

Public Document Pack
SOUTHEND-ON-SEA BOROUGH COUNCIL

Cabinet

Date: Tuesday, 14th September, 2021

Time: 2.00 pm

Place: Council Chamber - Civic Suite

Contact: Colin Gamble

Email: colingamble@southend.gov.uk

A G E N D A

- 1 Apologies for Absence**
- 2 Declarations of Interest**
- 3 Minutes of the meeting held on Monday 5 July 2021**
- 4 Minutes of the Meeting held on Tuesday 27 July 2021**
- 5 Minutes of the meeting held on Tuesday 7 September 2021**
- 6 Resourcing Better Outcomes - Financial Performance Report for July 2021 (Period 4)**
Report of Executive Director (Finance and Resources) attached
- 7 Southend 2050 - Outcome Success Measures Report**
Report of Executive Director (Transformation) attached
- 8 Unaccompanied Asylum-Seeking Children**
Report of Executive Director (Children and Public Health) to follow
- 9 Selective Licensing**
Report of Executive Director (Growth and Housing) to follow
- 10 Southend Borough Council - Southend Care Ltd Partnership Agreement**
Report of Executive Director (Adults and Communities) attached
- 11 Draft Parking Strategy**
Report of Executive Director (Neighbourhoods and Environment) attached
- 12 Domestic Abuse Act 2021 Implementation Strategy**
Report of Executive Director (Neighbourhoods and Environment) attached
- 13 Conservation Area Appraisals**
Report of Executive Director (Growth and Housing) attached
- 14 City Status Application**
Report of Executive Director (Growth and Housing) attached
- 15 School Admissions Arrangements for Community Schools**
Report of Executive Director (Children and Public Health) attached
- 16 Information Governance Update**

Report of Executive Director (Legal and Democratic Services) attached

17 Regulatory of Investigatory Powers Act (RIPA)

Report of Executive Director (Legal and Democratic Services) attached

18 Treasury Management Report - Quarter One

Report of Executive Director (Finance and Resources) attached

19 Council Debt Management Position

Report of Executive Director (Finance and Resources) attached

Public Document Pack

SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of Cabinet

Date: Monday, 5th July, 2021
Place: Council Chamber - Civic Suite

Present: Councillor I Gilbert (Chair)
Councillors R Woodley (Vice-Chair), L Burton, A Jones, C Mulroney,
C Nevin and M Terry

In Attendance: A Griffin, A Eastgate, T Forster, M Marks, J Williams, A Lewis and
C Gamble

Start/End Time: 4.30 pm - 4.40 pm

93 Apologies for Absence

Apologies for absence were received from Councillor Collins.

94 Declarations of Interest

The following declaration of interest was made:

(a) Cllr Mulroney – Agenda Item 3 (PSPO Public Consultation in Old Leigh/Chalkwell Area – Non-pecuniary interest: Business trustee in Leigh Old Town.

95 The Council's response to the Public Spaces Protection Order (PSPO) public consultation in Old Leigh / Chalkwell area

The Cabinet considered a report of the Executive Director (Neighbourhoods and Environment) setting out the response to the public consultation findings regarding the proposals for a Public Spaces Protection Order in the areas of Old Leigh and Chalkwell.

Resolved:

1. That the response to the consultation set out at Appendix 2 to the submitted report, be noted.
2. That the draft Public Spaces Protection Order (Leigh-on-Sea and Chalkwell Seafront and Adjoining Areas) No. 1 of 2021, be approved and implemented.
3. That the funding for 2 x FTE Community Safety Officers and 1 x FTE Community Safety Caseworker, to support enforcement and administration of the PSPO on an initial 12 month basis, be approved.

Reason for decision:

During the past summer season (2020), and already earlier this year, a growing number of anti-social behaviour issues associated with public space drinking

have been reported. Since the start of 2021, police have implemented 4 Dispersal Orders to deal with large groups and ASB. The introduction of a PSPO targeted at behaviours associated with public space drinking would be a further additional measure to tackle the current challenges.

Other options:

Not to proceed with the Public Spaces Protection Order (PSPO) for the Old Leigh/Chalkwell area.

Note: This is an Executive Function

Referred direct to: Policy and Resources Scrutiny Committee

Cabinet Member: Cllr Terry

Chair: _____

Public Document Pack

SOUTHEND-ON-SEA BOROUGH COUNCIL

Meeting of Cabinet

Date: Tuesday, 27th July, 2021
Place: Council Chamber - Civic Suite

Present: Councillor I Gilbert (Chair)
Councillors R Woodley (Vice-Chair), L Burton, P Collins, A Jones,
C Nevin and M Terry

In Attendance: Councillors S Habermel and S Wakefield
A Eastgate, T Saunders, T Forster, M Marks, J Williams, A Lewis,
A Barnes, S Brown, S Dolling, A Keating, S Newman, S Putt,
A Richards and K Waters

Start/End Time: 2.00 - 3.52 pm

212 Apologies for Absence

Apologies for absence were received from Councillor Mulroney.

213 Declarations of Interest

There were no declarations of interest at this meeting.

214 Minutes of the meeting held on Tuesday 15 June 2021

Resolved:

That the minutes of the meeting held on Tuesday 15th June 2021, be confirmed and signed as a correct record.

215 Minutes of the special meeting held on Monday 5 July 2021

Resolved:

That the Minutes of the Meeting held on Monday 5th July 2021, be confirmed as a correct record and signed.

216 Southend 2050 Refresh

The Cabinet considered a report of the Chief Executive presenting the annual review and refresh of Southend 2050 and set out how the Council will use the evolved Southend 2050 outcomes to drive recovery.

Resolved:

1. That the refresh of the Southend 2050 outcomes and high-level roadmap milestones, be endorsed.

2. That further developed work on the review and refresh of the Southend 2050 outcomes and associated roadmap milestones be presented to Cabinet in September, including the associated outcome success measures.
3. That the planned engagement over the summer and additional Special Cabinet meeting on 7th September 2021, following the Scrutiny Committees, be noted.
4. That it be noted that the Southend 2050 roadmap milestones will form part of future reports that update on Southend's recovery journey in order for responsive developments.
5. That it be noted that the performance and measures of success and progress to achieve 2050 will continue to be reported through the Outcome Success Measures Report, reported twice a year to Cabinet.

Reasons for decision:

To ensure the Council is clear on prioritised milestones to achieve the desired outcomes, focusing on response to the pandemic, economic recovery and sustainability – including financial, environmental and transformation as an organisation.

Other options:

Not to review the Council's current ambition and desired outcomes. However, this would mean failing to set out the huge impact the crises has had on the Borough, its people and the Council and its approach to recovery.

Note: This is an Executive Function save that approval of the final decision is a Council Function.

Called-in / referred direct to all three Scrutiny Committees

Cabinet Member: Cllr Gilbert

217 Annual Public Health Report

The Cabinet considered a report of the Executive Director (Children and Public Health) presenting the 2020 Annual Report of the Director of Public Health.

Resolved:

That the 2020 Annual Report of the Director of Public Health, including the highlighted actions, be approved.

Reasons for decision:

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

Other options:

None.

Note: This is an Executive Function

Called-in to: People Scrutiny Committee

Cabinet Member: Cllr Nevin

218 Anti-Poverty Strategy

The Cabinet considered a report of the Executive Director (Adults and Communities) setting out the strategic approach to promoting food justice and tackling poverty in the Borough to enable more effective targeting of interventions, avoid duplication, and support a collective recovery from Covid.

Resolved:

1. That the work to put in place a Food Justice Champion and the related work plan, be extended to address the wider determinants of poverty.
2. That the work to address the wider determinants of poverty takes into consideration the Notices of Motion raised at Council on 4th March 2021 regarding Welfare Assistance and Fuel Poverty.
3. That an Anti-Poverty Plan be developed with partners and key stakeholders and progressed by an officer/partner task and finish group, supported by a project manager.
4. That, to ensure the project is embedded, the Executive Director (Adults and Communities) act as the Senior Responsible Officer and a Head of Service be identified to lead on and be accountable for the implementation of desired outcomes of the strategy.
5. That the officers and teams currently working on community resilience, and anti-poverty activity across the Council, be responsible for delivering the identified Anti-Poverty Plan actions.
6. That the Executive Councillor for Housing and Communities, be the Councillor Level Champion of this work.

Reasons for decision:

To widen the scope of the Food Justice Champion and related Action Plan to provide a strategic approach to promoting food justice and tackling poverty in the Borough. Such an approach will coordinate, prioritise and add value to the breadth of current and future activity and align this work to a set of strategic objectives, and ensure services are integrated to better meet the individual needs of a person or family to lift them out of the many determinants of deprivation, encapsulating all relevant services within the Council.

Other options:

To develop a Food Justice Action Plan focussed solely on issues relating to food.

Note: This an Executive Function

Called-in to: Policy and Resources Scrutiny Committee

Cabinet Member: Cllr Jones

219 Reference from Council, 12 July 2021 - Investigation into SEND Provision

The Cabinet considered a report of the Executive Director (Children and Public Health) seeking approval for the motion agreed at the Extraordinary Council meeting held on 12th July 2021 regarding the commissioning of an independent review of SEND services and the Children with Disabilities Team.

Resolved:

That an independent investigation be undertaken into SEND provision provided by the Council and the Children with Disabilities (CWD) Team based on the SEND Review scoping document, set out at Appendix 1 to the submitted report, discussed with the groups on the Council and agreed between the Executive Councillor for Children and Learning and the Shadow Cabinet Member.

Reasons for recommendations:

To undertake an independent review of SEND as set out in the scoping document agreed by the groups on the Council.

Other options:

To undertake a different form of review or no review at all.

Note: This is an Executive Function

Eligible for call-in to: People Scrutiny Committee

Cabinet Member: Cllr Burton

220 Reference from Council, 15 July 2021 - Southend New Local Plan

The Cabinet considered a report of the Deputy Chief Executive and Executive Director (Growth and Housing) seeking approval to publish the amended 'Refining the Plan Options' for public consultation as part of the next stage in preparing the Southend New Local Plan which had been referred back from Council held on 15th July 2021.

Resolved:

1. That the amended 'Refining the Plan Options' document, set out at Appendix 1 to the submitted report, which includes the additional text suggested at Full Council on 15th July 2021, by way of clarification, be approved as the second stage of the preparation of the Southend New Local Plan to be published for public consultation under Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

2. That the feedback received during the previous stage of consultation, the *Southend New Local Plan Issues and Options Document 2019*, as set out in the accompanying Consultation Statement, set out at Appendix 2 to the report, be noted.

3. That authority be delegated to the Interim Chief Executive and Acting Executive Director (Growth and Housing), in consultation with the Executive Councillor for Environment, Culture, Tourism and Planning, to:

- make minor amendments to the Southend New Local Plan – Refining the Plan Options prior to consultation; and

- take all necessary steps to ensure compliance with the relevant statutory processes and procedures to undertake the consultation.

4. That, in view of the constraints within the Borough and given the potential effects on the Green Belt in meeting our housing needs in full, being consulted upon in Options C and D of the Local Plan Consultation Document, that the assistance of the local Members of Parliament be sought to effect a meeting with the Secretary of State for Housing, Communities and Local Government in order to lay before him the difficulties which the Council finds itself in meeting the housing figures imposed by the Government without impinging on substantial green belt land or over-densification of the urban area and the consequent detrimental effect on the health and wellbeing of residents of the Borough.

Reasons for decision:

To expedite production of a new Local Plan for Southend.

Other options:

The failure to prepare a new Local Plan for Southend would result in its current plans becoming progressively out of date and the Council becoming increasingly unable to positively influence the scale, nature and location of development within the Borough.

Note: This is an Executive Function

This matter is not eligible for call-in pursuant to Scrutiny Procedure Rule 15(e)(ii).

Cabinet Member: Cllr Mulroney

221 In-Depth Scrutiny Project - 'How the Council and Councillors Communicate with Local People and Stakeholders.'

The Cabinet considered a report of the Executive Director (Legal and Democratic Services) presenting the final report of the In-depth Scrutiny Project – 'How the Council and Councillors Communicate with Local People and Stakeholders.'

Resolved:

That the report and recommendations arising from the in-depth scrutiny project, be approved.

Reasons for decision:

To approve the report and recommendations from the in-depth Scrutiny Project.

Other options:

To note the report but not progress any of the recommendations.

Note: This is an Executive Function

Called-in to: Policy and Resources Scrutiny Committee

Cabinet Member: Cllr Collins

222 In-Depth Scrutiny Project - To improve and increase domestic waste recycling in the Borough

The Cabinet considered a report of the Executive Director (Legal and Democratic Services) presenting the final report of the In-depth Scrutiny Project – ‘To improve and increase domestic waste recycling in the Borough.’

Resolved:

1. That the report and recommendations arising from the in-depth scrutiny project, be approved.
2. That it be noted that approval of any recommendations with budget implications would require consideration as part of future years’ budget processes prior to implementation.

Reasons for decision:

To approve the report and recommendations from the in-depth Scrutiny Project.

Other options:

To note the report but not progress any of the recommendations.

Note: This is an Executive Function

Called-in to: Place Scrutiny Committee

Cabinet Members: Cllr Mulroney and Cllr Terry

223 Corporate Risk Register

The Cabinet considered a report of the Chief Executive presenting the updated Corporate Risk Register summary.

Resolved:

That the updated Corporate Risk Register summary and the position at June 2021, outlined in Appendix 1 to the submitted report, be approved.

Reasons for decision:

To approve the summary Corporate Risk Register as at June 2021.

Other options:

None

Note: This is an Executive Function

Called-in to: All three Scrutiny Committees

Cabinet Member: Cllr Collins

224 PSP Southend LLP Update

The Cabinet considered a report of the Executive Director (Finance and Resources) recommending that 4 sites are conditionally opted into PSP Southend LLP for delivery.

Resolved:

1. That it be noted that the high-level business plan, future updates to it and progress against it will be presented to the Shareholder Board in due course, together with the financial performance of PSP Southend LLP (the LLP).
2. That the sites listed in section 3.4 of the submitted report be conditionally opted into the LLP for delivery in line with the objectives set out, subject to the completion of all relevant due diligence required through PSP Stages e2 and e3 (including completion of the best value review by CIPFA). Operational decisions on the development of the sites going forward will be taken by the LLP Partnership Board (through the Council's LLP Representatives).
3. That officers continue to engage with the partnership through regular liaison meetings on the future pipeline of development opportunities to ensure that the business plan can be serviced and there is a continuous pipeline of delivery to optimise and support the viability of the LLP.
4. That it be noted that the £5m identified for the delivery of Ilfracombe Avenue was no longer required and can be released from the Capital Programme and that officers and the LLP are pursuing potential funding via the Homes England ASELA fund to assist with viability and delivery.

Reasons for decision:

It is important for the Council to maintain housing delivery across a range of development sites and types to help meet market demand and to contribute to the overall housing targets. All development also delivers local employment and helps the recovery of the economy.

Other options:

The Cabinet could agree not to opt some or all of the proposed sites into PSP Southend LLP for delivery and to either consider direct delivery (having regard to the scarce internal resources) or alternative delivery vehicles. Either of these options will however delay delivery and it should be noted that the e3 stage requires CIPFA to endorse the projects and that they deliver the best value for the Council before moving to e4 where the land is committed (in legal terms).

Note: This is an Executive Function

Called-in to: Policy and Resources Scrutiny Committee

Cabinet Member: Cllr Woodley

225 Land at Prince Avenue

The Cabinet considered a report of the Executive Director (Finance and Resources) setting out the strategic principles on the way forward for the potential future development of the Council's land north of Prince Avenue.

Resolved:

1. That the development principles set out in section 4.2 of the submitted report, be approved.
2. That the land be appropriated for planning purposes pursuant to s.122 Local Government Act 1972.
3. That future capital receipts from the land be used to finance a budget of £200,000 (Capital) to be applied to the workstreams identified in section 4.9 of the submitted report.
4. That, to the extent that they may fall outside the scope of the delegations in the Constitution, the detailed land transactions for each element be delegated to the Executive Director (Finance and Resources), in consultation with the relevant Executive Councillors.

Reasons for decision:

The proposed development principles set out a strategy for this land which seeks to provide some flexibility whilst also enabling the development objectives and is considered to be the optimal way to bring the land forward to have the greatest impact across a range of Southend 2050 outcomes

Other Options:

The Council could:

- a) seek a new farmer tenant.
- b) look to include the land in the Airport Lease
- c) self-deliver the proposed developments
- d) market the land for sale as it is (whole or parts).
- e) consider alternative uses for all or parts

Note: This is an Executive Function

Called-in to: Policy and Resources Scrutiny Committee

Cabinet Member: Cllr Woodley

226 Adoption of Highways Policies

The Cabinet considered a report of the Executive Director (Neighbourhoods and Environment) presenting new policies relating to Domestic Vehicle Crossovers and Highways Enforcement and new procedures for introducing Traffic Regulation Orders, in line with the outcome of a best practice review of other local authorities, and to make consequential amendments to the Council's decision-making processes and Delegations to Officers.

During consideration of the report the Executive Councillor for Transport, Asset Management and Inward Investment proposed a minor amendment to the Vehicle Crossover Policy to remove the following sentence on page 6, *'We will also refuse an access if the total length of existing accesses is more than 50% of the available kerbside space.'*

Resolved:

1. That the new Domestic Vehicle Crossover Policy set out in Appendix 1 to the submitted report, subject to the removal of the following sentence on page 6 of the Policy, *'We will also refuse an access if the total length of existing accesses is more than 50% of the available kerbside space'*, be adopted.
2. That the new Highways Enforcement Policy set out in Appendix 2 to the report, be adopted.
3. That the new procedures for dealing with Traffic Regulation Orders set out in Section 6 of the report, be approved.

Recommended:

4. That the Council be recommended to approve:

- (i) Amendments to the Terms of Reference of the Traffic Regulations Working Party and Cabinet Committee;
- (ii) the establishment of a new panel to deal with appeals against a decision to refuse the installation of a domestic vehicular crossing; and
- (iii) the amendments to the Delegations to Officers (Part 3, Schedule 3 of the Council's Constitution).

Reasons for decision/recommendations:

To improve the way the Council deals with Traffic Regulation Orders, Domestic Vehicle Crossovers and Highway Enforcement and protect damage to the highway and ensure the roads and pavements are safe for use.

