not need a GP's specialist skills – so we are working with GP practices to identify and train staff to meet your needs. This includes practice nurses, clinical pharmacists and physiotherapists.

We are providing additional training for GP reception and administrative staff to reduce the clerical burden on GPs. This will all help to release time for GPs to care for patients who most need them.

Helping you to live well

CCGs are working with local authority public health experts and other partners to develop schemes to help people to avoid illness. "Living well" starts before we are born and continues through childhood, with the early support of midwives and health visitors; through schools, who can promote a healthy diet and exercise; and continuing through teenage years to adults and older people.

We are introducing services to help you with information, advice and support, linked to the wider network of community and voluntary services in your area. This includes care navigators to help you find the right support, as well as health coaches, care coordinators and health trainers who can help you and your carers.

We are also exploring all that digital technology has to offer, like using online and smartphone applications to help people gain access to information and support to manage their condition.

Improving urgent and emergency care

We know from various studies that many people use A&E because they believe that this is the simplest and most effective way to deal with an urgent problem.

For those who need care urgently, our aim is to simplify the way you make contact with emergency services and make it easy to get the right care first time.

We are about to launch a new NHS 111 service, which gives you a 24 hour telephone helpline with connections to your GP surgery and out of hours services. We are increasing the number of doctors, nurses and pharmacists that will be available through dialling 111. They will help to assess your needs and put you in touch with the right service, whether this is your GP, community and mental health teams, ambulance or other services that you need.



Supporting people with long term conditions

Many people now live with at least one long-term incurable condition, such as diabetes, heart failure, asthma and other chest problems.

We aim to help you to avoid developing any long-term conditions, through education and support to live well. If you do develop one of these conditions, we want to support you with a range of services and personal care planning which will help you maintain your quality of life and avoid deterioration.

This will include working with you to be the expert on your condition and to know when and how to get further support when you need it.

Mental health

Traditionally, mental health problems have been treated separately from physical health problems; however, the evidence of strong connections between physical and mental health continues to grow.

We also know that identifying mental health conditions such as anxiety and mild depression, and treating these early on, will prevent the development of more serious mental health conditions and physical illness. Mental health therapists working with GP practices will ensure fast access to therapies designed to support you.

There is already a single specialist mental health service across Essex, Southend and Thurrock for children and young people. This links to schools, colleges and other services in the community to help children and young people to stay well and avoid serious mental health problems in later life.

We are also planning for more mental health specialists to work within A&E and hospital wards to make sure that mental health and physical issues are addressed at the same time and with expert help where needed.

Care for older and vulnerable people

GPs and other practice staff can identify patients who either are or are becoming frail or living with several different health and care needs.

Should you be identified as living with high risks to your health and wellbeing, a team of different professionals – a multidisciplinary team - can work with you, your family and your carers to plan and manage the right care for you.

End of Life Care

At the end of life, we want you to have a range of health and care support that will enable you to make a choice about where you would prefer to be in your final stages of life. Most people would prefer to be at home, close to the people they love, however, on average, between 45% and 50% of people die in hospital.

We have some excellent end of life services across mid and south Essex and we want to build on the best of these to support you and your family at end of life.

For further information on what is happening in your local CCG area to develop GP and community services, please visit our website at www.nhsmidandsouthessex.co.uk or request a copy of our background information pack.



section 5 YOUR CARE IN THE BEST PLACE – IN OUR HOSPITALS

In this section, we explain more of the thinking behind the proposals for changes in hospital services.

We have summarised in a separate document the evidence we have looked at in developing these proposals. To see the summary of clinical evidence, please visit our website at: www.nhsmidandsouthessex.co.uk/background/further-information

What stays the same in all three main hospitals

All three main hospitals in Southend, Chelmsford and Basildon are equally important to providing your care in the right place.

Each hospital will continue to provide:

- a full A&E service, led by a consultant, open 24 hours a day
- outpatient appointments, routine scans, tests and consultations
- day case and short stay treatments and operations – these cover most routine treatments and operations
- maternity services
- children’s services, except for some specialist treatments and operations
- older people’s services, except for some specialist treatments and operations
- intensive care.

All three A&Es will continue to receive people arriving by “blue-light” ambulance, 24 hours a day.

In a small number of cases, if you have a serious emergency condition, the hospital team may decide, with you and your family, that your chances of survival or recovery would be better if you transferred to a specialist team, which could be at another hospital. We explain more about this in each of the proposals later in this section.

If you live closer to other hospitals, such as Addenbrooke’s in Cambridge or Colchester General Hospital, in general you will continue to use those hospitals.

Each of the three main hospitals will continue to provide the following specialist centres, as they do now:

- Cancer and radiotherapy centre at Southend Hospital
- Essex Cardiothoracic Centre for complex heart and lung treatments at Basildon Hospital, which treats acute heart attacks and serious heart and lung problems
- St Andrew’s Plastics and Burns Centre at Broomfield Hospital in Chelmsford



How our proposals aim to improve your hospital care

Current challenges

Sometimes long waiting times in A&E and delays in admissions

Specialists are not always available round the clock, so you may have to wait, sometimes until the next day; or another doctor may treat you.

Long waiting times and frequent cancellation of your planned operation, if there are emergency cases that take priority.

Future improvements

Developments in A&E and a wider range of urgent care at each hospital

Offers consistent, faster access to the attention you need in A&E and quicker access to specialist services

Improvements by bringing specialist services together in one place

Rapid access (even with a transfer between hospitals) to the right specialist team for your needs and technological facilities for specialist scans and treatment.

Evidence shows this is likely to improve your outcome and chances of making a full recovery

Improvements by separating planned operations from emergency care

Shorter waiting times for your hospital operation and cancellation unlikely.

Better quality of care after your planned operation, away from the potential risk of cross-infection

This will safeguard your rapid recovery and reduce the chances of any complications

Issues raised by local people

In local discussions over the period that we have been developing these proposals, many people have highlighted concerns about the feasibility of managing services across three hospitals and travelling between them.

Three main issues have already been raised in our programme of public discussions:

Would a transfer be safe, particularly for seriously ill patients?

How would the proposed change affect families and carers, particularly those who are vulnerable and those without their own transport?

How would the changes affect staff? Is it feasible and affordable for staff to travel between hospitals? Would the changes deter staff from working in our local hospitals?

Safe transfers for patients

If needed, the A&E teams and specialists would work together and discuss with you and your family the safest arrangements for your transfer. Should it be decided that a transfer was not the right decision for you, the specialist team would support the A&E team to give you the best possible care.

If you and your hospital team were to decide a transfer should go ahead, then you would only transfer if your condition was clinically stable, and you would have the support you need, including a senior doctor or nurse travelling with you, if necessary.

Our proposal is to introduce a new type of inter-hospital clinical transport, in addition to the ambulance services that we already commission from the East of England Ambulance Service.

Transport and support for families and carers

Public transport routes between our hospitals are rarely straightforward. If your family or friends don't drive, you could be separated from the people you rely on for support at a time when you need it most.

We have taken these concerns very seriously and we are keen to do as much as possible to support families, in particular those who may be without transport or disadvantaged in some other way.

We propose to help by introducing a free bus service between the three hospitals, or other locations that may be more convenient to you.

We estimate that this will offer up to 60,000 passenger journeys per year, but we would review this regularly and increase the service if needed.

Support for patients and families is high on the list of issues to address in planning service change. During this consultation we will be listening carefully to more of your views on this.

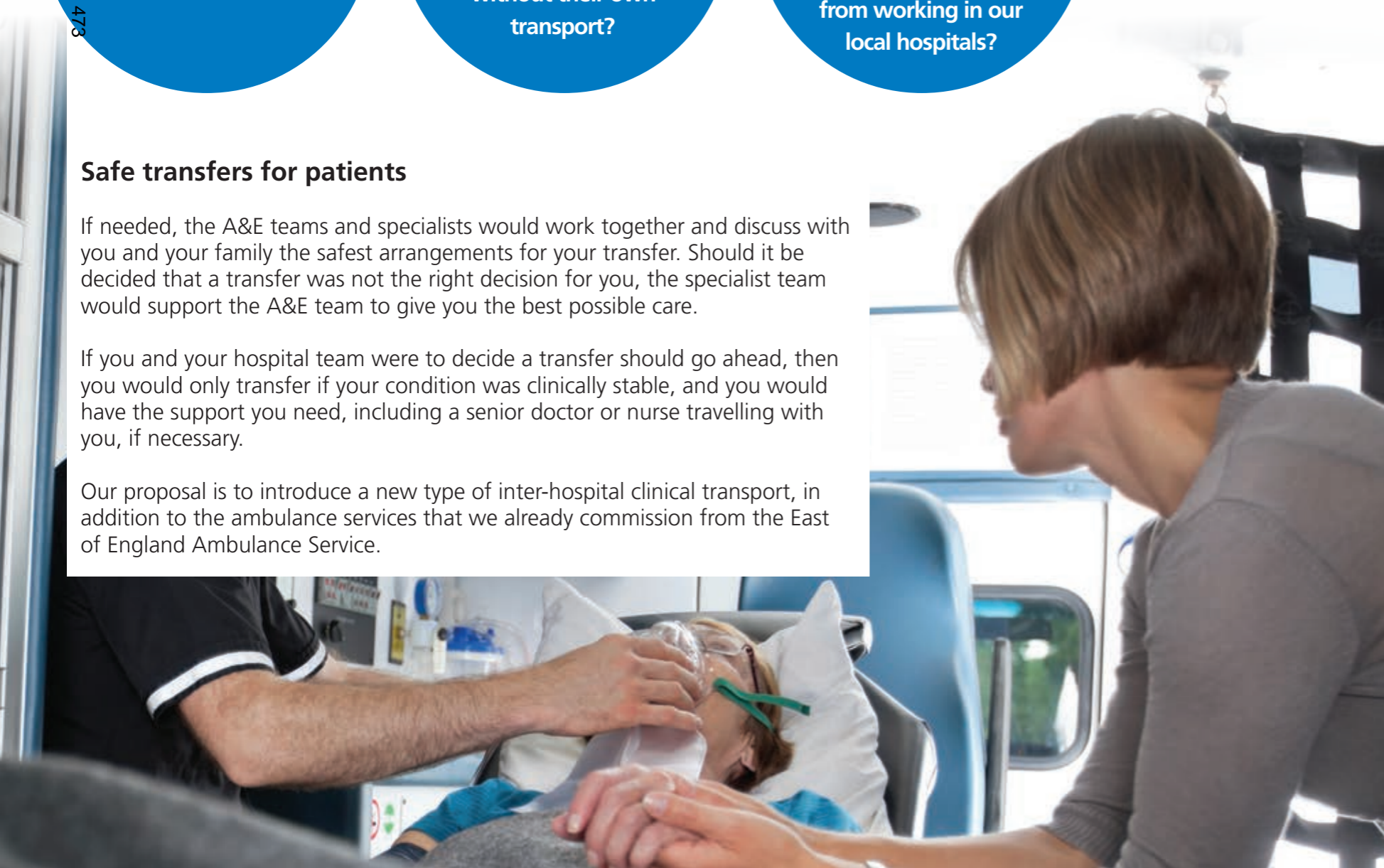
Implications for staff

Changes in the workplace can be extremely challenging for people. We will continue to discuss the changes with staff and are committed to involving as many staff as possible in designing detailed plans.