Other options:

None

Note: This is an Executive Function save that the recommendations contained in 4 above constitute a Council Function

Called-in to: Place Scrutiny Committee

Cabinet Member: Cllr Woodley

227 Hamlet Court Road Proposed Conservation Area

The Cabinet considered a report of the Deputy Chief Executive and Executive Director (Growth and Housing) presenting the Hamlet Court Road Conservation Area Appraisal produced for the Council by independent heritage experts, Purcell, proposing that part of Hamlet Court Road (the area south of London Road and north of St Helen's Road) for Conservation Area status, following recent public consultation.

Resolved:

1. That the responses to the consultation on the draft Hamlet Court Road Conservation Area Appraisal, set out at Appendix 3 to the submitted report, be noted.
2. That the Hamlet Court Road Conservation Area Appraisal, set out at Appendix 1 to the report, be adopted and that an area of Hamlet Court Road, as set out in Appendix 2 to the report, be designated as a Conservation Area.

Reasons for decision:

To adopt the proposed Conservation Area (Hamlet Court Road, South of London Road and north of St Helens Road). The area proposed for Conservation Area status meets the requirements of the NPPF (2019) (Paragraph 186) concerning the designation of Conservation Areas.

Other options:

Not to designate Hamlet Court Road as a Conservation Area. This would be contrary to the recommendations of the Conservation Area Appraisal, comments from Historic England and other comments received during the public consultation.

Note: This is an Executive Function

Called-in to: Place Scrutiny Committee

Cabinet Member: Cllr Mulroney

228 Feed and Food Service Plan 2021/22

The Cabinet considered a report of the Executive Director (Neighbourhoods and Environment) presenting the Official Feed and Food Control Service Plan 2021/22, as required by the Food Standards Agency (FSA).

Recommended:

That the Official Feed and Food Control Service Plan 2021/22, as set out in Appendix 1 to the submitted report, be approved. ||

Reasons for recommendation:

To comply with the Food Standards Agency Framework Agreement and statutory requirements to produce a Feed and Food Control Service Plan.

Other options:

None

Note: This is a Council Function

Called-in to: Place Scrutiny Committee

Cabinet Member: Cllr Terry

229 Third Party Representations to Planning Applications

The Cabinet considered a report of the Deputy Chief Executive and Executive Director (Neighbourhoods and Environment) setting out proposed changes to the development control system regarding notification of third parties which would remove the right of neighbours and other interested parties to comment on planning applications when they are submitted in areas zoned for growth or renewal.

Resolved:

That the motion proposed by Steven Reed MP, set out at Appendix 1 to the submitted report, be approved.

Reasons for decision:

To highlight the proposed changes to the development control system and add the Council's support to the motion by Stephen Reed MP to retain local residents' right to object to individual planning applications. Without such rights being enshrined, the ability of local communities to shape new development in a manner that best reflects local character and identity will be diminished.

Other options:

Not to support the motion passed by the House of Commons.

Note: This is an Executive Function

Called-in to: Place Scrutiny Committee

Cabinet Member: Cllr Mulroney

230 SO46 Report

Resolved:

That the submitted report, be noted.

Note: This is an Executive Function

Called-in to: Relevant Scrutiny Committees

Cabinet Member: as appropriate to the item

Chair: _____

This page is intentionally left blank

Southend-on-Sea Borough Council

Report of Executive Director (Finance & Resources)

To

Cabinet

On

14 September 2021

Report prepared by:

Pete Bates, Interim Head of Corporate Finance

Caroline Fozzard, Group Manager for Financial Planning and Control

Agenda
Item No.

Resourcing Better Outcomes - Financial Performance Report 2021/22 – Period 4

Policy and Resources Scrutiny Committee

Cabinet Members: Councillor Ian Gilbert and Councillor Paul Collins

Part 1 (Public Agenda Item)

1 Purpose of Report

The Resourcing Better Outcomes financial performance report is a key tool in scrutinising the Council's financial performance. It is designed to provide an overview to all relevant stakeholders. It is essential that the Council monitors its budgets throughout the year to ensure that it is meeting its strategic objectives and that corrective action is taken where necessary.

2 Recommendations

That, in respect of the 2021/22 Revenue Budget Performance as set out in appendix 1 to this report, Cabinet:

2.1 Note the forecast outturn for the General Fund and the Housing Revenue Account as at July 2021.

2.2 Approve the planned budget transfers (virements) of £1,174,050 from earmarked reserves, as set out in section 4.30.

That, in respect of the 2021/22 Capital Budget Performance as set out in appendix 2 of this report, Cabinet:

2.3 Note the expenditure to date and the forecast outturn as at July 2021 and its financing;

2.4 Approve the requested changes to the capital investment programme for 2021/22 and future years, as set out in section 3 of appendix 2.

3 Unprecedented Level of Uncertainty

Some commentators have described the last couple of years as potentially one of most volatile and unpredictable periods in recent history. Clearly Brexit considerations initially and then the response and impact of the pandemic have caused huge disruption and concern to everyday life. Public health worries and economic impacts, together with levels of Government borrowing never seen before in peace time years have all contributed to huge extra fiscal challenges for the country. This context has created additional pressure and uncertainty locally and made effective financial and service planning for Southend-on-Sea challenging.

COVID-19 Recovery and Implications

- 3.1 The overall health and economic impact of COVID-19 is still under assessment. The challenge is clearly worldwide, and national governments continue to wrestle with putting in place the right package of measures to save lives and to try to minimise the spread of the virus and its impact across the population. Countries have adopted different strategies and tactics to safely get their respective economies working again.
- 3.2 The pandemic continues to have a major direct operational and financial impact right across the Local Government Sector. All local authorities are struggling with the challenges of uncertainty, large financial pressures and concerns for their residents and local areas in such unprecedented times. Several local authorities are showing signs of significant additional financial stress. Most of the demand and financial pressures highlighted in this report are still inextricably linked directly or indirectly to COVID-19.
- 3.3 Effectively managing the short and medium-term financial challenges that COVID-19 has brought to the Borough will be an important factor in our future success. This report will focus on providing some detail and commentary of the financial variances at a portfolio level that are currently forecast for 2021/22. It should be noted that these estimates have been based on the best information we currently have available and have also been calculated at a very early stage of the financial year.
- 3.4 One of our major areas of concern is the potential impact on service demand 'post COVID-19' or 'living with COVID-19' in the future. This could manifest itself in many ways from increased demand and support because of long COVID-19 symptoms or increased demands on services due to family tensions and breakdown, residents experiencing additional stress and mental wellbeing needs or changing employment issues. The Council and its partners will continue to monitor the situation locally.
- 3.5 The Government has provided a varied range of different financial support mechanisms for the Local Government Sector over the last 18 months. These have been designed to help to support the local management of the pandemic and alleviate some of the financial impact of COVID-19. A huge concern is once this temporary support has been withdrawn then what will be the impact on the Council and local area.

3.6 A good example is the Control Outbreak Management Fund (COMF) specific grant that was announced in 2020/21 and has continued into the first quarter of 2021/22. The Council is deploying this resource locally against the strict eligibility criteria that was set by the Government for its use. Headlines of some of the initiatives that this grant has been used for is summarised below.

- Communicable Disease Consultant providing clinical advice and guidance
- Contact Tracing service to manage higher risk areas, plus digital outreach
- Communications and social marketing to enhance COVID-19 awareness
- Community support capacity for those who may need to isolate
- Some supplementary redeployment of skilled staff locally
- Compliance and enforcement such as additional COVID Ambassadors

Comprehensive Spending Review

3.7 It is still uncertain at this stage whether the Local Government Sector will be issued with a single one-year financial settlement for 2022/23 or if a Comprehensive Spending Review for the next three years will be launched for consultation. The Council remains in a relatively strong financial position for 2021/22 but the size of the financial challenge for the future is already estimated to be very significant. Depending upon national funding and policy decisions taken by Central Government over the coming months then this position could get even more challenging for 2022/23 onwards.

3.8 To help to begin to address and close the estimated budget gap over the next five years the Council will continue to aim to achieve financial sustainability by growing local income sources and relying less on grant support from Central Government in the future. The Council will continue to work collaboratively with its partners, increase its focus on the delivery or joint commissioning of services in a targeted way to ensure that those in most need and who will receive the greatest benefit are the recipients of services. It is vital that we learn from our COVID-19 experience and tailor our services and working practices accordingly.

4 Revenue – General fund

4.1 In February 2021, the Council approved a General Fund Revenue Budget requirement for 2021/22 of £136.290M. This report provides details of the current projected outturn position for 2021/22 based on information as at the end of July 2021 (Period 4). In headline terms Council Corporate Budgets and Service Portfolios are currently forecasting a gross overspend of £7.453M for 2021/22, which is around 1.5% of the gross expenditure budget. This estimated position is inextricably linked to the extra demands and costs incurred by the Council due to the impact of the pandemic. In recognition of these circumstances additional financial support has been provided from the Government for COVID-19 in terms of one-off additional grant and compensation for loss of income of around £5.800M. This reduces the net forecast overspend for 2021/22 at this early stage of the year to £1.653M.

4.2 Although the actual level of COVID-19 Grant support will vary based on various factors like the level of local income unachieved etc., we are currently not expecting to receive any further new financial COVID-19 support in 2021/22.

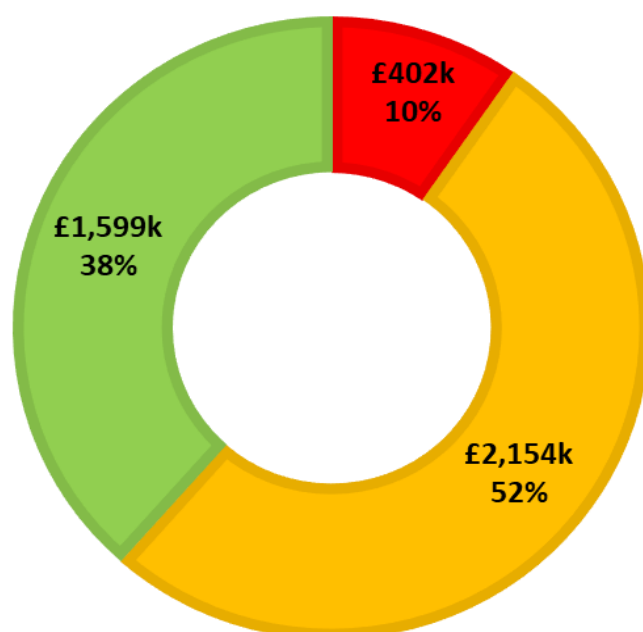
This assumption is predicated on the continuing success of the national vaccination programme and assumes that no further restrictions or additional local burdens are imposed that would have a direct financial impact on the Council. Any new funding announcements or any forced changes to local service arrangements will be reflected, if required, in the Period 6 financial performance update which is scheduled to be reported to the Cabinet meeting in November 2021.

- 4.3 The Council is trying to deal with many of the same uncertainties and financial challenges that all other upper tier authorities right across the country are experiencing. It is still difficult to untangle and isolate specific demand and cost pressures that exist across the Authority due to the impact of COVID-19. It is possible that part of the current financial challenge is a continuation of some of the service pressures that were prevalent and first highlighted back in 2019/20. This possibility should have been minimised and reduced by the extra investment that was approved for key services as part of the budget setting processes for 2020/21 and 2021/22.
- 4.4 The Chancellor announced his expectation that generally national public sector pay (except for the NHS) would be frozen for 2021/22. This has proved not to be the case and negotiations over a 'cost of living' rise for the Local Government Sector is currently still ongoing. The employer's negotiating body on behalf of local government have made a 'final pay rise offer' of 1.75% for 2021/22. At the time of writing this report this 'offer' was still under consideration by the trade unions and negotiating body representing employees.
- 4.5 As part of its approved budget setting arrangements the Council did make provision in an earmarked reserve for the circa £1.3M this pay settlement is estimated to cost. If the final pay rise is agreed at this level, then this amount can be accommodated in 2021/22. It must be highlighted though that this settlement will create a permanent pressure of equivalent value in the Council's revenue base budget from 2022/23 onwards and will increase the current forecast financial gap by circa £1.3M per year. The forecast budget gap for 2022/23 that was reported to Budget Council in February 2021 was £7.300M – so this will increase to an estimated £8.600M.
- 4.6 The 2021/22 approved budget did include a one-off £2.5M earmarked support for Children's Services which has not yet been released or included in the forecast outturn assessment at this early stage of the year. This would clearly reduce the current forecast level of overspending in this area. The situation will continue to be carefully monitored and further consideration and assessment will be provided as part of the Period 6 monitoring report.
- 4.7 The Council's new 'Getting to Know Your Business' programme has now started to be embedded. This programme helped to establish a baseline for all services in terms of their costs, income generation potential, value for money and performance. This data will highlight key lines of enquiry where benchmarking may suggest that either our costs or income levels are above or below average. This will lead to potential changes in operation or highlight areas for Cabinet to consider a review of existing policies.

- 4.8 Services are also continuing to develop further recovery and mitigation plans to try to improve the current financial situation but more critically prepare for the significant future financial challenge. Adult Social Care is exploring innovative 'strengths based' initiatives to improve outcomes, residents maintaining their independence and VFM. All services are being challenged to try to improve efficiency and productivity to ensure that the resourcing of better outcomes for our residents are achieved at the best value for the local taxpayer.

Status of Approved Budget Savings and Income Generation Initiatives

- 4.9 It is vital that the range of budget savings and income generation initiatives that were approved as part of the setting of the 2021/22 budget, totalling £4.155M are delivered or alternative options are considered. The ongoing operational challenges caused by COVID-19 and managing the implications of the pandemic locally has had an impact on the delivery of some of the approved proposals. An overall assessment of progress based on the likelihood of delivery is summarised in the following graphic. Each initiative is being regularly monitored by the Corporate Management Team and the likelihood of successful delivery of the targeted value rated as either Red (High Risk), Amber (Medium Risk) or Green (Very Low Risk).



The proposals that are currently rated as highest risk are summarised in the following table. The major saving area is linked to ICT enabling additional organisational capability and productivity. Progress against the ICT SMART Programme has been severely disrupted due to COVID-19 and the need to prioritise the continuation and resilience of remote safe working. It is expected that the saving target will be delayed. A further progress status update will be provided in the Period 6 Financial Performance Report in November 2021.

CS02	Saving	ICT: Smart programme	320	R
PJ01	Income	Contactless donation points within Parks	2	R
FW04	Saving	Rent Deposit Loans Scheme review	40	R
FW05	Saving	Single Property Visits: Council Tax & Planning	40	R

- 4.10 Despite the clear and obvious financial challenges highlighted in this report the Council remains in a much stronger and financially resilient position than many other Local Authorities. We clearly cannot be complacent and there will undoubtedly be some very tough choices and decisions to make nationally and locally as part of the Council's budget development for 2022/23 and Medium Term Financial Strategy. In this context it was pleasing to see that Southend-on-Sea Borough Council was ranked in the upper quartile (13th out of 56) of all Unitary Authorities across the country in CIPFA's independent Financial Resilience Index which was published in February 2021.

Transport, Asset Management & Inward Investment

- 4.11 A fundamental review of parking charges and operations was undertaken in 2020/21 to standardise and rationalise parking tariffs in similar locations across the Borough. An extensive review of permits was also undertaken, together with an agreement to trial the new Southend Pass.
- 4.12 As the country continued to operate under some level of COVID-19 related restrictions in the early part of the year, parking income along with most of the Council's income generating activities directly suffered. The Council also proactively took a local decision to directly support car parking for NHS health and care workers by providing free parking permits until the end of July 2021. In recognition of the national impact on income, the Government extended the sales, fees and charges compensation scheme until the end of June 2021. Positively - in response to the relaxation of COVID-19 restrictions and more favourable weather - parking income and activity for the month of June 2021 increased significantly.
- 4.13 The large shortfalls in car parking income experienced in April and May has resulted in an overall estimated loss for the year against our approved budget of around £1M. It is clearly still very early in the financial year and the situation will be continuously monitored. With plans to extend the tourist season into the autumn, together with a variety of additional events scheduled it is hoped that this forecast position may improve as the year progresses.

Adult Social Care & Health Integration

- 4.14 Adult Services are reporting a forecast overspend of £1.3m. The majority of this overspend is due to the delivery of statutorily required care and support to people with physical or learning disabilities aged 18-64. Work is ongoing to improve forecasting in this area for 2022/23.
- 4.15 The medium to longer term impact of COVID-19 on budgets and service demand remains concerning. Levels of service use amongst older people have been lower than predicted, particularly use of residential care, this has reduced the budget pressure for 2021/22. However, the needs of this group of people

have not gone away and may have escalated over the period of lock down. It is likely that this will result in substantially increased demand in the future, but the timing of the change in trend is uncertain at present.

- 4.16 Alongside the potential for increased demand there are several national policy and funding changes that present a financial risk to the authority. National Hospital Discharge funding is scheduled to be scaled back from September. This is additional COVID-19 related central government funding to support hospital discharge. It funds costs incurred during the first 4 weeks post discharge and has enabled clients to be released from hospital earlier.
- 4.17 Further national guidance is anticipated soon which will allow us to factor in the financial impact on the second half of this financial year. It should be noted that whilst the levels of discharge remain as they are currently, the financial pressures on the Council may increase. New requirements to deliver Liberty Protection Safeguarding support across the Borough are also a potential pressure, as is the impact of care home closures.

Children & Learning

- 4.18 As replicated in many upper tier authorities around the country Children & Learning Services remains a high spend pressure area. It is currently forecasting a net overspend of circa £2.453M, excluding the one-off £2.5M put aside to support the service as part of the approved 2021/22 budget. Although still a concern in headline terms this is a positive financial improvement from both 2019/20 and 2020/21. Most of this reported pressure is shown on Children Services.
- 4.19 Looked After Children (LAC) numbers reached a peak in 2019/20, reduced through 2020/21 and are now at their lowest level for five years. There were 277 LAC as at the end of July 2021. This reduction in LAC numbers is having a positive effect on improving previous and significant spend pressures. Whilst this spend reduction is positive, reliance on LAC external care placements (the most expensive type of provision) remains high as a proportion of overall LAC placements with 91 placements as at the end of July 2021, equivalent to 33%. This is clearly the main cause of the spend pressure within Children Services. Work continues to re-build capacity for additional inhouse foster care placements with the aim of reducing these costs over time and improve outcomes for children in the care system.
- 4.20 The service is also anticipating additional funding pressures following requests from Government for local authorities to meet increased support for unaccompanied asylum seeker placements.
- 4.21 Additionally, there is funding pressure on care package costs for Children with disabilities and there are also increased costs related to COVID-19 resulting from both placement extensions and extra staffing to respond to the crisis.