There are potential benefits for staff in many of the proposals. The creation of larger specialist teams, able to achieve higher standards of excellence has the potential to offer better opportunities for training, experience and career progression. The networking of services across three hospitals has the potential to give staff a chance to work in different locations, learn new skills and experience a wider range of care than they might otherwise have had in one hospital.

To enable patients and staff to move between the three hospitals, it will be important to improve information sharing and technology, as well as shared systems and standards.

During the consultation period we will be holding discussion events with staff on what the proposals mean for them, and what should be taken into consideration in making any changes.



Detailed proposals under the five principles for hospital services

Principle 1

The **majority of hospital care** will remain local and each hospital will continue to have a 24 hour A&E department that receives ambulances.

- We would like to know your views on proposals to improve your local A&E – the development of an “emergency hub” at each hospital with a wider range of urgent care services

Background

Current A&E services are frequently overcrowded and people sometimes have to wait too long to be seen. By improving the flow of patients through A&E, we can better manage the pressure on the whole hospital and improve your care. To do this we are proposing the development of an “Emergency Hub” that would operate in the same way across each of the three hospitals.

^{4/4}The proposed changes

• A quick assessment of your emergency situation

A senior doctor or nurse would assess your needs quickly. They may book an appointment for you with other services, such as a GP working in A&E or your own GP, a pharmacist, a mental health practitioner or social care professional. They may arrange for further assessment through a dedicated assessment unit.

• Specially designed units for further assessment

Alongside A&E, four assessment units will have specially trained teams to meet the particular care needs of:

- o Older and frail people
- o Children
- o Patients in need of urgent medical treatment
- o Patients in need of urgent surgical treatment

The aim of these units will be to assess and treat your condition, getting you back home as soon as possible. Strong links to community services, mental health and social care will support this aim. Each unit will have beds for those who may need a short stay in hospital.

• Transfers to specialist teams

In a small number of cases, if you have a serious condition, you would be stabilised and transferred to a specialist team, which could be in another hospital. The hospital team treating you will take this decision with you and your family, and make arrangements for a safe transfer. We estimate that up to 15 patients per day across all three hospitals may be transferred to a different hospital for their care. There would also be a new free transport service to help family and friends to travel to a different site.

This already happens for some services and has for many years – e.g. patients with serious burns are transferred to the St Andrew’s Centre in Broomfield Hospital near Chelmsford, and patients who may have had a serious heart attack are currently transferred to the Essex Cardiothoracic Centre in Basildon.

In a very few cases, it may be better to go direct by ambulance to the specialist centre. This already happens now for people in Essex who experience a serious heart attack. They go direct by “blue light” ambulance to the Essex Cardiothoracic Centre at Basildon.



Principle 2

Certain more **specialist services** which need a hospital stay should be concentrated in one place, where this would improve your care and chances of making a good recovery.

- We would like to know your views on bringing together in one place the following specialist services that need a hospital stay:
 - o Gynaecological surgery (women's services) and gynaecological cancer surgery to be located at Southend Hospital, close to the existing cancer centre
 - o Respiratory services for very complex lung problems to be located at Basildon Hospital, close to the existing Essex Cardiothoracic Centre for heart and lung problems
 - o Renal services for people with complex kidney disease to be located at Basildon Hospital, close to the existing Essex Cardiothoracic Centre for heart and lung problems
 - o Complex vascular services for the treatment of diseased arteries and veins to be located at Basildon Hospital, close to the existing Essex Cardiothoracic Centre for heart and lung problems
 - o Cardiology for complex heart problems to be located in the existing Essex Cardiothoracic Centre for heart and lung problems at Basildon Hospital
 - o Gastroenterology services for people with complex gut and liver disease to be at Broomfield Hospital near Chelmsford
 - o Complex general surgery (e.g. for abdominal problems) to be at Broomfield Hospital near Chelmsford

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Background

There is clinical evidence that where there are small numbers of patients requiring the care of highly trained specialists, there are benefits in concentrating these services in one place so that one team is able to treat the greatest number of patients each year.

This means:

- A larger specialist team can make sure that the right number and level of skilled staff are available should you need specialist care at any time of the day or night, 365 days of the year, providing fast access to the highest quality care for patients.
- By seeing more patients, specialists can further develop their knowledge and skills to achieve better results.
- A larger team can develop as a centre of excellence and be in a better position to be involved in research and innovation.
- A larger team has greater opportunities for development, training and career progression. This can improve our ability to attract and retain talented people and deliver the best care for you.

In each proposal, the principle applies that routine services, such as outpatient appointments, tests, and surgery and treatment that can be done in a day would continue at all three local hospitals.

Our proposed changes are only concerned with specialist surgery and treatments that require a hospital stay.

Our proposed locations for bringing together specialist services are based on:

- Where there are already established specialist teams, together with facilities and equipment.
- Where there are important links between different specialist services which require shared expertise and close relationships between expert teams.

2 The proposed changes

Women requiring gynaecological surgery who need a hospital stay would be treated at Southend Hospital

- Currently, emergency and routine gynaecological services are offered from all three main hospitals.
- Southend Hospital is developing a range of surgical expertise in cancer and some patients already travel from Basildon to Southend for gynaecological cancer treatment.
- We propose to bring together specialist gynaecology expertise at Southend Hospital for all women who need a hospital stay of more than 48 hours.

What this means:

- Routine outpatient, day case and short stay gynaecology services would continue to be available at all three main hospitals for both emergency and planned care.
- 476 • The proposed change mainly affects women in mid Essex who need specialist gynaecological surgery who would go to Southend Hospital and not to Broomfield Hospital, as they do now.
- Southend is the proposed location because it makes sense to bring specialist gynaecology surgery together with the existing expertise in cancer treatments at Southend.

Gynaecological surgery covers surgery on the female reproductive system. Most procedures are done in a day and this would continue at your local hospital. The proposed change is for more complex operations that would require a hospital stay of more than two days.

Patients requiring a hospital stay for complex lung problems would be treated at Basildon Hospital

- There are good standards of care for breathing problems in all three hospitals, but respiratory specialists are not always available 24 hours a day in all three hospitals.
- A round-the-clock specialist inpatient service for patients with complex lung problems would improve care and recovery and help people to avoid long term problems, such as becoming immobile.
- We propose to maintain the majority of services for respiratory care at all three hospital sites, with the addition of a specialist respiratory ward at Basildon Hospital.

What this means:

- Routine outpatient, day case and short stay services would continue to be available at all three main hospitals for both emergency and planned care.
- If you were very poorly as a result of breathing problems, you would be taken to your nearest hospital, where you would be seen and stabilised in A&E.
- Following stabilisation, we would expect to be able to treat your condition within a day or with a short hospital stay of 24 or 48 hours.
- Should you need more specialist care and a longer stay in hospital, then you may be transferred to the specialist respiratory ward in Basildon. Here you would receive treatment and a team of specialists would be able to plan your ongoing care.
- The reason for choosing Basildon as the location is that we could maximise our expertise with links to the Essex Cardiothoracic Centre in Basildon.

Complex respiratory problems could include severely collapsed lung, disease of the lung lining or lung disease with complex oxygen requirements.

2

Patients with complex kidney problems who need a hospital stay would be treated in Basildon

- There are good standards of care for people with kidney problems in all three hospitals, but specialist care varies across the three hospitals.
- One specialist team across all three hospitals would increase the availability of senior specialists for all patients and minimise the degree of kidney injury.
- We propose to maintain the majority of kidney services at all three hospital sites, with the addition of a specialist ward at Basildon Hospital.

Complex kidney problems could include problems following a kidney transplant, or a serious kidney injury.

What this means:

- Routine outpatient, day case and short stay services would continue to be available at all three main hospitals for both emergency and planned care, including haemodialysis.
- The specialist team at Basildon would be able to support clinicians in each local hospital, including the A&E team, to ensure consistently high quality local care.
- If you needed a hospital stay and specialist treatment you would transfer to the specialist team at Basildon.
- The reason for choosing Basildon as the proposed location is that there are strong links between kidney and cardiovascular services, so it makes sense to have specialist services on the same site as the Essex Cardiothoracic Centre.
- Very complex care, such as kidney transplants, would continue to be provided in London and other specialist centres, as they are now.

Patients with diseased arteries or veins would be treated at Basildon

- Emergency specialist vascular services are not always available on all three hospital sites. Specialist emergency care rotates between the three sites, which means that patients currently go to whichever hospital is providing specialist vascular expertise on that day.
- There is evidence nationally that a joined-up vascular team from several hospital sites improves care quality and patient outcomes, because of the greater number of patients they treat.
- Given the important links between cardiac care and complex vascular services, we propose that a specialist vascular hub should be located near the Essex Cardiothoracic Centre for heart and lung operations in Basildon. This would also be close to interventional radiology, a type of camera-guided surgical technique, which avoids the need for open surgery.

What this means:

- Routine outpatient, day case and short stay services would continue to be available at all three main hospitals for both emergency and planned care.
- If you needed a complex vascular operation that required a hospital stay, your GP would refer you to the proposed vascular hub in Basildon.
- In an emergency situation, you would go to your local A&E for assessment and stabilisation, and then transfer to the vascular hub for specialist surgery.
- Your surgery in the vascular hub would usually require only a short stay of up to 48 hours, after which you would return home or to your local hospital for further support and recovery.
- Routine operations, such as treatment of veins in the legs, would continue at all three hospitals as day cases and short stay operations.

Vascular disease is caused by inflammation of the blood vessels, which can interfere with the blood flow to vital organs. Vascular disease is a common cause of strokes and blockages in arteries.

2

Patients who need a hospital stay for specialist treatment of complex heart problems would be treated at Basildon

- Currently, all three main hospitals offer outpatients and short stay heart treatments.
- The Essex Cardiothoracic Centre in Basildon has been established for over 10 years as the specialist centre for heart and lung problems. Patients from all over Essex have been going to the centre for both emergency and planned interventions, and this has improved outcomes.
- Patients who experience a serious heart attack are already taken to Basildon, usually direct by ambulance for life-saving care.
- We propose to build on the expertise of the Essex Cardiothoracic Centre to give you quicker access to this specialist service.

What this means:

- 478
- Outpatients and short stay treatments would continue to be available locally. For example, treatments for chest pain and erratic heartbeat would be at your local hospital.
 - For more complex problems, such as needing a pacemaker, or unblocking arteries, you would in future be referred quicker than now to the Essex Cardiothoracic Centre in Basildon.
 - Patients who experience a serious heart attack would continue to go to the Essex Cardiothoracic Centre, either via your local A&E or direct by ambulance as they do now.
 - The Essex Cardiothoracic Centre would continue to provide complex planned operations, such as coronary artery bypass as it does now.
 - Most people would stay only two to three days in the Essex Cardiothoracic Centre, after which they would go home or back to their local hospital for further care and cardiac rehabilitation.

Patients with complex gastroenterology problems who need a hospital stay would be treated at Broomfield Hospital near Chelmsford

- There are good standards of care in all three hospitals for people with gastroenterology problems, but specialist care varies across the three hospitals.
- One specialist team across all three hospitals would increase the availability of senior specialists for all patients.
- We propose to maintain the majority of gastroenterology services at all three hospital sites, with the addition of a specialist ward at Broomfield Hospital, near Chelmsford.