Corporate Services & Performance Delivery

- 4.22 Approved budget proposals in relation to Council Tax and Business Rates income has increased costs on the service line but upon delivery this will have a higher positive impact and increase the net level of income collectable by reviewing all discounts and exemptions. This 'extra' income will be reported within the Council's funding line. Whilst e-billing is unavailable printing costs continue to be a cost pressure, together with card processing fees as the transition to payments on the website and other electronic methods increase. The net forecast overspend is currently estimated to be £0.280M. There are several vacancies within the Council Tax and Housing Benefit teams that are putting pressure on the teams but also providing some compensating savings.
- 4.23 The most significant forecast financial pressure is within ICT, at this stage of the year £0.7M overspend is predicted. This is due to a combination of reducing levels of external income generated, significant delays experienced in the delivery of planned savings due to the impact of COVID-19 and extra costs associated with maintaining safe resilient remote working capabilities.
- 4.24 Proactive vacancy management across several services within the finance and resources directorate is helping to reduce the total level of forecast overspend at this stage of the year.

Environment, Culture, Tourism & Planning

- 4.25 The shoreline has been subjected to several significant storms and as a result there has been a requirement for an increased level of remedial works to maintain key structures. Significant work is also underway to replace the groynes along the seafront.
- 4.26 Additional support has also been required to assess the Sustainable Drainage Systems (SuDS) impact of any relevant planning applications and specialist geotechnic expertise is required to assess the stability of the cliffs.
- 4.27 Culture and Tourism are currently reporting a forecast overspend of around £450,000. COVID-19 has had a major impact across all income generating activities but the most significant has been on our leisure contractor (Fusion Lifestyle). It has been agreed that the management fee for 2021/22 will be waived. This decision was taken to assist in ensuring that our leisure centre provision remains open for visitors and residents. The historical loss of footfall has significantly impacted on their income generating capability. This arrangement was agreed by the Council in March 2021 and will be subject to a further review on 30th September 2021.

Public Protection

- 4.28 As a result of changes in people movements and consumer habits (increased time spent or working at home, coupled with a significant increase in home deliveries) there is an increase in the volumes of waste generated from residential properties. Although some of this increase will be recyclable material, there is also an increase in residual waste.

- 4.29 The Council are the waste disposal authority so this increased tonnage is resulting in an estimated extra disposal cost pressure of around £600,000. Any increase in recycling performance will negate some of this additional cost.

Budget Virements

- 4.30 All budget transfers (virements) over £250,000 between portfolios or between pay and non-pay budgets are considered and approved by Cabinet. These budget transfers have a net nil impact on the Council's overall budget. The following budget transfers for Cabinet approval this period are:

£	
516,250	Planned transfer from the Passenger Transport Joint Venture Reserve
340,000	Planned transfer from earmarked reserves to support the Southend Community College due to the impact of COVID-19
317,800	Planned transfer to support the response to Rough Sleeping from the Public Health Reserve (Drugs & Alcohol)
<u>1,174,050</u>	<u>TOTAL</u>

5 Revenue – Housing Revenue Account

- 5.1 In February 2021, the Council approved a balanced 2021/22 Housing Revenue Account budget for 2020/21. This report details the projected outturn position for this year based on actual activity and financial performance as at the end of July 2021 (Period 4).
- 5.2 The forecast for the Housing Revenue Account (HRA) as at the end of July 2021 indicates that it will have a net surplus of (£450,000) in 2021/22, a positive variance of around (-1.8%) of gross operating expenditure.
- 5.3 This positive position is due to increased levels of rental income received as a result of a lower level of voids within the housing stock. This demonstrates good housing management practice. As the planned affordable homes acquisitions programme progresses into Quarter 2 there is also an anticipated increase in the numbers of units within the housing stock that will further increase the HRA's rental income streams in the future. It must be noted that there is a risk on the levels of rent arrears due to the impact of COVID-19 on tenant's income and their continuing ability to pay. This situation will be kept under constant review and work is ongoing with tenants to try and provide appropriate support and mitigate any impact.
- 5.4 It is currently anticipated that any surplus will be transferred to the HRA Capital Investment Reserve at the year-end for future planned investment into improving the housing stock.

6 Capital

- 6.1 Successful and timely delivery of the capital investment programme is a key part of achieving the Southend 2050 ambition and delivering priority outcomes. The investment contributes to the five main themes in the following way:
- 6.2 Pride and Joy – the key investment areas are: the ongoing refurbishment and enhancement of Southend's historic pleasure pier and the town's cultural and tourism offer, including parks, libraries and theatres.
- 6.3 Safe and Well – the key investment areas are: the construction and acquisition of new council homes and the refurbishment of existing ones via the decent homes programme; social care with the building of a new care facility and day centre to provide high quality services for people with high and complex needs.
- 6.4 Active and Involved – the key investment area is the Cart and Wagon Shed for the coastal community team to use as part of their community interest company.
- 6.5 Opportunity and Prosperity – the key investment areas are: the Airport Business Park to deliver benefits for both local businesses and local communities, creating thousands of job opportunities and attracting inward investment; the secondary schools expansion programme which is entering its fifth year and when completed will see an additional 1,100 permanent places for 11-16 year old pupils.
- 6.6 Connected and Smart – the key investment areas are: the investment in the borough's highways and transport network, including the improvements to the A127 Growth Corridor funded by the Local Growth Fund; investment in the Council's ICT infrastructure and networks to enable and transform outcome focussed service delivery.
- 6.7 In March 2021 the Council agreed a capital investment programme budget for 2021/22 of £79.9M. The outturn for 2020/21 showed a final spend of £66.1M against a revised budget of £71.9M, an underspend of £5.8M. The proposed budget carry-forwards, accelerated delivery requests and other budget re-profiles and amendments resulted in a revised budget for 2021/22 of £94.7M. It was clear that not all this programme was deliverable directly by the Council and so the programme was split so that the schemes to be delivered by South Essex Homes Limited and Porters Place Southend-on-Sea LLP are separately identified. This leaves a capital investment programme of £77.6M to be delivered by the Council.
- 6.8 Despite the challenges to the delivery of the capital investment programme as a result of the global pandemic, the Council's ambition to facilitate recovery and deliver better outcomes is not diminished. So in line with the approach where schemes can enter the programme during the financial year and not just annually at budget setting, priority projects were approved at the June Cabinet meeting for inclusion into the capital investment programme. This increased the 2021/22 budget deliverable by the Council to £77.8M

- 6.9 £57.8M of this budget is identified as strategic schemes such as the Airport Business Park, the Delaware and Priory new build, Footways and Carriageways Schemes and Highways Schemes funded by the Local Growth Fund and via the Local Transport Plan.
- 6.10 The Council's capital investment programme plans are ambitious but capital resources are finite, both in terms of affordability and capacity to deliver. We need to ensure that investment is focussed on priorities and that priority projects have viable delivery plans. Major new investment such as the Levelling Up Fund bids, if successful, will need to be resourced to enable delivery. Therefore a MoSCoW review is underway to re-assess and re-prioritise the capital investment programme on an on-going basis. This enables prioritisation by categorising capital projects as 'must have', 'should have', 'could have' or 'will not have' (at this time). The results of the first stage of this review are included in this report but the review is on-going and further changes will be included in the Period 6 performance report to Cabinet in November. Capital challenge sessions will also be held with the Cabinet Member for Corporate Services and Performance Delivery and the resulting requested changes to the capital investment programme will be included in the Period 6 performance report to Cabinet in November.
- 6.11 Schemes will be re-assessed in light of the Council's updated outcomes, refreshed roadmap and recovery priorities (where major projects are in the capital investment programme these are included as strategic schemes). Some schemes may be removed from the main programme entirely and others held as 'subject to viable delivery plans' until it can be demonstrated that there is the capacity and resources to deliver them in the timescales indicated. Schemes can then be brought back into the main programme as and when it is appropriate to do so.
- 6.12 Approximately 30% of the programme deliverable by the Council is financed by Government grants and external developer and other contributions and at the end of July over 70% of that had been received. The rest of the programme is funded by capital receipts, the use of reserves or by borrowing. Funding schemes by borrowing has a revenue consequence of approximately £70k for every £1M borrowed.
- 6.13 This report details the projected outturn position for 2021/22 based on information as at the end of July (period 4). The report includes details of progress in delivering the 2021/22 capital investment programme and in receiving external funding relating to that year.
- 6.14 Since June Cabinet the Investment Board has agreed some proposed new schemes can progress to Cabinet for consideration. As a result of the above and the on-going review, this report also includes any virements between schemes, re-profiles across years, new external funding and proposed new schemes and additions.
- 6.15 The progress of schemes for 2021/22 is detailed in sections 1 and 2 of Appendix 2 with Section 3 setting out the resulting requests to:

- Carry forward £5,521,000 of 2021/22 scheme budgets into 2022/23.
- Bring forward £200,000 of budget from 2023/24, £138,000 into 2021/22 and £62,000 into 2022/23.
- Add scheme budgets totalling £90,000 into 2021/22 where new external funding has been received.
- Add scheme budgets totalling £647,000 into 2021/22 and £990,000 into 2022/23 for new schemes and additions to the capital investment programme to be delivered by the Council.
- Add scheme budgets totalling £500,000 into 2022/23 for new schemes and additions to the capital investment programme to be delivered by subsidiary companies and joint ventures.
- Action virements of budget between approved schemes.

6.16 As at the end of July the capital outturn for 2021/22 is currently estimated at £73,914,000 for schemes to be delivered by the Council and £16,122,000 for schemes to be delivered by subsidiary companies and joint ventures. The amount to be delivered by the Council is expected to reduce following the on-going review of the capital investment programme as highlighted in 6.10 and 6.11. An updated assessment will be included in the Period 6 performance report and presented to Cabinet in November 2021.

6.17 The 2021/22 capital budget is part of the wider capital investment programme spanning several years. The table below shows the revised programme if all the above requests are approved:

Programme to be delivered by the Council (GF and HRA):

	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	Total £000
At June Cabinet	77,845	43,334	14,829	9,182	7,219	152,409
Reclassifications between sections*	715	770	770	776	0	3,031
Amendments	(4,646)	6,573	(200)	0	0	1,727
Revised programme	73,914	50,677	15,399	9,958	7,219	157,167

Programme to be delivered by Subsidiary Companies and Joint Ventures:

	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	Total £000
At June Cabinet	16,837	17,719	16,329	10,374	3,250	64,509
Reclassifications between sections*	(715)	(770)	(770)	(776)	0	(3,031)
Amendments	0	500	0	0	0	500
Revised programme	16,122	17,449	15,559	9,598	3,250	61,978

* HRA Disabled Adaptations are deliverable by the Council but were included in the programme to be delivered by Subsidiary Companies and Joint Ventures in error.

7 Other Options

- 7.1 The Council could choose to monitor its budgetary performance against an alternative timeframe, but it is considered that the current reporting schedule provides the appropriate balance to allow strategic oversight of the budget by members and to also formally manage the Council's exposure to financial risk. More frequent monitoring is undertaken by officers and considered by individual service Directors and the Council's Corporate Management Team (CMT) including the implementation of any necessary remedial actions.

8 Reasons for Recommendations

- 8.1 The regular reporting of Revenue and Capital Budget Monitoring information provides detailed financial information to members, senior officers and other interested parties on the financial performance of the Council. It sets out the key variances being reported by budget holders and the associated management action being implemented to address any identified issues.
- 8.2 It also informs decision making to ensure that the Council's priorities are delivered within the approved budget provision.
- 8.3 It is important that any adverse variances are addressed in order for the Council to remain within the approved budget provision or where this cannot be achieved by individual service management action, alternative proposals are developed and solutions proposed which will address the financial impact. Members will have a key role in approving any actions if the alternative proposals represent significant changes to the service delivery arrangements originally approved by them.

9 Corporate Implications

9.1 Contribution to the Southend 2050 Road Map

The robustness of the Council's budget monitoring processes and the successful management of in-year spending pressures are key determinants in maintaining the Council's reputation for strong financial probity and effective stewardship. This approach also enables the Council to redirect and prioritise resources to ensure the delivery of agreed outcomes for the benefit of local residents, local businesses and visitors to Southend-on-Sea.

9.2 Financial Implications

As set out in the body of the report and accompanying appendices.

9.3 Legal Implications

The report provides financial performance information. It is good governance and sensible management practice for the Council to consider monitoring information in relation to plans and budgets that it has adopted.

Section 3 of the Local Government Act 1999 requires the Council as a best value authority to “make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness”. Monitoring of financial and other performance information is an important way in which that obligation can be fulfilled.

The Council is required by section 151 of the Local Government Act 1972 to make arrangements for the proper administration of its financial affairs. The Council is also required by section 28 of the Local Government Act 2003 to monitor its budget and take corrective action, as necessary. The Council’s chief finance officer has established financial procedures to ensure the Council’s proper financial administration. These include procedures for effective budgetary control. To comply with these best practice arrangements, it is important that Cabinet receive information and comment accordingly on the performance of the revenue and capital budgets as set out in the report.

9.4 People Implications

None arising from this report

9.5 Property Implications

None arising from this report

9.6 Consultation

None arising from this report

9.7 Equalities and Diversity Implications

None arising from this report

9.8 Risk Assessment

Sound budget monitoring processes underpin the Council’s ability to manage and mitigate the inherent financial risks associated with its budget, primarily caused by the volatility of service demand, market supply and price.

The primary mitigation lies with the expectation on CMT and Directors to continue to take all appropriate action to keep costs down and optimise income. Any adverse variances will require the development of remedial in year savings plans and appropriate spending reductions wherever possible. The ultimate back-stop mitigation would be to draw on reserves to rebalance the budget, but this will only be done at year end and will only be considered should all other in year measures fail.

With the likely scale of funding pressures and future resource reductions continuing, it is important that the Council holds a robust position on reserves and maintains the ability to deal positively with any issues that arise during this and future financial years.

9.9 Value for Money

The approved budget reflects the Council's drive to improve value for money and to deliver significant efficiencies in the way it operates. Monitoring the delivery of services within the budget helps to highlight areas of concern and to assist in the achievement of improved value for money.

9.10 Community Safety Implications

None arising from this report

9.11 Environmental Impact

None arising from this report

10 Background Papers

Approved 2021/22 Budget – Report to Council 25 February 2021

Medium Term Financial Strategy 2021/22 – 2025/26

11 Appendices

Appendix 1 Period 4 – July 2021 Revenue Budget Performance 2021/22

Appendix 2 Period 4 – July 2021 Capital Investment Programme
Performance 2021/22

This page is intentionally left blank

Appendix 1

Budget Monitoring & Reporting 2021/2022

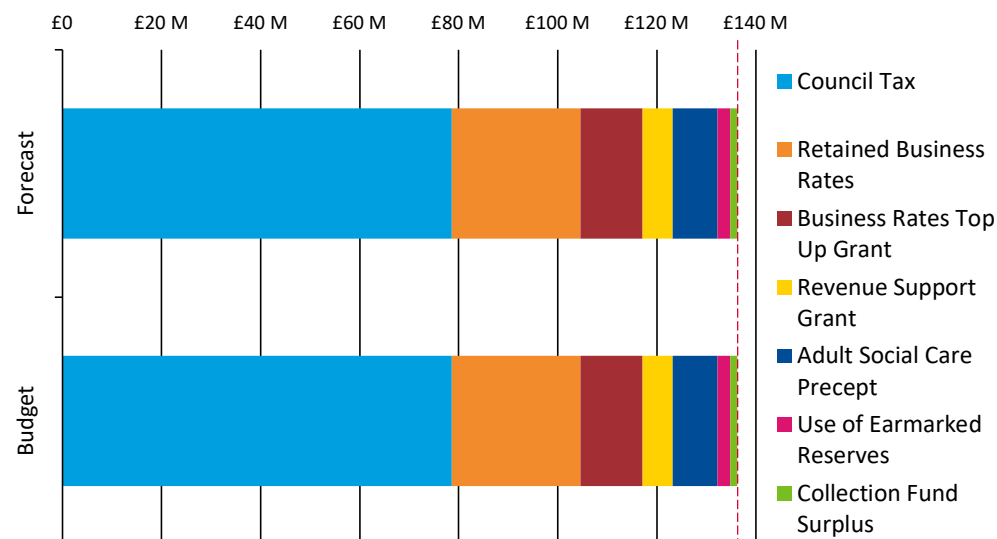
Period 04 - July 2021 Revenue Budget Performance



Summary

Last Reported Variance £M	Portfolio	Revised Budget £M	Forecast Outturn £M	Variance £M
0.000	Leader: Economic Recovery & Regeneration	6.946	6.905	(0.041)
0.000	Deputy Leader: Transport, Asset Management & Inward Investment	0.429	2.116	1.687
0.000	Adult Social Care & Health Integration	41.640	42.962	1.322
0.000	Children and Learning	31.306	33.759	2.453
0.000	Communities & Housing	4.133	4.262	0.129
0.000	Corporate Services & Performance Delivery	18.394	18.999	0.605
0.000	Environment, Culture, Tourism & Planning	8.043	8.700	0.657
0.000	Public Protection	14.061	14.770	0.709
0.000		124.952	132.473	7.521
0.000	Corporate Budgets	19.443	19.375	(0.068)
0.000		144.395	151.848	7.453
0.000	Contribution to / (from) earmarked reserves	(1.590)	(1.590)	0.000
0.000	Revenue Contribution to Capital	1.409	1.409	0.000
0.000	COVID-19 Income Compensation	0.000	(1.100)	(1.100)
0.000	Non Service Specific Grants	(7.924)	(12.624)	(4.700)
0.000	TOTAL	136.290	137.943	1.653
0.000	Funding (including Collection Fund)	(136.290)	(136.290)	0.000
0.000		0.000	1.653	1.653

Sources of funding (£s)



There is still a huge amount of uncertainty around the transition to a world with less restrictions as communities and local economies open up again. It is also expected that we will all have to get used to living with COVID-19 and the Council may have to manage the potential hidden longer term impacts on demand for services and support from our local residents and businesses. These concerns are further compounded by the lack of clarity around future financial settlements for the Local Government Sector or even if there will be a Comprehensive Spending Review in the Autumn of 2021. As shown in the table above the headline Council Corporate Budgets and Service Portfolios are currently forecasting a combined estimated overspend of £7.453M. Local service delivery, planning and financial performance have all continued to be impacted by COVID-19 in 2021/22.