What this means:

- Routine outpatient, day case and short stay services would continue to be available at all three main hospitals for both emergency and planned care, including endoscopy.
- A specialist team at Broomfield, would be able to support clinicians in each local hospital, including the A&E team to ensure consistent high quality local care.
- If you needed a hospital stay and specialist treatment, you would transfer to the specialist ward at Broomfield.
- Very complex care, such as liver transplants, would continue to be provided in the London specialist centres, as they are now.

Complex gastroenterology problems could include severe liver failure, intestinal failure requiring nutritional support or pancreatitis.

2

Proposals for a dedicated service at Broomfield Hospital, near Chelmsford, for emergency general surgery that requires a hospital stay

- All three sites currently offer a wide range of inpatient, outpatient and daycase general surgery services and this will continue.
- There are sometimes delays for people who need complex emergency surgery, which could be avoided if there was a single dedicated emergency surgical team and theatre facilities in one place.
- In order to separate some emergency from planned surgery, we propose that some complex emergency operations should be provided from a dedicated emergency general surgical team at Broomfield Hospital, which already leads on some complex general surgery.
- 479 • Some complex surgery is already provided at Broomfield as the lead for all three main hospitals. This includes:
 - o Ear nose and throat and facial surgery which needs a hospital stay
 - o Upper gastro-intestinal surgery which needs a hospital stay
- We propose to add to this arrangement, for example, complex surgery for bowel problems (except for cancer which would continue at Southend).
- Routine planned and emergency surgery, which could be performed as a day case, with no requirement for hospital stay, would continue at all three hospitals.

What this means:

- If you had severe stomach pains, for example, you would go to your local hospital via A&E for assessment and treatment.
- If you needed an abdominal operation that required a hospital stay, you would transfer to Broomfield Hospital in Chelmsford.
- Two to three days after your operation, ideally you would go home if you had made a good recovery, or you might return to your local hospital for further care.

General surgery that requires a hospital stay would include major operations on the abdomen.



Principle 3

Access to specialist emergency services, such as **stroke care**, should be via your local (or nearest) A&E, where you would be treated and, if needed, transferred to a specialist team, which may be in a different hospital.

- We would like to know your views on this overall approach and on specific proposals for the development of a specialist stroke unit to be provided at Basildon Hospital, close to the existing Essex Cardiothoracic Centre for heart and lung problems.

Background

Our stroke services compare well with the best in many ways, but we could do better. We know from significant national and international evidence that patients who are treated in a highly specialist stroke unit in the first 72 hour period following a stroke, have better chances of survival and making a good recovery.

Clinical evidence shows that fast action prevents the brain damage caused by a stroke. If this is followed by a short period of the highest dependency care provided by a team of specialist doctors, nurses, therapists and technicians, then people could avoid long lasting debilitating effects.

None of our three hospitals currently has the right number of specialists to provide the level of specialist stroke unit that we are proposing.

By joining together our stroke teams across the three hospitals, we could provide a specialist stroke unit to lead the network of stroke services, and continue to provide stroke care at each of our three hospitals.

A stroke is a brain attack, which happens when the blood supply to your brain is cut off. For 85% of cases this is because of a blood clot. In around 15% of cases this is because of a burst blood vessel causing a brain haemorrhage.

The proposed changes

- We propose to develop a specialist stroke unit at Basildon Hospital. The reason for choosing Basildon is that high dependency stroke services should have close links with the specialist skills of the existing Essex Cardiothoracic Centre for heart and lung problems.
- The local A&E team would be equipped and able to diagnose and stabilise your condition and initiate treatment. Advanced imaging and initial treatment for the majority of strokes would continue to be available at each local A&E. Most strokes (around 85%) are as a result of a blood clot blocking the flow of blood to the brain and some can be treated with drugs to dissolve the clot – a treatment known as thrombolysis.

What this means:

- If it were suspected you were having a stroke, you would be taken by ambulance to the nearest hospital. Following a diagnosis in A&E, you would start the thrombolysis treatment, if appropriate, before going by rapid transfer to the specialist stroke unit in Basildon.
- If your stroke were due to a bleed in the brain (which affects around 15% of cases), you would be transferred immediately for treatment either at Basildon, if appropriate, or to a higher specialised centre in Cambridge or Queen's Hospital in Romford, which is what happens now.
- Your stay in the specialist stroke unit would be up to 72 hours, after which you would either go home, if you made a good recovery, or return to your local hospital for further rehabilitation.
- The specialist stroke team would provide a clear plan to support your recovery, including physiotherapist support and speech and language therapy.

Principle 4

Planned operations should, where possible, be separated from patients who are coming into hospital in an emergency.

- We would like to know your views on proposals for the following operations that need a hospital stay:
 - o Planned orthopaedic surgery (e.g. for bones, joints and muscles) to be at Southend for people in south Essex and Braintree Hospital for people in mid Essex
 - o Some emergency orthopaedic surgery (e.g. for broken bones) to be at Basildon for people in south Essex and Broomfield Hospital near Chelmsford for people in mid Essex.
Surgery for most people with a broken hip would continue at all three local hospitals.
 - o Urological surgery (e.g. for bladder and kidney problems) to be at Broomfield Hospital near Chelmsford (except for urological cancer operations which are already located at Southend Hospital)

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Background

National guidelines from the British Orthopaedic Association tell us that surgeons treating a higher number of patients are often able to attain better results than those treating only a few patients per year.

The evidence of this has been gathered for more than 30 medical specialties.

Among various findings, the evidence tells us that:

- separating planned operations from emergency is a way to increase service efficiency, reduce cancellations and improve outcomes for patients.
- dedicated beds for planned operations protect surgical patients from the risk of cross-infection from emergency medical patients.

The proposed changes

Planned orthopaedic surgery that needs a hospital stay (e.g. for bones, joints and muscles) would be at Southend Hospital for people in south Essex and Braintree Community Hospital for people in mid Essex

- Planned orthopaedic surgery that needs a hospital stay would be available at Southend Hospital for south Essex residents and at Braintree Community Hospital for mid Essex residents.
- Braintree Community Hospital is a purpose-built facility with operating theatres, which have previously been under-used. Currently, the hospital provides care for patients who need a short stay overnight or for those who require a period of care following discharge from the main hospital at Broomfield. Mid Essex CCG is currently discussing with local people how this type of care could be better for people if it was at home or closer to home.

What this means:

- For most routine operations that could be done in a day, your GP would refer you to the hospital of your choice and you would be given a date to come into hospital.
- If your diagnosis showed that you needed a more complex operation requiring a hospital stay, you would be referred either to Southend Hospital or to Braintree Community Hospital.
- Everyone who needs a planned operation can make a choice about where to go from the options available; for example, if you live closer to Addenbrooke's in Cambridge or Colchester General Hospital, you could continue to go to these hospitals for your operation, as happens currently.
- Two to three days after your operation you would go home if you had made a good recovery, or return to your local hospital for further care and rehabilitation.

Orthopaedics is concerned with muscles, ligaments, bones and joints

4

Some emergency orthopaedic surgery that needs a hospital stay (e.g. for broken bones) would be at Basildon Hospital for people in south Essex and Broomfield Hospital in Chelmsford for people in mid Essex

- All three main hospital sites currently offer a wider range of inpatient, outpatient and day case orthopaedic services e.g. for fractures, hip and knee operations, but there are wide variations in waiting times for admission and lengths of hospital stay.
- In order to separate emergency from planned surgery, we propose that some emergency operations, that require a hospital stay, e.g. for more complex fractures and injuries, should be offered at Basildon Hospital for south Essex patients and at Broomfield Hospital near Chelmsford for mid Essex patients.

What this means:

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- You would continue to go to your local hospital with a suspected fracture or other injury.
- Surgery for simple fractures and other routine surgery that could be performed within 24 hours would continue at all three local hospitals.
- Surgery for most people with a broken hip would also continue at all three local hospitals.
- If the diagnosis in A&E was that you needed a more complex operation requiring a hospital stay, you would then transfer to either Basildon Hospital or Broomfield Hospital near Chelmsford.
- If you had severe multiple injuries, such as injuries caused by a serious road traffic accident, you would continue to go directly to a major trauma centre either in Cambridge or London, which is what happens now.

Orthopaedics is concerned with muscles, ligaments, bones and joints.

Proposals for urological surgery at Broomfield Hospital in Chelmsford and Southend Hospital (for cancer)

- Currently, emergency urological services are provided at all three hospital sites, as is most planned surgery.
- Last year it was agreed that Southend Hospital should provide specialist surgery for urological cancer. People already travel to Southend for this service and this will continue.
- We propose to bring together the most complex urological surgery (non-cancer) at Broomfield Hospital near Chelmsford. Broomfield already has the most expertise in urological surgery and it makes sense to build on that.

What this means:

- If you had a urinary tract infection, for example, you would go to your local hospital via A&E for assessment and treatment.
- If you needed a more complex operation, such as the removal of a stone, you would transfer to the urology hub in Broomfield Hospital.
- Two to three days after your operation, ideally you would go home if you had made a good recovery, or you might return to your local hospital for further care.

Urological surgery is concerned with bladder and kidney problems.

Principle 5

Some hospital services should be provided closer to you, at home or in a local health centre.

- We would like to know your views on proposals to transfer services from Orsett Hospital to a number of new centres closer to where people live in Thurrock (for Thurrock residents) and to Basildon, Brentwood and Billericay (for residents of those areas).
- Only when new services are up and running, would it be possible to close Orsett Hospital which, although valued by many local people, is difficult to access by public transport and is an ageing site requiring in excess of £10 million to bring the building up to standard.

Background

Thurrock CCG and Thurrock Council have already consulted with local people on changes to the way in which health and care services are provided locally, with an emphasis on delivering most care closer to where people live.

Feedback shows that people welcome the development of the new “integrated medical centres” where people can go to one place for GP services, health checks, tests and access to a wide range of advice and information, such as for healthy living, advice on housing, benefits and social care services, including voluntary services.

Four centres are planned for Tilbury and Chadwell, Purfleet and Aveley, Stanford-le-Hope and Corringham and Grays.

- Each centre would be open seven days a week, from early morning until the evening.
- Each centre would house a combination of health, council and voluntary services.
- Each centre would develop a strong connection to its local community.

Current status

Tilbury and Chadwell: Thurrock Council has agreed to develop a new build Integrated Medical Centre on the Tilbury Square site. The Council has already commissioned a design team with the expectation of securing planning permission in 2018 and building work to start later in that year.

Purfleet and Aveley: The proposed new build Integrated Medical Centre is part of an existing regeneration programme. It will be located in the heart of the new Purfleet town centre, with an expectation of building work starting in 2018.

Stanford and Corringham: The proposal is to develop the unused Graham James site, again with the expectation of work starting in 2018.

Grays: The plans to develop the Thurrock Community Hospital site.

Similarly, in the **Basildon, Brentwood** and **Billericay** areas we have an opportunity to develop buildings at Brentwood Community Hospital, a new location in Basildon town centre and St Andrew’s at Billericay.

The proposed changes

The detail of which services should operate from which centre is a key part of this consultation. We know from local engagement that people support the concept of the proposed new centres, which are much closer to where people live. We also know that people have concerns about whether the new services will be in place before closing Orsett Hospital. Thurrock CCG and Thurrock Council have already formally agreed to ensure that the new services are in place before there could be any changes to Orsett.