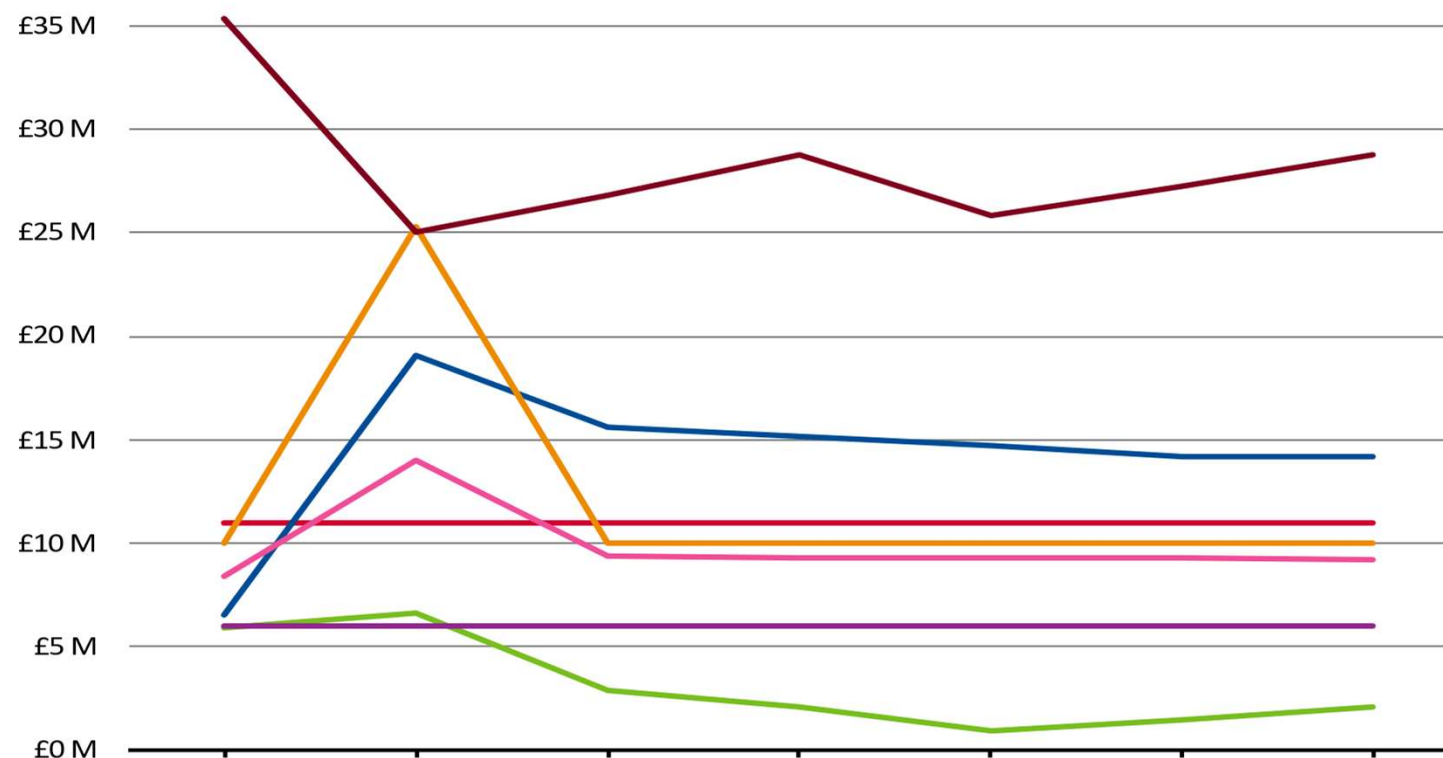
In response the Government nationally have continued it's income compensation scheme for sales, fees & charges for the first quarter of 2021/22 (Apr-Jun). The amount of (£1.100m) is shown separately in the summary table above and is helping to offset the income pressures reported against individual portfolio services and referenced in the accompanying narrative throughout this report. The Council has received a further £4.700m of Local Authority Support Grant in recognition of the ongoing increased costs associated with managing COVID-19. This is expected to be the final payment of such a grant. This additional one-off Government support for COVID-19 reduces the net forecast overspend for 2021/22 at this early stage of the year to £1.653M.

Reserves

The Council maintains General Fund reserves at £11.0M in line with the Medium Term Financial Forecast. This provides a working cashflow balance and allows a degree of financial security in the case of unexpected events or emergencies.

In addition, Earmarked Reserves are set aside to fund future projects and to mitigate specific risk. The level of these reserves will fluctuate as grants are received, risk is realised and projects progress.

The increased balances in 2020-21 reflect the funding received in relation to COVID-19. Balances in 2021-22 are expected to return to more 'normal' levels as these reserves are used to support committed costs incurred during this year.

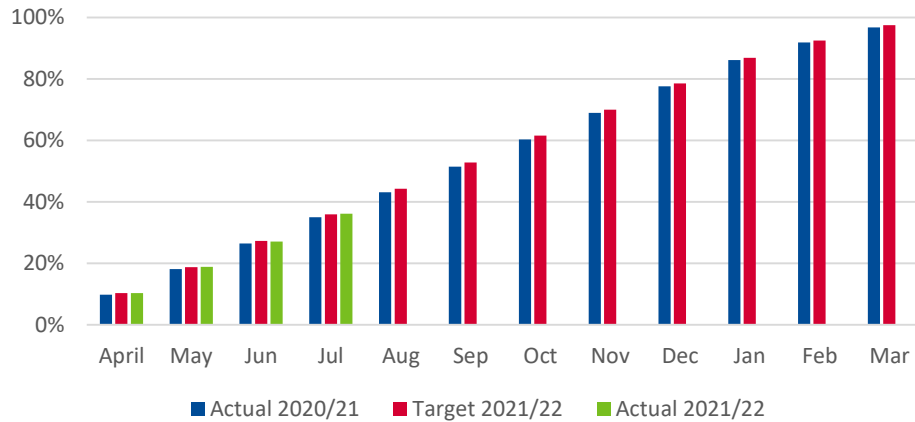


Reserves in £M	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
General Reserves	11.0	11.0	11.0	11.0	11.0	11.0	11.0
Capital Reserves	5.9	6.6	2.9	2.1	0.9	1.5	2.1
Corporate Reserves	6.5	19.1	15.6	15.2	14.7	14.2	14.2
Grant Reserves	10.0	25.3	10.0	10.0	10.0	10.0	10.0
Insurance Reserves	6.0	6.0	6.0	6.0	6.0	6.0	6.0
Service Reserves	8.4	14.0	9.4	9.3	9.3	9.3	9.2
Technical Reserves*	35.4	25.0	26.8	28.8	25.8	27.3	28.8
	83.2	107.0	81.7	82.4	77.7	79.3	81.3

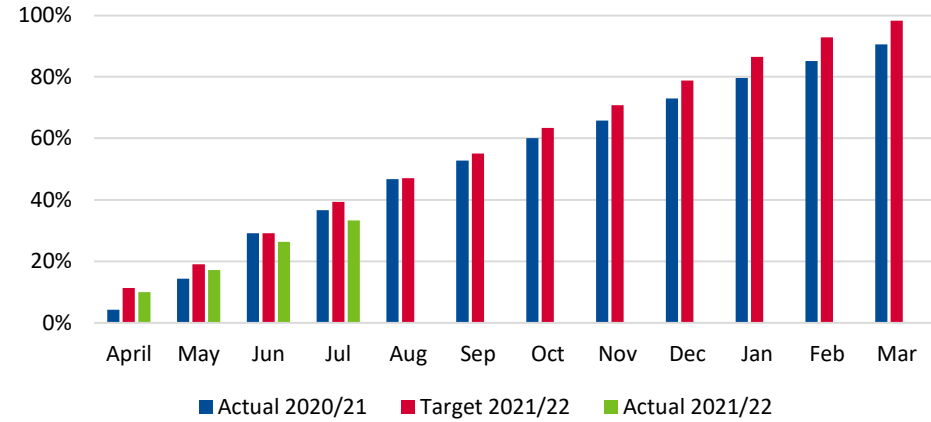
* Technical Reserves are held to even out the Council's finances and reduce in year volatility

Collection Rates

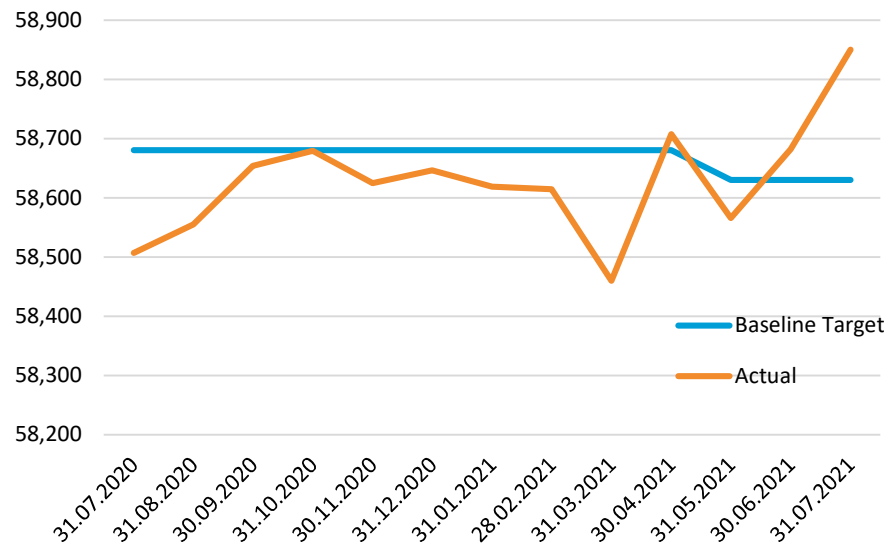
Council Tax Collection



Business Rates Collection



Council Tax Base



The Council Tax Base has increased by circa 220 Band D equivalents due to a combination of the CTR Scheme (Council Tax Reduction) being in a much better position (CTR dropped from 12.1m of CTR in Apr 21 to £11.7m in July 2021 (excluding the new £150 Hardship)) and Student Exemptions also impacting in the summer months as 70 have expired but will apply again from the new academic year.

Council Tax collection is 0.2% higher than target for the current year but 4.1% lower than target for arrears.

Business rates in year collection is 6% below target & arrears 4.4% below target. This performance is primarily due to the timing, value and changing of the levels of national reliefs which has resulted in a number of new bills been recently issued. Retail & Leisure rate reliefs are now 33% from 1st July (down from 100% Apr-Jun 2021).

Leader: Economic Recovery & Regeneration

3.53%

of Total Gross Revenue
Service Budget

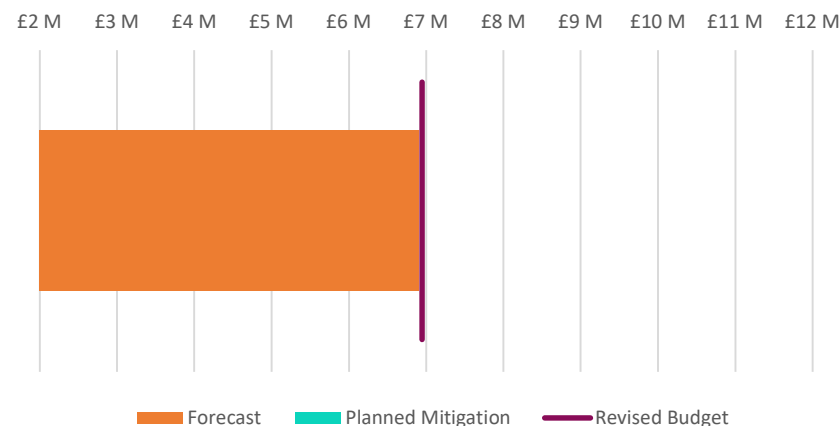
(£0.04M)

Forecast Favourable Variance

-0.03%

Variance as % of Net Portfolio
Service Budget Envelope

Last Reported Variance £M	Service Area	Revised Budget £M	Forecast Outturn £M	Variance £M
0.000	Adult and Community Learning	0.409	0.409	0.000
0.000	Civic Affairs	0.951	0.951	0.000
0.000	Corporate Budget and Resources Planning (Strategic Lead)	1.268	1.343	0.075
0.000	Corporate Planning and Strategic Direction	1.860	1.899	0.039
0.000	Emergency Planning	0.222	0.222	0.000
0.000	Housing Strategy	0.448	0.418	(0.030)
0.000	Other Services	0.842	0.732	(0.110)
0.000	Private sector housing standards and grants	0.490	0.435	(0.055)
0.000	Queensway Development	0.000	0.000	0.000
0.000	Regeneration and business growth	0.457	0.497	0.040
0.000		6.947	6.906	(0.041)
0.000	Gross Expenditure	11.497	11.456	(0.041)
0.000	Gross Income	(4.550)	(4.550)	0.000
0.000		6.947	6.906	(0.041)



There are currently a number of vacancies in the Housing team which is offsetting staffing pressures caused by the engagement of interim agency placements and additional costs in relation to the service redesign team, which has been created to improve the efficiency and productivity of services.

Although printing costs have significantly reduced in the organisation due to better use of technology there is still a management fee payable for the printing contract which is causing a pressure on the corporate budget line.

Our Southend 2050 ambition remains strong and has helped to inform and focus our immediate economic recovery plans. The original programme for 2021/22 has been reshaped as a direct response to the impact of the pandemic which is shown in the Other Services line. New opportunities have arisen as a result of additional Government funding being made available to facilitate a number of events in the town in an attempt to boost local footfall and economic growth. This external funding is being utilised to provide additional support to our 2050 programme.

Deputy Leader: Transport, Asset Management & Inward Investment

4.68%

of Total Gross Revenue
Service Budget

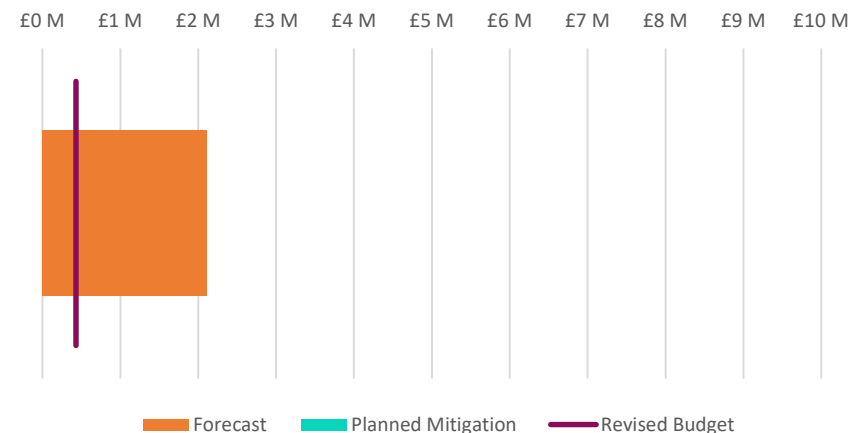
£1.7M

Forecast Adverse Variance

1.35%

Variance as % of Net Portfolio
Service Budget Envelope

Last Reported Variance £M	Service Area	Revised Budget £M	Forecast Outturn £M	Variance £M
0.000	Car parks and all car parking matters	(7.188)	(5.935)	1.253
0.000	Concessionary Fares	3.140	3.140	0.000
0.000	Engineering (Bridges and Structures)	0.051	0.051	0.000
0.000	Highways (including maintenance)	3.182	3.382	0.200
0.000	Highways and Transport	(0.363)	(0.363)	0.000
0.000	Passenger Transport / Vehicle Fleet	0.159	0.298	0.139
0.000	Property and Commercial	(0.634)	(0.569)	0.065
0.000	Street signs and all signage (Highways)	0.059	0.059	0.000
0.000	Transport (including Transport Policy and Licensing)	2.023	2.053	0.030
0.000		0.429	2.116	1.687
0.000	Gross Expenditure	15.227	15.999	0.772
0.000	Gross Income	(14.798)	(13.883)	0.915
0.000		0.429	2.116	1.687



Car parking income has continued to suffer at the beginning of the year as a result of national restrictions and the Local Authority Sales, Fees and Charges Compensation Scheme has been extended into the 1st quarter of this year to reflect that. Positively, income received in June was above historic, showing that demand to stay in Southend or visit the borough is improving. This will be continually assessed and monitored throughout the year.

One lasting impact from the pandemic is the rapid transition from cash to card or electronic payments. These methods of payment incur card processing fees and due to the high volume of car parking transactions via this method it is adding a significant extra cost to the service. Security also continues at University Square car park to ensure a safe environment for its users.

Increased costs associated with the security and cleaning in the Travel Centre are still being experienced. Street lighting columns and other street furniture are replaced when damaged and although there is an increase in insurance claims to recover monies where possible there remains a financial pressure in the service overall.