The outline plan is for the new centres to open in 2020/2021, and only after a successful transfer of services would Orsett close.

This consultation period gives us an opportunity to develop the detailed plans with patients and local people, starting with the following proposed locations for tests and treatments:

Potential options for the future of services currently provided at Orsett:

IMC means *Integrated Medical Centre*

Proposed future services	Purfleet IMC	Thurrock Community Hospital, Grays IMC	Corringham IMC	Tilbury IMC	Brentwood Community Hospital	Basildon town centre	St Andrew's Billericay
Diagnostic services e.g. blood testing	✓	✓	✓	✓	✓	✓	✓
General outpatient services e.g. for skin problems; ear, nose and throat; breathing problems; children's services; orthopaedics (bones, muscles and tendons)	✓	✓	✓	✓	✓	✓	✓
Treatment facilities e.g. minor procedure rooms	✓	✓			✓	✓	

For further background information on proposals to transfer services from Orsett Hospital, please visit our website: www.nhsmidandsouthessex.co.uk/background/further-information

Or request a copy from the consultation programme office - details in *Section 7 on How to have your say*.

Investment and expansion in our future hospitals

Investment of over £118 million is planned for our hospitals' buildings and sites

A common misunderstanding that came up in discussions with local people over the last year was that plans for service change were about making service cuts.

As part of our plans we intend to invest £118m in improving our local hospitals. This money will be spent to:

- Increase the total number of hospital beds by about 50.
- Build new operating theatres.
- Improve technology to make it easier to work across three hospital sites.

All three hospitals will benefit from this additional investment as follows:

- Southend Hospital – £41 million.
- Basildon Hospital – £30 million.
- Broomfield Hospital near Chelmsford – £19 million.

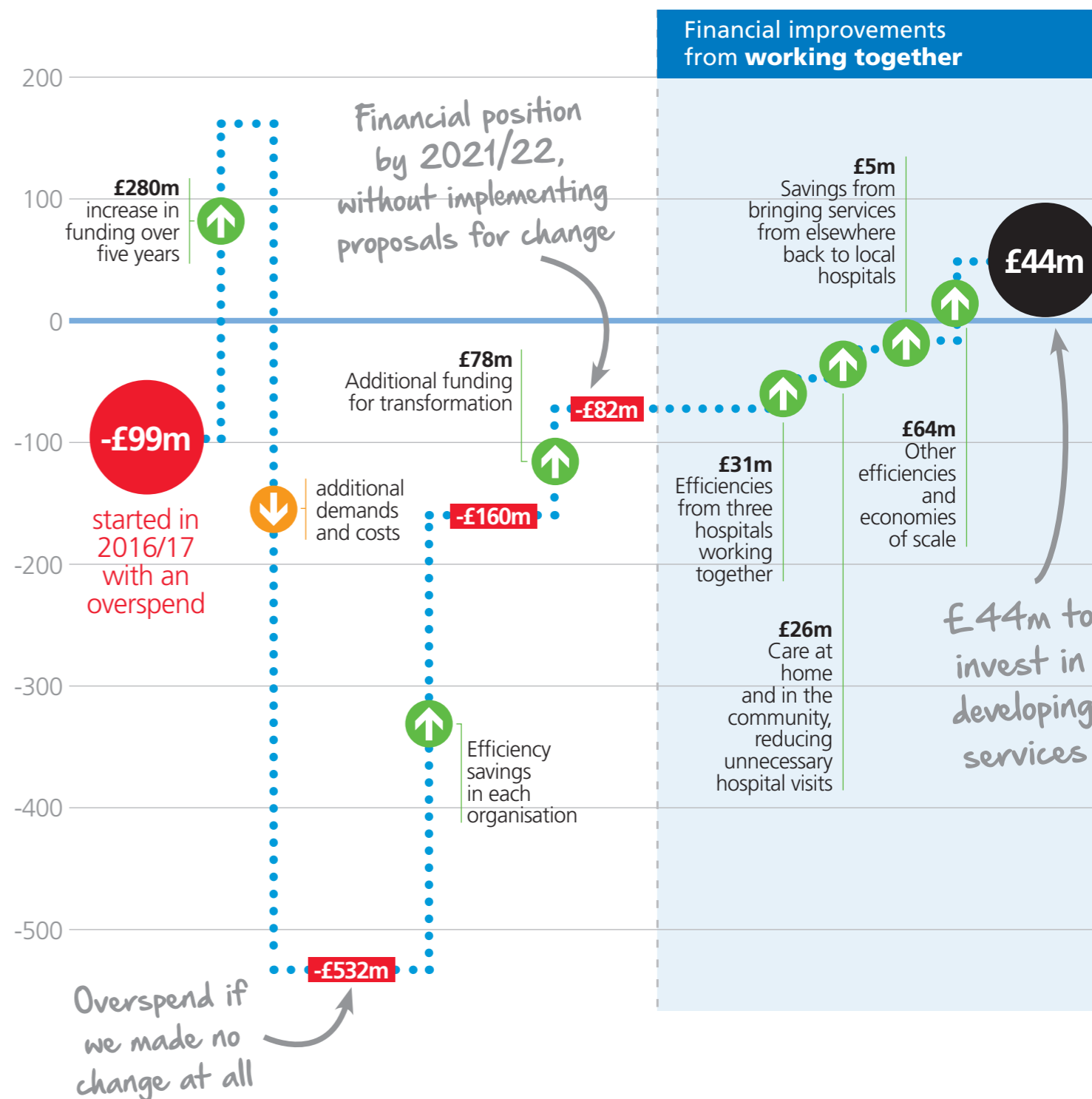
A further £28 million will be invested in additional technology and facilities that will benefit all three hospitals, such as ensuring shared records across all sites.