Adult Social Care & Health Integration

22.76%

of Total Gross Revenue
Service Budget

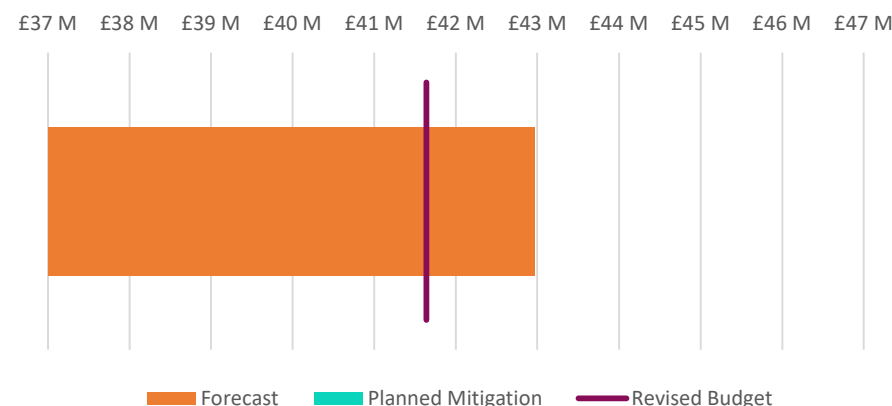
£1.3M

Forecast Adverse Variance

1.06%

Variance as % of Net Portfolio
Service Budget Envelope

Last Reported Variance £M	Service Area	Revised Budget £M	Forecast Outturn £M	Variance £M
0.000	Adult Social Care	33.462	34.013	0.551
0.000	Commissioning	5.089	5.148	0.059
0.000	Mental Health Services	3.089	3.801	0.712
0.000		41.640	42.962	1.322
0.000	Gross Expenditure	74.128	78.102	3.974
0.000	Gross Income	(32.488)	(35.140)	(2.652)
0.000		41.640	42.962	1.322



Adult Services are reporting a forecast overspend of £1.3m. The majority of this overspend is due to the delivery of statutorily required care and support to people with physical or learning disabilities aged 18-64. Work is ongoing to improve forecasting in this area for 2022/23.

The medium to longer term impact of COVID-19 on budgets and service demand remains concerning. Levels of service use amongst older people have been lower than predicted, particularly use of residential care, this has reduced the budget pressure for 2021/22. However, the needs of this group of people have not gone away and may have escalated over the period of lock down. It is likely that this will result in substantially increased demand in the future, but the timing of the change in trend is uncertain at present.

Alongside the potential for increased demand there are several national policy and funding changes that present a financial risk to the authority. National Hospital Discharge funding is scheduled to be scaled back from September. This is additional COVID-19 related central government funding to support hospital discharge. It funds costs incurred during the first 4 weeks post discharge and has enabled clients to be released from hospital earlier.

Further national guidance is anticipated soon which will allow us to factor in the financial impact on the second half of this financial year. It should be noted that whilst the levels of discharge remain as they are currently, the financial pressures on the Council may increase. New requirements to deliver Liberty Protection Safeguarding support across the Borough are also a potential pressure, as is the impact of care home closures.

Children and Learning

25.27%

of Total Gross Revenue
Service Budget

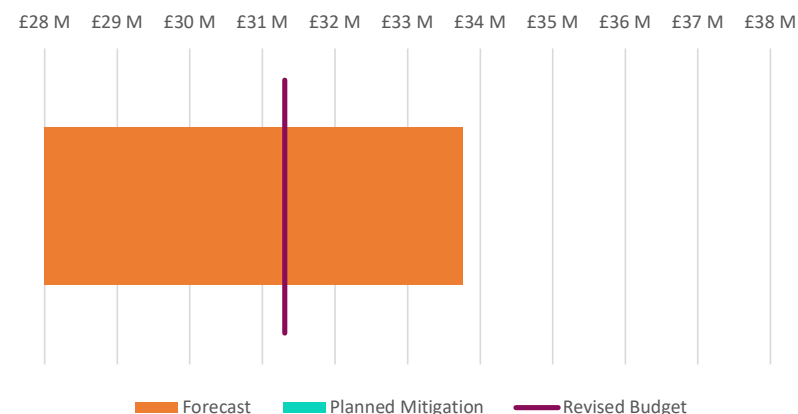
£2.5M

Forecast Adverse Variance

1.96%

Variance as % of Net Portfolio
Service Budget Envelope

Last Reported Variance £M	Service Area	Revised Budget £M	Forecast Outturn £M	Variance £M
0.000	Schools, Education and Learning	2.786	2.786	0.000
0.000	Children's Services	24.294	26.440	2.146
0.000	Special Educational Needs and Children with Disabilities	2.084	2.376	0.292
0.000	Youth Offending Service	1.460	1.510	0.050
0.000	Youth and Connexions	0.682	0.647	(0.035)
0.000		31.306	33.759	2.453
0.000	Gross Expenditure	82.282	84.713	2.431
0.000	Gross Income	(50.976)	(50.954)	0.022
0.000		31.306	33.759	2.453



As expected, Children & Learning Services remains a high spend pressure area and is currently forecasting a net overspend of circa £2.453M, excluding the one-off £2.5M put aside to support the service as part of the approved 2021/22 budget. Although still a concern in headline terms this is a positive financial improvement from both 2019/20 and 2020/21. Most of this pressure is shown on Children Services.

Looked After Children (LAC) numbers reached a peak in 2019/20, reduced through 2020/21 and are now at their lowest level for five years. There are 277 LAC as at the end of July 2021. This reduction in LAC numbers is having a positive effect on improving previous and significant spend pressures. Whilst this spend reduction is positive, reliance on LAC external care placements (the most expensive type of provision) remains high as a proportion of overall LAC placements with 91 placements as at the end of July 2021, equivalent to 33%. This is the main cause of the spend pressure within Children Services. Work continues to re-build capacity for inhouse foster care placements with the aim of reducing these costs over time and improve outcomes for children in the care system.

It is currently proving difficult to recruit permanent staff, so this forecast includes a sustained pressure on the budget due to the use of agency to cover for social work vacancies and maternity leave. The service is also anticipating additional funding pressures following requests from Government for local authorities to meet increased support for unaccompanied asylum seeker placements. Additionally, there is funding pressure on care package costs for Children with Disabilities and there are also increased costs related to COVID-19 resulting from both placement extensions and extra staffing to respond to the crisis.

The Children's service position remains subject to further volatility and spend pressure should the number of LAC increase again. The situation will continue to be closely monitored.

Communities & Housing

6.96%

of Total Gross Revenue
Service Budget

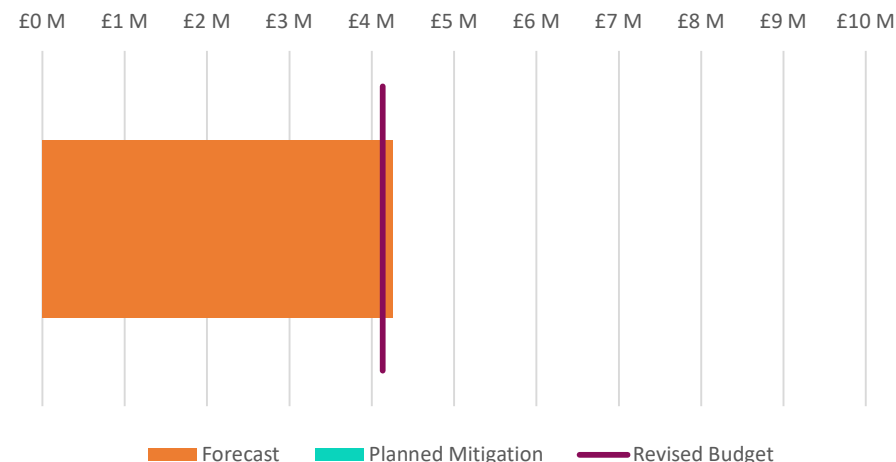
£0.1M

Forecast Adverse Variance

0.10%

Variance as % of Net Portfolio
Service Budget Envelope

Last Reported Variance £M	Service Area	Revised Budget £M	Forecast Outturn £M	Variance £M
0.000	Better Start and Early Years	0.612	0.612	0.000
0.000	Children's Centres, Nurseries, Child Care	0.893	0.893	0.000
0.000	Community Cohesion and community assets	0.016	0.016	0.000
0.000	Domestic Abuse	0.151	0.151	0.000
0.000	Homelessness	0.231	0.322	0.091
0.000	Library Services	2.547	2.585	0.038
0.000	Public Health	(0.317)	(0.317)	0.000
0.000		4.133	4.262	0.129
0.000	Gross Expenditure	22.657	22.686	0.029
0.000	Gross Income	(18.524)	(18.424)	0.100
0.000		4.133	4.262	0.129



An historic saving target relating to hostel income generation remains challenging to deliver and as a result alternative savings proposals are currently being explored. Additional one-off ICT developmet charges have been incurred to update the Housing system to reflect changes to the Housing Allocation Policy.

Income in Libraries continues to be impacted by the pandemic and the Quarter 1 loss will be subject to a compensation claim from the Government's sales, fees and charges scheme.

Corporate Services & Performance Delivery

27.37%

of Total Gross Revenue
Service Budget

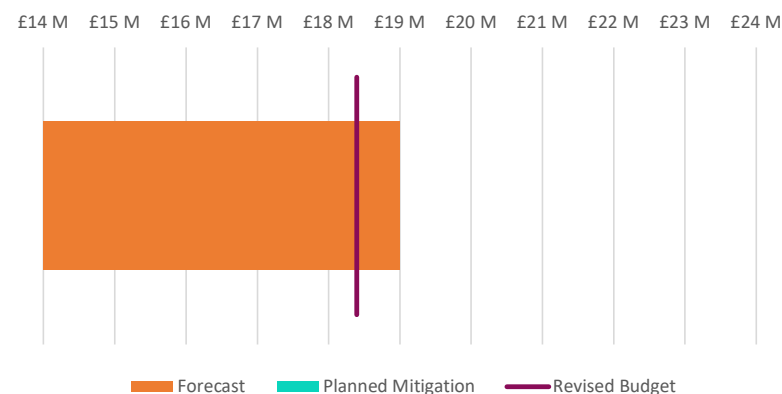
£0.6M

Forecast Adverse Variance

0.48%

Variance as % of Net Portfolio
Service Budget Envelope

Last Reported Variance £M	Service Area	Revised Budget £M	Forecast Outturn £M	Variance £M
0.000	Corporate Budget and Resource Planning (monitoring, Capital Programme Delivery)	2.129	2.149	0.020
0.000	Corporate Procurement	0.866	0.866	0.000
0.000	Council Tax and Business Rates	(0.015)	0.265	0.280
0.000	Digital and Technology	3.521	4.221	0.700
0.000	Elections and Electoral Registration	0.401	0.461	0.060
0.000	Financial Services (including Insurance etc.)	0.396	0.391	(0.005)
0.000	Housing Benefit	1.764	1.598	(0.166)
0.000	Human Resources	1.936	1.966	0.030
0.000	Internal Audit	0.753	0.453	(0.300)
0.000	Learning and Workforce Development	1.084	1.054	(0.030)
0.000	Legal Services, Land Charges & Democratic Services	1.804	1.774	(0.030)
0.000	Performance Delivery	3.755	3.801	0.046
0.000		18.394	18.999	0.605
0.000	Gross Expenditure	89.125	88.364	(0.761)
0.000	Gross Income	(70.731)	(69.365)	1.366
0.000		18.394	18.999	0.605



Planned budget proposals in relation to Council Tax and Business Rates income should increase the net level of debt collectable by reviewing all discounts and exemptions. This 'extra' income will be reported in the summary table under the "Funding" section. Whilst e-billing is unavailable printing costs continue to be a pressure to this budget line, together with card processing fees as the transition to payments on the website increase. There are a number of vacancies within the Council Tax and Housing Benefit teams that are putting pressure on the teams but also providing some compensating savings.

As is being seen across a number of other teams, schools are reducing their use of SBC support services as they work across Academy trust portfolios. This is impacting the amount of income generated by ICT. As a result of further scoping works across the ICT estate, the savings delivery programme for 2021/22 has been delayed. These combined factors have created a significant pressure for 2021/22. Positively the planned laptop replacement programme is now almost completed which will result in extra income generated from the sale of older machines.

There continues to be a significant number of vacancies within the Internal Audit function and to a lesser degree in other areas. It is still anticipated that the audit programme will be delivered this year, with the assistance of addition of some temporary resource / external support.

Environment, Culture, Tourism & Planning

3.56%

of Total Gross Revenue
Service Budget

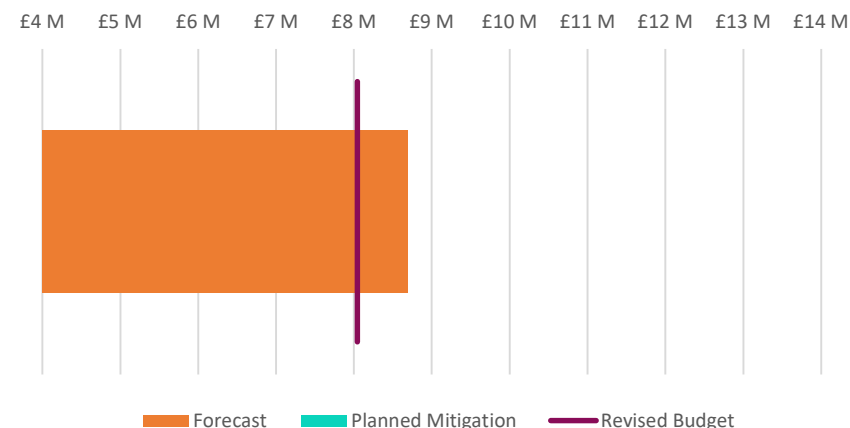
£0.7M

Forecast Adverse Variance

0.52%

Variance as % of Net Portfolio
Service Budget Envelope

Last Reported Variance £M	Service Area	Revised Budget £M	Forecast Outturn £M	Variance £M
0.000	All matters relating to trees, plants, grass verges and other flora	0.556	0.556	0.000
0.000	Building Control (planning)	(0.017)	(0.017)	0.000
0.000	Climate Change, Renewable energy and Energy Saving	0.086	0.122	0.036
0.000	Grounds Maintenance	3.463	3.487	0.024
0.000	Museums and Galleries	1.241	1.266	0.025
0.000	Parks and Open Spaces	1.044	1.044	0.000
0.000	Planning Policy and Planning Control	1.115	1.179	0.064
0.000	Sea and Foreshore Defences	0.401	0.601	0.200
0.000	Southend Theatres	0.027	0.027	0.000
0.000	Sport Development	(0.122)	0.186	0.308
0.000	Tourism	0.249	0.249	0.000
0.000		8.043	8.700	0.657
0.000	Gross Expenditure	11.584	11.884	0.300
0.000	Gross Income	(3.541)	(3.184)	0.357
0.000		8.043	8.700	0.657



Coastal damage from storms has resulted in additional maintenance requirements along our shoreline. Increased inspections are also identifying defects more promptly. External support continues to be required to support the Sustainable Drainage Systems (SuDS) elements of planning applications and to provide geotechnical expertise as required.

Interim staff are currently in place to support both the Planning and Climate change services, one to support the significant planning schemes underway (Better Queensway, Fossetts Farm), and the other to support the variety of externally funded projects the Council is currently engaged in.

In order to support the leisure provision recovery in the Borough the management fee payable from the operator has been waived for 2021/22.

Public Protection

5.88%

of Total Gross Revenue
Service Budget

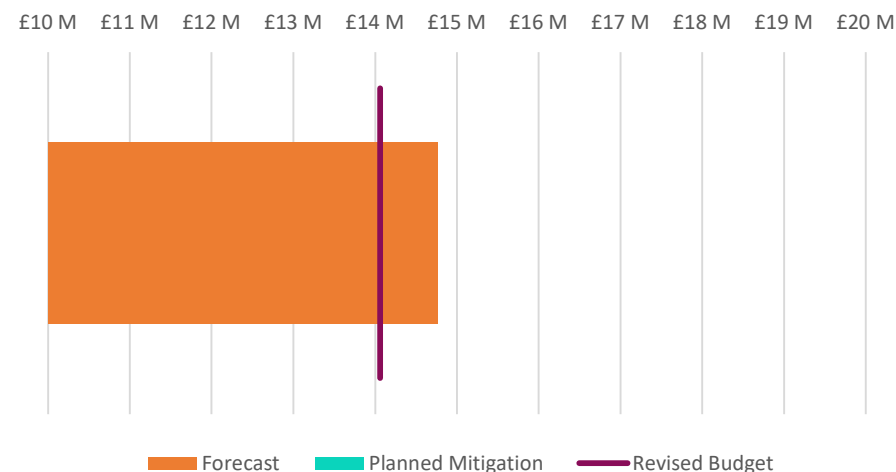
£0.71M

Forecast Adverse Variance

0.57%

Variance as % of Net Portfolio
Service Budget Envelope

Last Reported Variance £M	Service Area	Revised Budget £M	Forecast Outturn £M	Variance £M
0.000	Community Safety	0.795	0.783	(0.012)
0.000	Regulatory services	1.178	1.227	0.049
0.000	Pier and Foreshore	0.431	0.510	0.079
0.000	Cemeteries, Crematoria and Bereavement Services	(1.669)	(1.648)	0.021
0.000	Cleansing of highways and public realm	1.670	1.643	(0.027)
0.000	Waste collection, disposal, management, recycling & sanitation	10.646	11.258	0.612
0.000	Public Toilets and alleyways	0.510	0.510	0.000
0.000	Town Centre Management	0.127	0.129	0.002
0.000	Registration Services	(0.118)	(0.118)	0.000
0.000	Closed Circuit Television	0.491	0.476	(0.015)
0.000		14.061	14.770	0.709
0.000	Gross Expenditure	19.162	19.761	0.599
0.000	Gross Income	(5.101)	(4.991)	0.110
0.000		14.061	14.770	0.709



Whilst many people continue to work from home, and could do so for the foreseeable future, there has been a significant increase in the volume of household waste which is being collected and disposed of. As a waste disposal authority, the financial consequences of this significant increase in tonnage is borne by the Council.

Income received on the pier and foreshore in Quarter 1 has been impacted by pandemic restrictions, although the extension of the sales, fees and charges compensation scheme up to the end of June 2021 will assist in recovering some of this loss.

Housing Revenue Account

(£0.5M)

Forecast Favourable Variance

-1.8%

Variance as % of Gross Operating Expenditure

Last Reported Variance £M	Service Area	Revised Budget £M	Forecast Outturn £M	Variance £M
0.000	Gross Expenditure	25.040	25.040	0.000
0.000	Gross Income	(29.102)	(29.552)	(0.450)
0.000	NET OPERATING EXPENDITURE	(4.062)	(4.512)	(0.450)
0.000	Revenue Contribution to Capital	8.334	8.334	0.000
0.000	Contribution to / (from) Earmarked Reserves	(4.272)	(3.822)	0.450
0.000	TOTAL	0.000	0.000	0.000

HRA Reserves 2020/21	Opening Balance	Forecast Movement	Closing Balance
Capital Investment Reserve	27.1	(3.9)	23.2
Major Repairs Reserve	6.9	0.0	6.9
Repairs Contract Pension Reserve	0.6	0.1	0.7
HRA Reserve	3.5	0.0	3.5
HRA Reserves Total	38.2	(3.8)	34.3

The forecast for the Housing Revenue Account (HRA) as at the end of July 2021 indicates that it will have a net surplus of (£450,000) in 2021/22, a positive variance of around (-1.8%) of gross operating expenditure.

This position is due to increased levels of rental income received as a result of a lower level of voids within the housing stock. This demonstrates good housing management practice. As the planned affordable homes acquisitions programme progresses into Quarter 2 there is also an anticipated increase in the numbers of units within the housing stock that will further increase the HRA's rental income streams in the future.

It is currently anticipated that any surplus will be transferred to the HRA Capital Investment Reserve at the year-end for future planned investment into improving the housing stock.

This page is intentionally left blank

Budget Monitoring & Reporting 2021/22

Period 4 – July 2021 Capital Investment Programme Performance



Capital Investment Programme Performance Report

1. Overall Budget Performance by Investment Area

The revised Capital budget for the 2021/22 financial year which includes all changes agreed at June 2021 cabinet is as follows:

Schemes	Revised Budget 2021/22 £'000
Total Schemes Delivered by General Fund	67,693
Total Schemes Delivered by Housing Revenue Account	10,867
Total Schemes Delivered by Subsidiary Companies and Joint Ventures	16,122

Actual capital spend as at 31st July 2021 is £16.871 million representing approximately 18% of the revised budget. This is shown in section 4. (Outstanding creditors totalling £0.624 million 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 type of investment area on the following pages.

Total Schemes Delivered by General Fund

Investment Area	Revised Budget 2021/22 £'000	Outturn to 31 st July 2021 £'000	Current Variance to 31 st July 2021 £'000	Expected outturn 2021/22 £'000	Latest Expected Variance to Revised Budget 2021/22 £'000	Amended Budget 2022/23 to 2025/26 £'000
General Fund Housing	709	118	(591)	709	-	5,404
Social Care	6,487	1,479	(5,008)	6,487	-	203
Schools	3,231	324	(2,907)	3,231	-	1,462
Enterprise & Regeneration	8,326	1,620	(6,706)	8,773	447	10,150
Southend Pier	5,835	831	(5,004)	5,835	-	10,000
Culture & Tourism	1,634	237	(1,397)	1,634	-	-
Community Safety	3,427	25	(3,402)	3,427	-	-
Highways & Infrastructure	29,385	4,521	(24,864)	24,440	(4,945)	22,853
Works to Property	3,029	510	(2,519)	2,791	(238)	10,919
Energy Saving	433	40	(393)	433	-	1,706
ICT	4,741	2,182	(2,559)	4,741	-	1,726
S106/S38/CIL	456	22	(434)	546	90	236
Total	67,693	11,909	(55,784)	63,047	(4,646)	64,659

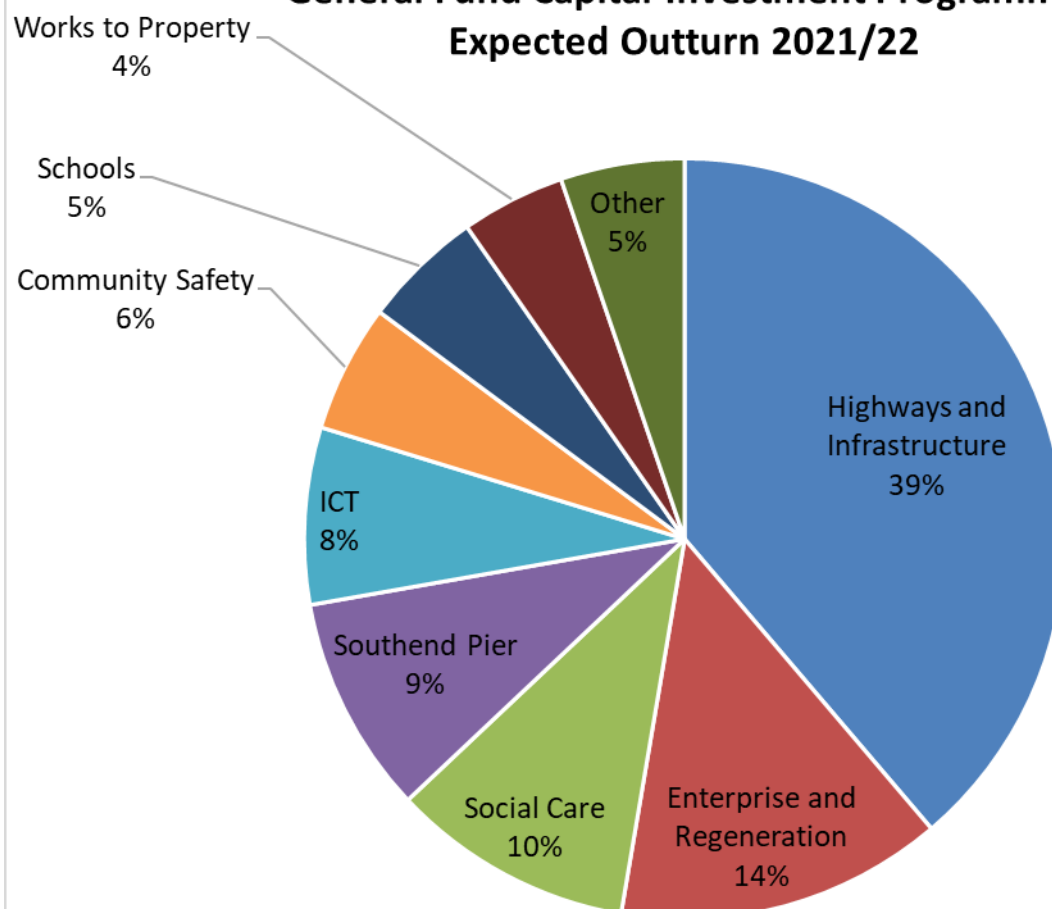
Total Schemes Delivered by Housing Revenue Account

Investment Area	Revised Budget 2021/22 £'000	Outturn to 31st July 2021 £'000	Current Variance to 31st July 2021 £'000	Expected outturn 2021/22 £'000	Latest Expected Variance to Revised Budget 2021/22 £'000	Amended Budget 2022/23 to 2025/26 £'000
Council Housing New Build Programme	2,925	24	(2,901)	2,925	-	10,772
Council Housing Acquisitions Programme	7,227	2,812	(4,415)	7,227	-	5,506
Council Housing Refurbishment – Disabled Adaptations	715	201	(514)	715	-	2,316
Total	10,867	3,037	(7,830)	10,867	0	18,594

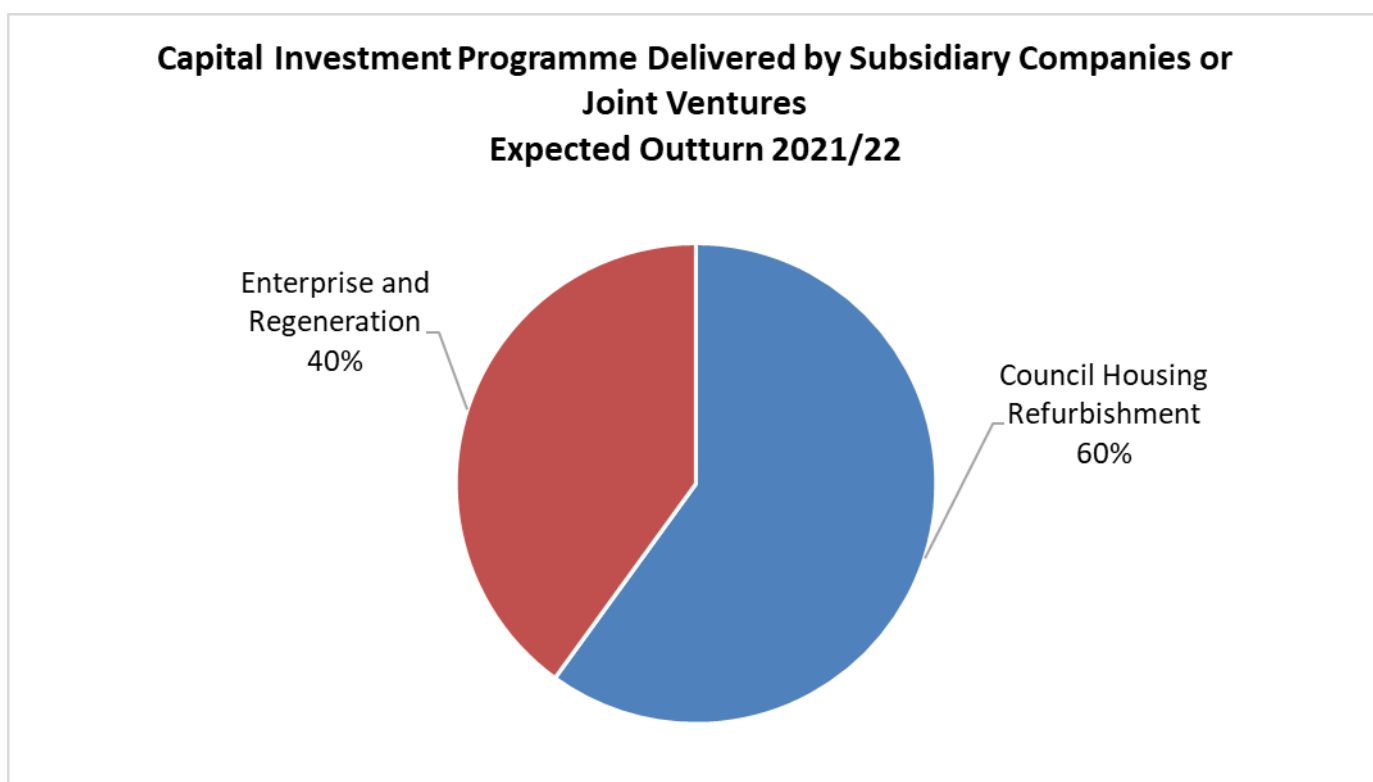
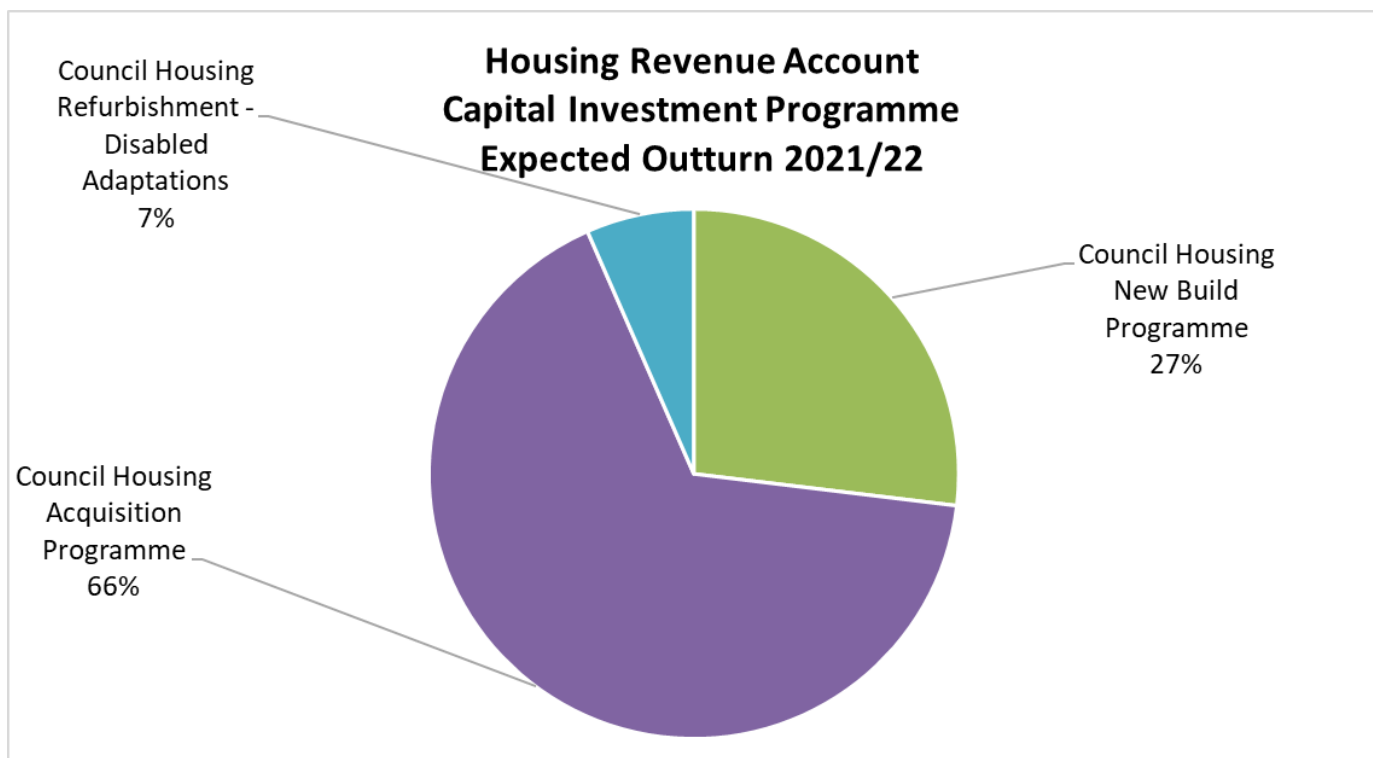
Total Schemes Delivered by Subsidiary Companies and Joint Ventures

Investment Area	Revised Budget 2021/22 £'000	Outturn to 31st July 2021 £'000	Current Variance to 31st July 2021 £'000	Expected outturn 2021/22 £'000	Latest Expected Variance to Revised Budget 2021/22 £'000	Amended Budget 2022/23 to 2025/26 £'000
Council Housing Refurbishment	9,672	1,250	(8,422)	9,672	-	20,356
Enterprise and Regeneration	6,450	675	(5,775)	6,450	-	25,500
Total	16,122	1,925	(14,197)	16,122	0	45,856

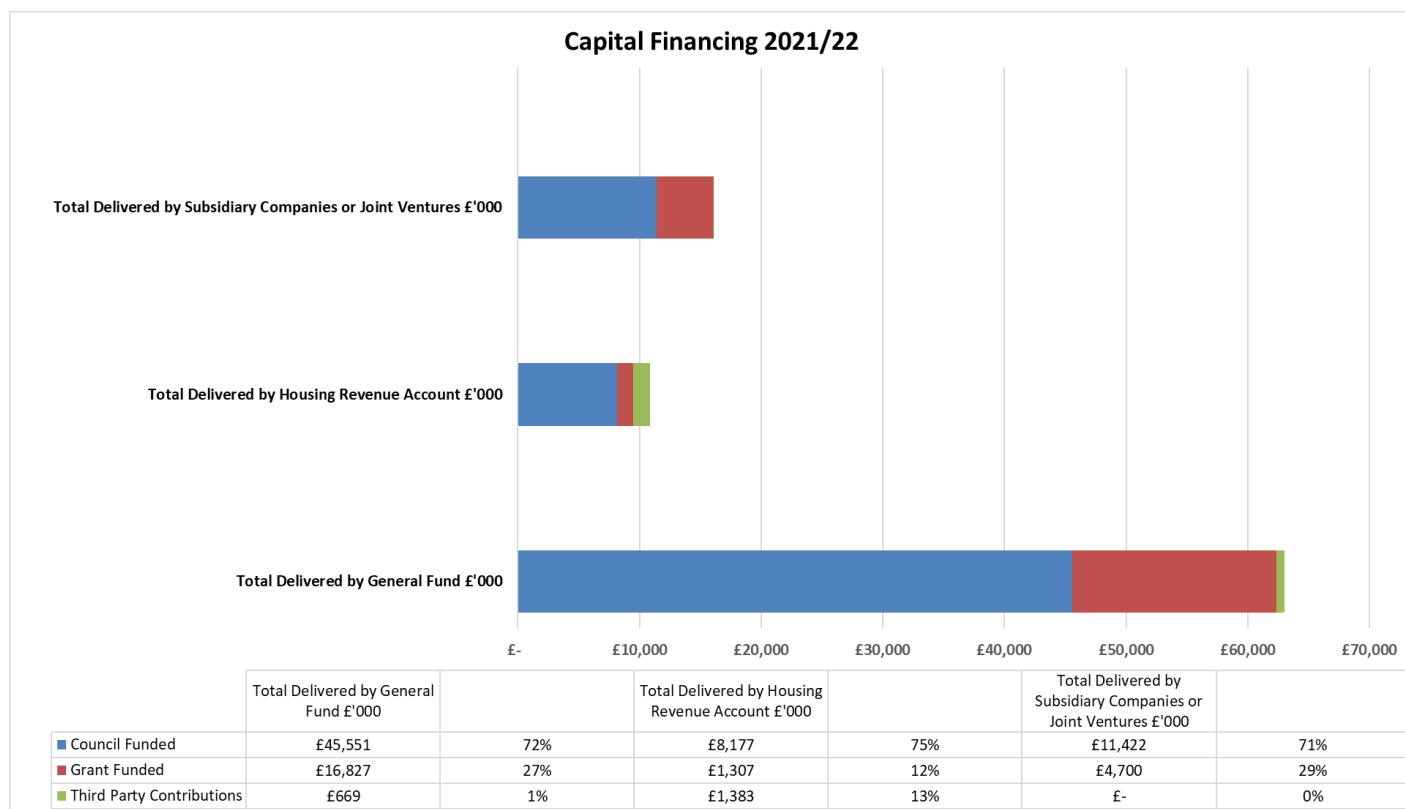
General Fund Capital Investment Programme Expected Outturn 2021/22



Other	Expected Outturn 2021/22	
Culture and Tourism	£	1,634
General Fund Housing	£	709
S106/S38/CIL	£	546
Energy Saving	£	433
	£	3,322



The capital investment for 2021/22 is proposed to be funded as follows:



Third party contributions are non-grant funding from external sources such as S106 contributions.

Of the £24.886 million of external funding expected, £15.627 million had been received by 31st July. The outstanding amounts mainly relate to Local Growth Fund schemes.