How our overall plan for change brings our NHS back into financial balance

The current cost of our NHS in mid and south Essex, of which the largest spend is on hospital care, is much greater than the funding available. In 2016/17, this created an overspend of £99 million.

If we made no change at all over the next five years, the additional demand for health and care could increase the overspend to over £500 million by the year 2021/22.



section 6 FURTHER INFORMATION

Please visit our website for a list of background documents:
www.nhsmidandsouthessex.co.uk/background/further-information

Or request a document from the consultation programme office
 - details in *Section 7 on How to have your say*.

List of available documents:

-  Background information, including more detail on local CCG plans, how we arrived at our proposals and additional information on topics such as travel times
-  More detail on the proposals for Thurrock, Basildon and Brentwood and Orsett Hospital
-  A pre-consultation business case, assured by NHS England and other national regulators
-  Reports following reviews of our proposals from the East of England Independent Clinical Senate in:
 -  June 2016
 -  October 2016
 -  September 2017
 -  October 2017
-  Summary of the clinical evidence that we have reviewed in developing these proposals
-  Report from Eastern Academic Health Sciences Network following a review of relevant national and international clinical evidence
-  Independent report from UCL Partners on national and international clinical evidence on stroke care
-  STP report on the views of local people from engagement phases in 2016/17
-  Heathwatch Thurrock report on local views in Thurrock
-  Healthwatch Essex report on a study of citizens' views on A&E services




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section 7 HOW TO HAVE YOUR SAY

The Joint Committee of Clinical Commissioning Groups (CCGs) will meet early in the summer of 2018 to consider the feedback from this consultation. The Joint Committee will then make the key planning decisions necessary to take forward the proposed changes, taking into account the views of staff, partners and local people.

We hope you will take the opportunity to send us your views.

There are a number of ways to feedback, or get involved in discussions – see below.

 Online survey	 Written feedback	 Meetings
<p>You can give your views through our survey which is available online at: www.surveygizmo.eu/s3/90059489/NHS-Mid-and-South-Essex-STP</p> <p>It is also available in print form on request from our consultation team – see contact details below.</p>	<p>If you would rather submit a response in the form of a letter or email, you can do this too and your comments will be included in the review of feedback – see contact details below.</p>	<p>If you belong to a group or organisation with an interest in a specific issue related to these proposals, you can submit a request for a meeting to discuss this with you.</p>

How to contact us

Email: meccg.stpconsultation@nhs.net

Phone: **01245 398118**

Address: **Consultation Team, Mid and South Essex STP, Wren House, Colchester Road, Chelmsford, Essex CM2 5PF**



Discussion events

Across mid and south Essex, we will be running a number of public engagement events where you will be able to hear more about our proposals and have the opportunity to tell us what you think. These will be an important opportunity for your voice to be heard.

Basildon and Brentwood

7.00pm-9.00pm on Tuesday 16 January 2018
Wick Community Centre, Wickford, Essex SS12 9NR

1.30pm-3.30pm on Wednesday 17 January 2018
Chantry House, Chantry Way, High St, Billericay
CM11 2BB (parking: please use Billericay High Street car parks)

6.30pm-8.30pm on Wednesday 21 February 2018
Brentwood Community Hospital, Crescent Drive,
Brentwood, Essex CM15 8DR

1.30pm-3.30pm on Tuesday 27 February 2018
The Gielgud Room, Towngate Theatre,
St. Martins Square, Basildon, Essex SS14 1DL

Castle Point, Rochford and Southend-on-Sea

6.30pm-8.30pm on Thursday 8 February 2018
Maritime Room, Cliffs Pavilion,
Westcliff-on-Sea, Essex SS0 7RA

2.30pm-4.30pm on Tuesday 20 February 2018
Oysterfleet Hotel, 21 Knightswick Road,
Canvey Island, Essex SS8 9PA

2.30pm-4.30pm on Wednesday 7 March 2018
Audley Mills Education Centre,
57 Eastwood Rd, Rayleigh, Essex SS6 7JF

Mid Essex

6.30pm-8.30pm on Tuesday 9 January 2018
Chapter House, Cathedral Walk,
Chelmsford, Essex CM1 1NX

1.30pm-3.30pm on Wednesday 31 January 2018
Michael Ashcroft Building (1st Floor),
Anglia Ruskin University, Chelmsford Campus,
Bishop Hall Lane, Chelmsford, Essex CM1 1SQ

6.30pm-8.30pm on Wednesday 7 February 2018
Braintree Town Hall (main room), Market Place,
Braintree, Essex CM7 3YG

6.30pm-8.30pm on Wednesday 28 February 2018
Plume Academy School, Fambridge Road,
Maldon, Essex CM9 6AB

Thurrock

6.30pm-8.30pm on Wednesday 24 January 2018
Civic Hall, Blackshots Lane, Grays,
Essex RM16 2JU

1.30pm-3.30pm on Tuesday 6 March 2018
Civic Hall, Blackshots Lane, Grays,
Essex RM16 2JU

We hope you will be prepared to take an active part

For details of our discussion events see our website:

www.nhsmidandsouthessex.co.uk/have-your-say/events

To book your place, visit: <http://bit.ly/2Agdnpr>
or contact us using our details on the previous page.

Mid and South Essex Sustainability and Transformation Partnership (STP)



How to contact us

Email: meccg.stpconsultation@nhs.net

Phone: **01245 398118**

Address: **Consultation Team, Mid and South Essex STP, Wren House, Colchester Road, Chelmsford, Essex CM2 5PF**

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Sustainability and Transformation Partnership (STP)

A partnership of all health and care organisations for people living in Braintree, Maldon, Chelmsford, Castle Point, Rochford, Southend, Thurrock, Basildon and Brentwood.

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