Strategic Schemes

Successful and timely delivery of the capital investment programme is a key part of achieving the Southend 2050 ambition and delivering its outcomes.

£73.894 million of this relates to strategic schemes and approximately 20% spend has been achieved to date for these strategic schemes.

Investment Area	Scheme	Revised Budget 2021/22 £000	Outturn to 31st July 2021 £000	Expected outturn 2021/22 £000	Latest Expected Variance to Revised Budget 2021/22 £000	Budget 2022/23 to 2025/26 £000
Strategic Schemes						
Enterprise and Regeneration	Airport Business Park (including Local Growth Fund)	5,647	1,260	5,647	-	7,800
Enterprise and Regeneration	Airport Business Park - Acquisition	1,036	207	1,036	-	-
Enterprise and Regeneration	Better Queensway - Programme Management	611	152	1,058	447	990
Enterprise and Regeneration	Victoria Centre	762	-	762	-	500
Social Care	Delaware and Priory New Build	6,250	1,419	6,250	-	-
Schools	School Improvement and Provision of School Places	560	1	560	-	-
Southend Pier	Southend Pier schemes	5,835	831	5,835	-	10,000
ICT	ICT schemes	4,741	2,182	4,741	-	1,726
Highways and Infrastructure	Footways and Carriageways Schemes	11,331	2,023	11,469	138	16,650
Highways and Infrastructure	Parking Schemes	915	233	805	(110)	410
Highways and Infrastructure	Highways and Infrastructure - Local Growth Fund and Local Transport Plan Schemes	10,227	1,805	9,253	(974)	974
Total General Fund Strategic Schemes		47,915	10,113	47,416	(499)	39,050
Council Housing New Build Programme	Construction of New Housing on HRA Land	2,925	24	2,925	-	10,772
Council Housing Acquisitions	HRA Affordable Housing Acquisitions Programme	3,000	275	3,000	-	3,706
Council Housing Acquisitions	Next Steps Accommodation Programme	3,123	2,428	3,123	-	-
Council Housing Acquisitions	Acquisition of Tower Block Leaseholds - Queensway	809	94	809	-	1,800
Total HRA Strategic Schemes		9,857	2,821	9,857	-	16,278
Council Housing Refurbishment	HRA Decent Homes Programme	9,672	1,250	9,672	-	20,356
Enterprise and Regeneration	Better Queensway - Loan to Joint Venture	1,750	175	1,750	-	11,000
Enterprise and Regeneration	Housing Infrastructure Funding	500	500	500	-	14,500
Enterprise and Regeneration	Better Queensway Energy Centre	4,200	-	4,200	-	-
Total Delivered by Subsidiary Companies and Joint Ventures Strategic Schemes		16,122	1,925	16,122	-	45,856
Total Strategic Schemes		73,894	14,859	73,395	(499)	101,184
Other Schemes						
Other General Fund Capital Investment Schemes		19,778	1,796	15,631	(4,147)	25,609
Other HRA Capital Investment Schemes		1,010	216	1,010	-	2,316
Other Delivered by Subsidiary Companies and Joint Ventures Capital Investment Schemes		-	-	-	-	-
Total Schemes						
TOTAL GENERAL FUND SCHEMES		67,693	11,909	63,047	(4,646)	64,659
TOTAL HRA SCHEMES		10,867	3,037	10,867	-	18,594
TOTAL DELIVERED BY SUBSIDIARY COMPANIES AND JOINT VENTURES SCHEMES		16,122	1,925	16,122	-	45,856
		94,682	16,871	90,036	(4,646)	129,109

2. Progress of schemes for 2021/22

Total Schemes Delivered by General Fund

Enterprise & Regeneration

Progress of the Airport Business Park continues at a good pace and the Costa Coffee building construction reached project completion at the end of July 2021 and has now been handed over to Costa for internal fit out. It is expected that the Costa Coffee building will open this financial year. The launchpad construction still progressing on time and to budget.

The Better Queensway Programme Management team presented a business case to July Investment Board following a review of the project and an updated financial position. £1,437k is included within this report (£447k in 2021/22 and £990k in 2022/23) as a request for additional budget.

Social Care

The Delaware and Priory New Build works are progressing on site and the new contract administrator has established clear communication routes with regular on site design team meetings.

The handover of the new building is expected to occur early Autumn and will be followed by a three-month commissioning period.

Schools

Projects within the School Improvement and Provision of School Places scheme are now complete with just final retention payments remaining. The scheme has achieved expansions across 6 secondary schools, meeting statutory duties to ensure sufficiency.

The council has received £1.1m in 2021/22 for High Needs Provision. This is the first year that the funding has been made available to local authorities and is to support the provision of new places for children with special educational needs and disabilities or requiring alternative provision. Options are being considered to use the funding to establish a further primary and a further secondary Autism resource base.

Southend Pier

The current phase of the Pier and Anchor Bay works is nearing completion and expected to complete by the end of the summer. Future phases of these works will be subject to future capital bids.

Options are currently being developed by the appointed structural engineers for the Prince George Extension and the Timber Outer Pier Head schemes.

Planning has been granted for the new pavilion buildings and tender documents are currently being prepared.

The delivery of the new pier trains has been delayed due to a paint defect identified during factory acceptance testing and a new delivery date of September 2021 has been confirmed.

Highways & Infrastructure

Following a comprehensive review of the Highways and infrastructure capital programme carry forwards of £4.933m have been identified and requested within this report to be carried forward into financial year 2022/23. The capital programme now reflects the plan of works.

£2.950m relates to the Belton Highways Protection works which due to ongoing investigative work will now not complete until 2022/23.

We have received confirmation from the Department for Transport that Local Transport Programme (LTP) funding may be carried forward into future financial years. £1.474m in relation to these programmes is requested to be carried forward to 2022/23 to reflect this.

Planning permission and network rail permissions are being sought in order to carry out Bridge Strengthening works throughout the borough. Due to the time taken to receive these permissions it is requested within this report to carry forward £749k to 2022/23 when it is expected works will commence.

£110k carry forward is requested within this report in relation to Car Park Infrastructure Improvements due to rescheduling of the maintenance programme the works will now be completed in 2022/23.

Works in relation to the Zebra Crossing Surfacing Replacement scheme are progressing quicker than expected and therefore an accelerated delivery of £200k is requested within this report (£138k into 2021/22 and £62k into 2022/23).

A business case was presented to July Investment Board regarding budget for a refurbishment programme of the boroughs Groyne Field. Groynes play an important role in maintaining beach profiles which benefits the amenity use for both residents and visitors as well as assisting in reducing maintenance costs of coastal defences. £200k is included within this report as a request for additional budget.

Works to Property

Following a review of the council's work programme all projects have been reviewed and as a result a carry forward requests totalling £238k are included within this report so that funding reflects the resourced work programme.

A programme of works has been established and is under way for both the Fire Improvement Works and the councils Property Refurbishment Programme.

ICT

Projects are well underway and expected to be delivered in this financial year with a number of phases of projects already delivered.

S106/S38/CIL

S38 and CIL funding have been received and these monies are expected to be spent by the end of 2021/22 therefore a request has been included in this report for budget of £90k to be added to the capital investment programme.

Total Schemes Delivered by Housing Revenue Account

Council Housing New Build Programme

The Housing Construction Schemes are progressing well and at pace. Planning has been applied for and granted for Phase 3, Eagle Way. Contract amendments are now finalised and we are currently awaiting contract signatures for the Housing Construction Scheme - Modern Methods of Construction, Archer Avenue. Discussions are also ongoing with the highways department regarding site access to assist with the pre-application and planning process of this phase.

Council Housing Acquisitions Programme

The Next Steps Accommodation Programme is now near completion. In total 18 properties have been purchased and there is one further property with solicitors to progress the purchase. Of the 19 properties, 16 have now been handed over to lettings, one property is currently having void works carried out and 9 properties are now tenanted.

We have received confirmation that grant funding for these properties has been extended until the 30th August 2021 and all properties are on target to be completed by then.

The Affordable Housing Acquisitions Programme continues and is well positioned to successfully deliver the Acquisitions Programme for 2021/22.

As at the end of July there were 5 completions totalling £907k and there are 7 further properties with solicitors (after aborting the purchase of one property), totalling £1.650m. The combined total therefore is 12 properties and £2.557m committed spend.

Total Schemes Delivered by Subsidiary Companies and Joint Ventures

Council Housing Refurbishment

The Decent Homes Programme is well underway for 2021/22.

£500k is included within this report as a request for additional budget for the Balmoral Estate Improvement and Structural Works as the financial requirement is higher than previously expected following the tender process.

Enterprise and Regeneration

Grant funding in relation to the Housing Infrastructure Funding and the Better Queensway Energy Centre will be passported to Porters Place Southend-on-Sea LLP as the finding is received from Homes England.

As at the end of July 2021 £500k of grant funding has been received in relation to the Housing Infrastructure Funding and has been passported to the LLP.

3. Requested Changes to the Capital Investment Programme

Carry Forwards to Future Years – programme to be delivered by the Council

Scheme	2021/22 Budget £000	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 and future years Budget £000	Total Budget (all years) £000
62 Avenue Road - demolition	(39)	39				0
Clearance and Fencing - Land off Sutton Road	(2)	2				0
Seaways - HCA Condition Funding	(170)	170				0
SMAC Eastern Esplanade Slipway	(27)	27				0
Belton Way Highways Protection	(2,950)	2,950				0
Car Park Improvements	(110)	110				0
Emergency Active Travel Fund Tranche 2	(500)	500				0
Challenge Fund - Bridge Strengthening	(749)	749				0
LTP Better Networks & Traffic Management Schemes	(424)	424				0
LTP Better Sustainable Transport	(200)	200				0
LTP (Integrated Transport block) - Traffic Control Systems	(50)	50				0
LTP (Integrated Transport block) - Bridge Strengthening	(150)	150				0
LTP (Integrated Transport block) - Better Sustainable Transport	(150)	150				0
Total Carry Forwards - programme to be delivered by the Council	(5,521)	5,521	0	0	0	0

Accelerated Deliveries - programme to be delivered by the Council

Scheme	2021/22 Budget £000	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 and future years Budget £000	Total Budget (all years) £000
Zebra Crossing Surfacing Replacement	138	62	(200)			0
Total Accelerated Deliveries - programme to be delivered by the Council	138	62	(200)	0	0	0

Additions to the Programme - programme to be delivered by the Council

Scheme	2021/22 Budget £000	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 and future years Budget £000	Total Budget (all years) £000
Better Queensway - Programme Management	447	990				1,437
Groyne Field Repair Programme	200					200
Total Additions to the Programme - programme to be delivered by the Council	647	990	0	0	0	1,637

Additions to the Programme – programme to be delivered by subsidiary companies and joint ventures

Scheme	2021/22 Budget £000	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 and future years Budget £000	Total Budget (all years) £000
Balmoral Estate Improvement and Structural Works		500				500

Total Additions to the Programme - programme to be delivered by subsidiary companies and joint ventures

0	500	0	0	0	500
----------	------------	----------	----------	----------	------------

Virements between schemes - programme to be delivered by the Council

Scheme	2021/22 Budget £000	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 and future years Budget £000	Total Budget (all years) £000
<u>Virements already actioned</u>						
Priority Works	(54)					(54)
Pier Royal Pavillion - unforeseen works	45					45
Sea Wall - Remedial Repairs	1					1
Shoebury Garrison - Lockable Gate	1					1
8 Smallholdings boiler replacement	(3)					(3)
Kursaal surveys (LUF)	10					10

Total Virements between schemes - programme to be delivered by the Council

0	0	0	0	0	0	0
----------	----------	----------	----------	----------	----------	----------

New External Funding - programme to be delivered by the Council

Scheme	2021/22 Budget £000	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 and future years Budget £000	Total Budget (all years) £000
CIL Ward NA – Blenheim Park – Blenheim Park 'Makeover'	5					5
S38 Lidl Highway – Bond	15					15
S278 Star Lane - Great Wakering	70					70

Total New External Funding - programme to be delivered by the Council

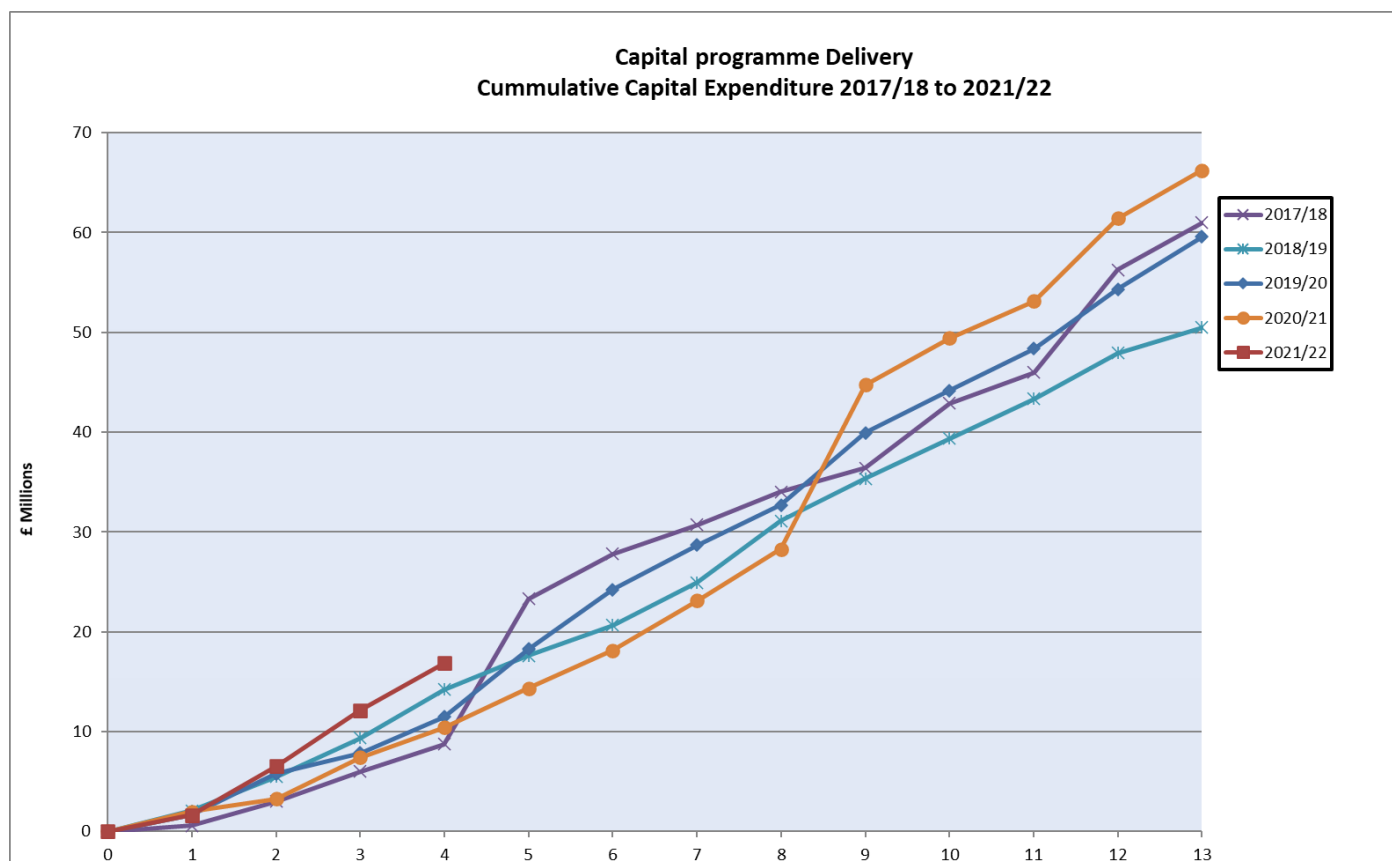
90	0	0	0	0	90
-----------	----------	----------	----------	----------	-----------

4. Summary of Capital Expenditure at 31st July

	Original Budget 2021/22 £000	Revisions £000	Revised Budget 2021/22 £000	Actual 2021/22 £000	Forecast outturn 2021/22 £000	Forecast Variance to Year End 2021/22 £000	% Variance £000
General Fund Housing	827	(118)	709	118	709	-	17%
Social Care	6,735	(248)	6,487	1,479	6,487	-	23%
Schools	1,953	1,278	3,231	324	3,231	-	10%
Enterprise and Regeneration	7,681	645	8,326	1,620	8,773	447	19%
Southend Pier	6,748	(913)	5,835	831	5,835	-	14%
Culture and Tourism	940	694	1,634	237	1,634	-	14%
Community Safety	2,199	1,228	3,427	25	3,427	-	1%
Highways and Infrastructure	25,398	3,987	29,385	4,521	24,440	(4,945)	15%
Works to Property	3,114	(85)	3,029	510	2,791	(238)	17%
Energy Saving	713	(280)	433	40	433	-	9%
ICT	3,012	1,729	4,741	2,182	4,741	-	46%
S106/S38/CIL	372	84	456	22	546	90	5%
TOTAL PROGRAMME TO BE DELIVERED BY THE GENERAL FUND	59,692	8,001	67,693	11,909	63,047	(4,646)	18%
Council Housing New Build Programme	5,679	(2,754)	2,925	24	2,925	-	1%
Council Housing Acquisitions Programme	3,173	4,054	7,227	2,812	7,227	-	39%
Council Housing Refurbishment - Disabled Adaptations	770	(55)	715	201	715	-	28%
TOTAL PROGRAMME TO BE DELIVERED BY THE HOUSING REVENUE ACCOUNT	9,622	1,245	10,867	3,037	10,867	-	28%
Council Housing Refurbishment	9,318	354	9,672	1,250	9,672	-	13%
Enterprise and Regeneration	1,250	5,200	6,450	675	6,450	-	10%
TOTAL PROGRAMME TO BE DELIVERED BY SUBSIDIARY COMPANIES OR JOINT VENTURES	10,568	5,554	16,122	1,925	16,122	-	12%
Council Approved Original Budget - February 2021	79,882						
Programme to be delivered by the Council							
General Fund Housing	(118)						
Social Care	(248)						
Schools	1,278						
Enterprise and Regeneration	645						
Southend Pier	(913)						
Culture and Tourism	694						
Community Safety	1,228						
Highways and Infrastructure	3,987						
Works to Property	(85)						
Energy Saving	(280)						
ICT	1,729						
S106/S38/CIL	84						
Council Housing New Build Programme	(2,754)						
Council Housing Acquisitions Programme	4,054						
Council Housing Refurbishment - Disabled Adaptations	(55)						
Programme to be delivered by Subsidiary companies or Joint Ventures							
Council Housing Refurbishment	354						
Enterprise and Regeneration	5,200						
Council Approved Revised Budget - June 2021	94,682						

**Actual compared to Revised Budget spent is
£16.871M or 18%**

5. Capital Programme Delivery



Year	Outturn £m	Outturn Against Budget %
2016/17	48.8	89.0
2017/18	61.0	95.0
2018/19	50.9	96.7
2019/20	59.5	83.8
2020/21	66.1	81.0

Southend-on-Sea Borough Council

Agenda
Item No.

Report of Chief Executive

To

Cabinet

on

14 September 2021

Report prepared by:

Nicola Spencer, Data & Insight Analyst &
Suzanne Newman, Insights Manager

Southend 2050 Refresh & Outcomes Success Measures Report Period 1, 2021/22

Cabinet Member: Councillor Gilbert

All Scrutiny Committees

A Part 1 Public Agenda Item

1. Purpose of Report

- 1.1. To report on the first period of the Southend 2050 Outcome Success Measures for 2021/22, covering 1 April – 30 June 2021.

2. Recommendations

- 2.1. To note the Period 1 performance.

3. Background

- 3.1. In 2019 Cabinet agreed a new performance management framework to provide robust and transparent performance management to drive the delivery of the Southend 2050 outcomes. The performance management framework consists of three different functions, to enable the council to robustly monitor and measure the progression of the desired outcomes against the five themes, which are outlined in the 2050 Road Map. The three functions are:
- A monthly Corporate Performance Dashboard (Corporate Management Team and all Members)
 - Southend 2050 periodic Outcomes Success Measures report
 - an Annual Report.
- 3.2. The Southend 2050 Outcome Success Measures report is a high-level summary of the council's corporate performance and progression over the subsequent period on the high-level strategic priorities. Outcome Delivery Teams provide a strategic narrative bi-monthly on the progress made on delivery of the Southend 2050 outcomes and activity on the Roadmap. The report also contains a snapshot of key place data which will be updated as available throughout the year.
- 3.3. Cabinet received an update in July 2021 which presented progress to date on the review and refresh of the Southend 2050 outcomes and associated roadmap milestones. This included that four of the existing 26 outcomes stay the same and the remaining outcomes be reworded to give a greater focus on delivery:
- refining the total number of outcomes to 21 (not including the nine Future Ways of Working workstreams);
 - prioritising the outcomes within each theme (denoted with bold text);
 - repositioning the Green City outcome within Pride & Joy; and
 - formalising Future Ways of Working as the sixth Southend 2050 theme.
- 3.4. Within the 2050 framework, the outcomes have an associated roadmap with milestones highlighting key activity being undertaken to deliver and achieve the

outcomes on the journey to 2050. The roadmap milestones have been through the same review and refresh process to focus on the move to delivery.

- 3.5. It is also important to recognise that there are still ongoing new details concerning Covid-19 and its impact that affect Government decisions and policy makers. Therefore, it is essential that the Recovery plans in Southend are fluid enough to respond to changes and this will mean the 2050 outcomes and delivery roadmap will be closely monitored and updated to ensure the very best for the borough. It is recommended that Cabinet receive reports as appropriate which will present recommended changes as they arise in the future in order to remain responsive.

4. Southend 2050 Outcome Success Measures Report

- 4.1. The Southend 2050 Outcome Success Measures Report is a high-level summary of the Council's corporate performance and progression over a quarter against the 21 Southend 2050 Outcomes and nine Future Ways of Working workstreams. Outcome Delivery Teams provide a strategic narrative on the progress made against the delivery of the Southend 2050 outcomes and associated Roadmap Milestones.
- 4.2. The format of the report has been further developed as part of the review and refresh of Southend 2050. The report is now structured by theme, firstly containing a summary page, followed by the roadmap milestones associated to that theme, and then the outcome success measures and roadmap milestones. The Outcome Success Measures Report for period 1 can be found at **Appendix 2**.
- 4.3. Southend Pier saw its second highest June admission figures in June 2021 – 38,565 visitors – a noteworthy figure considering the current pandemic-related restrictions. For context, the highest June admissions figure was in 2018 with 40,073 visitors and the third in 2019 with 38,370 visitors.
- 4.4. There was a decrease of 34% in the number of visits to the Visit Southend website with 24,810 for Q1 2021/22 compared to 37,542 for Q1 2020/21, aligned with the overall decrease in website traffic seen since 2019. However, reach and engagement on social media has increased since 2019.
- 4.5. In the first quarter of 2021/22 the Homeless Prevention Duty was ended to 91 households. Of these, 42 ended with an offer of alternative, settled housing, and six were supported to remain in their existing accommodation for at least six months. This means that over half of prevention approaches this quarter ended with the applicant being housed in settled accommodation.
- 4.6. In addition, the Homeless Relief Duty was ended to 122 households. Of these, 44 (just over a third) ended with being housed into settled accommodation that will be available for six months.
- 4.7. And at the end of Q1, 196 homeless households, including 233 children (16% less than the same period last year), were residing in temporary accommodation provided by the council. This includes three rough sleepers accommodated under a voluntary power where no duty to provide interim housing is owed. The 'Everybody In' programme is no longer being funded and therefore the council is no longer offering temporary bed and breakfast accommodation to all rough sleepers; however, a personalised plan is developed for all rough sleepers and commissioned and non-commissioned resources are made available wherever possible.
- 4.8. Nine of the 17 properties purchased to date from the Next Steps Accommodation Fund are now tenanted.
- 4.9. Q1 saw an increase of 3.9% in domestic abuse incidents and violence against the person offences on the same period last year. These increases are undoubtedly a result of changing pandemic restrictions, and the increase in hate crime reporting can demonstrate confidence in reporting and increase in general awareness, which in turn improves the likelihood of successful police action, victim support and reduction in re-offending. The Community Safety Partnership advises that changes in the data should always be considered within the context of data anomalies caused by the pandemic.

- 4.10. The Community Safety Partnership has adopted hate crime as a priority for 2021/22 financial year, with work being undertaken to identify potential outcomes and KPI's.
- 4.11. For June Southend's combined NEET and Not Known figure was still 2.9% which is sustained from May 2021. This sees Southend sustain the 1st Quintile once again for this measure. This month's figure is below the national average of 4.9% and below the statistical neighbour average of 5.7%. This sustained figure reflects continued good work from Connexions in this fluctuating global pandemic.
- 4.12. The installation of a further publicly available electric vehicle charging point in the borough led to an increase this quarter in the rate of charging points available per 100,000 of the population. However, the rate of ownership of ULEVs remains static and lower than the Eastern region average.
- 4.13. MySouthend saw 2,873 new registrations in Q1, 17% less than the 3,472 new registrations in Q4 2020/21. A total of 76,081 users are currently registered on the platform and submitted a total of 43,260 service requests in Q1. Notable this quarter is the impact of the pandemic on the nature of waste-related service requests submitted to the platform - Missed Collection reports increased by 45% in June compared to May, and Fly-Tip/Street Cleansing reports increased by 15%.
- 4.14. However, the data on missed waste collections shows that 99.94% of waste collections were carried out on time in June 2021, with the month seeing only 1,269 waste collections missed.
- 4.15. The timetable for reporting the Outcome Success Measures Report is as follows:

		To be presented to Cabinet:
Period 1	April – June 2021	September 2021
Period 2	July – December 2021	February 2021
Period 3	January - March 2022	June 2022 (as part of the Annual Report)

5. Other Options

- 5.1. The council could choose not to review its current ambition and desired outcomes. This would mean failing to set out the huge impact the crises have had on the borough, its people and the council and the council's approach to recovery. The council has committed to undertake an annual review of the outcomes and milestones.

6. Reasons for Recommendations

- 6.1. To drive the delivery of the Southend 2050 ambition through robust and strategic performance management arrangements and to ensure the council is clear on prioritised milestones to achieve the desired outcomes, focusing on response to the pandemic, economic recovery, and sustainability – including financial, environmental and our transformation as an organisation.

7. Corporate Implications

7.1. Contribution to the Southend 2050 Roadmap

The report presents the achievements and highlights performance against the Southend 2050 outcomes along with delivery towards the milestones on the Roadmap.

7.2. Financial Implications

Major projects delivered through the Capital Programme are highlighted on the refreshed Roadmap. External funding opportunities will be sought in order to support the delivery of milestones on the Roadmap, with consideration given to additional match-funding and revenue costs often required.

7.3. Legal Implications – No specific implications.

7.4. People Implications

There are no specific people implications related to this report. The Transforming

Together programme of work will directly work with staff and councillors in relation to transformation pieces of work.

7.5. Property Implications

There are no property implications as part of this report.

7.6. Consultation

The report highlights that the response to the pandemic has been one of community, partners, staff, councillors and other stakeholders continuously working closely to ensure the best possible outcomes in very difficult circumstances. The approach to recovery will look to continue this approach, develop new tools for engaging communities and partners to adapt to circumstances and continue to use co-design and co-production approaches in particular service areas.

7.7. Equalities and Diversity Implications

An Equality Impact Assessment has been undertaken to assess the impact Covid-19 has had on equality groups. This was updated in June 2021.

7.8. Risk Assessment

The Council has reviewed the Corporate Risk Register in the light of the impact and implications of the pandemic (see Background Papers at 8.3).

7.9. Value for Money – No specific implications.

7.10. Community Safety Implications

Safe & Well is one of the 6 2050 themes; Residents feel safe and secure in their homes, neighbourhoods and across the borough is one of the outcomes within Safe & Well.

7.11. Environmental Impact

Green City and climate change is one of the priority outcomes.

8. Background Papers

8.1. Southend 2050 Annual Report – June 2021

8.2. Southend 2050 Annual Review and Refresh of the Outcomes and Roadmap Milestones – July 2021

8.3. Corporate Risk Register – July 2021

9. Appendices:

9.1. Appendix 1: Southend 2050 Road Map

9.2. Appendix 2: Outcome Success Measures Period 1 Report (1 April – 30 June 2021)

Key:



Pride & Joy



Safe & Well



Active & Involved



Partner milestone



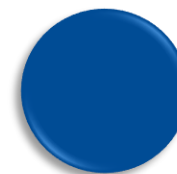
Milestone completed



Opportunity & Prosperity



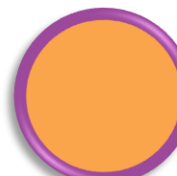
Connected & Smart



Future Ways of Working

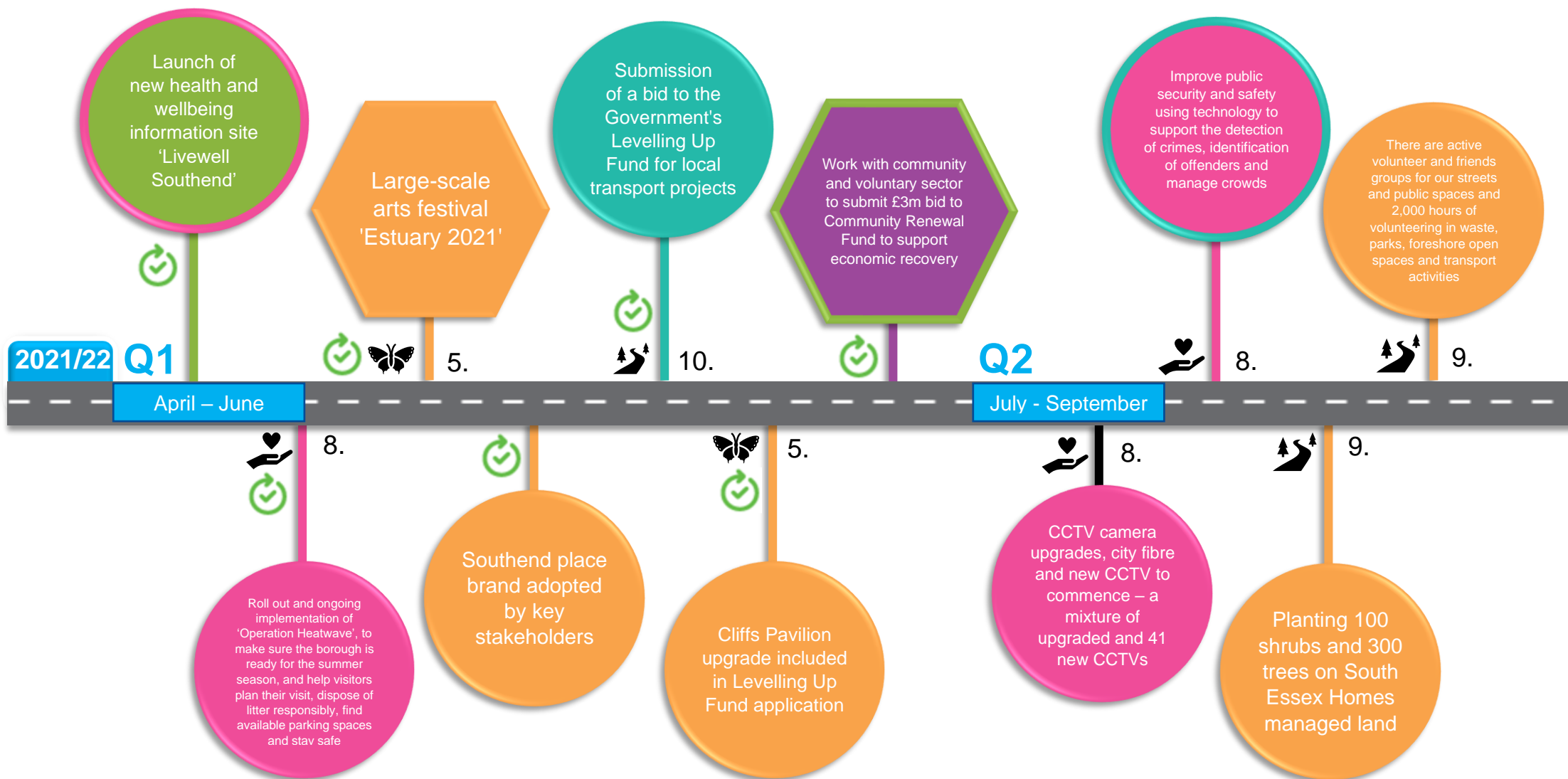


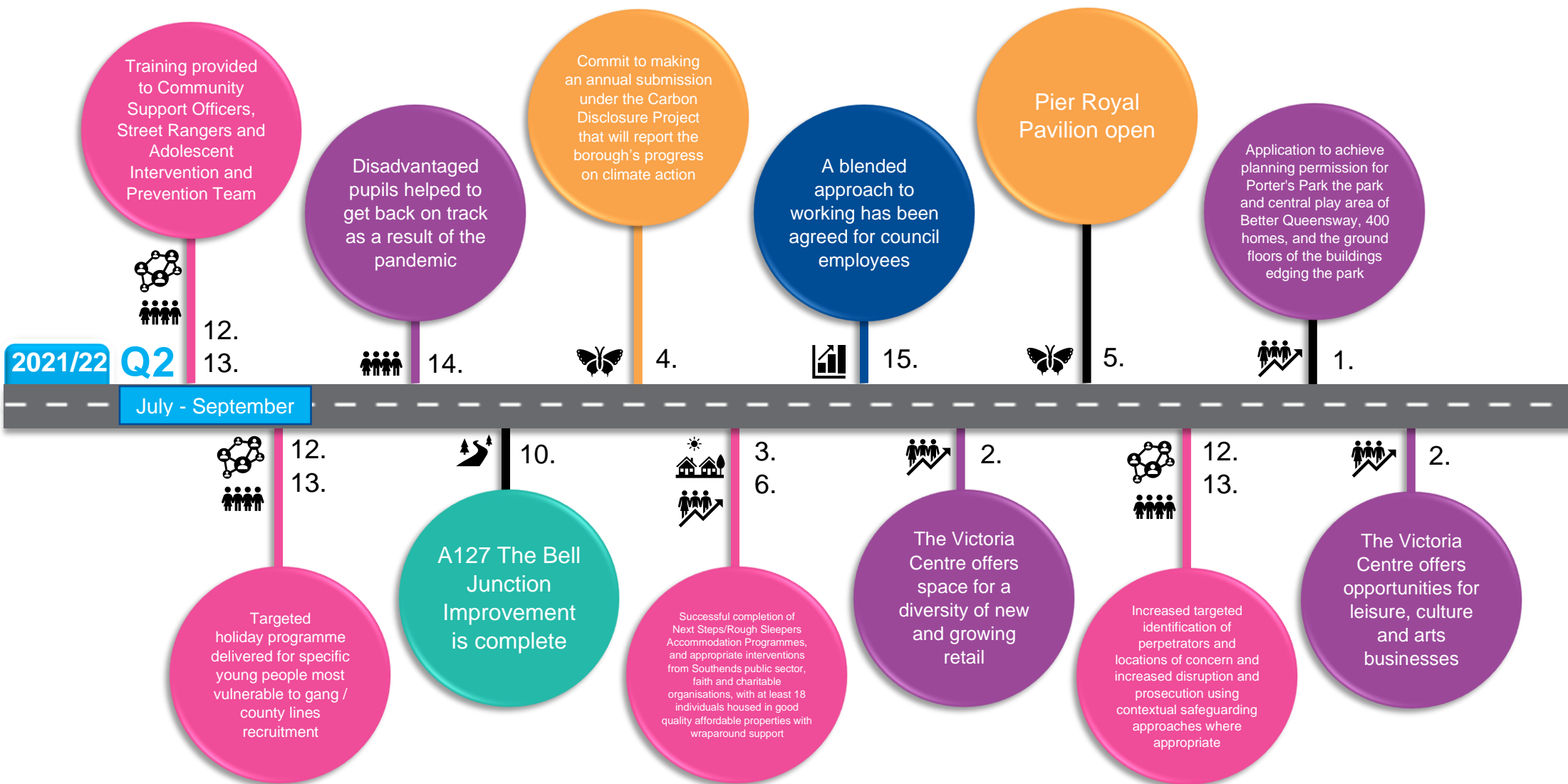
Milestone linked to a Major Project in the Capital Programme

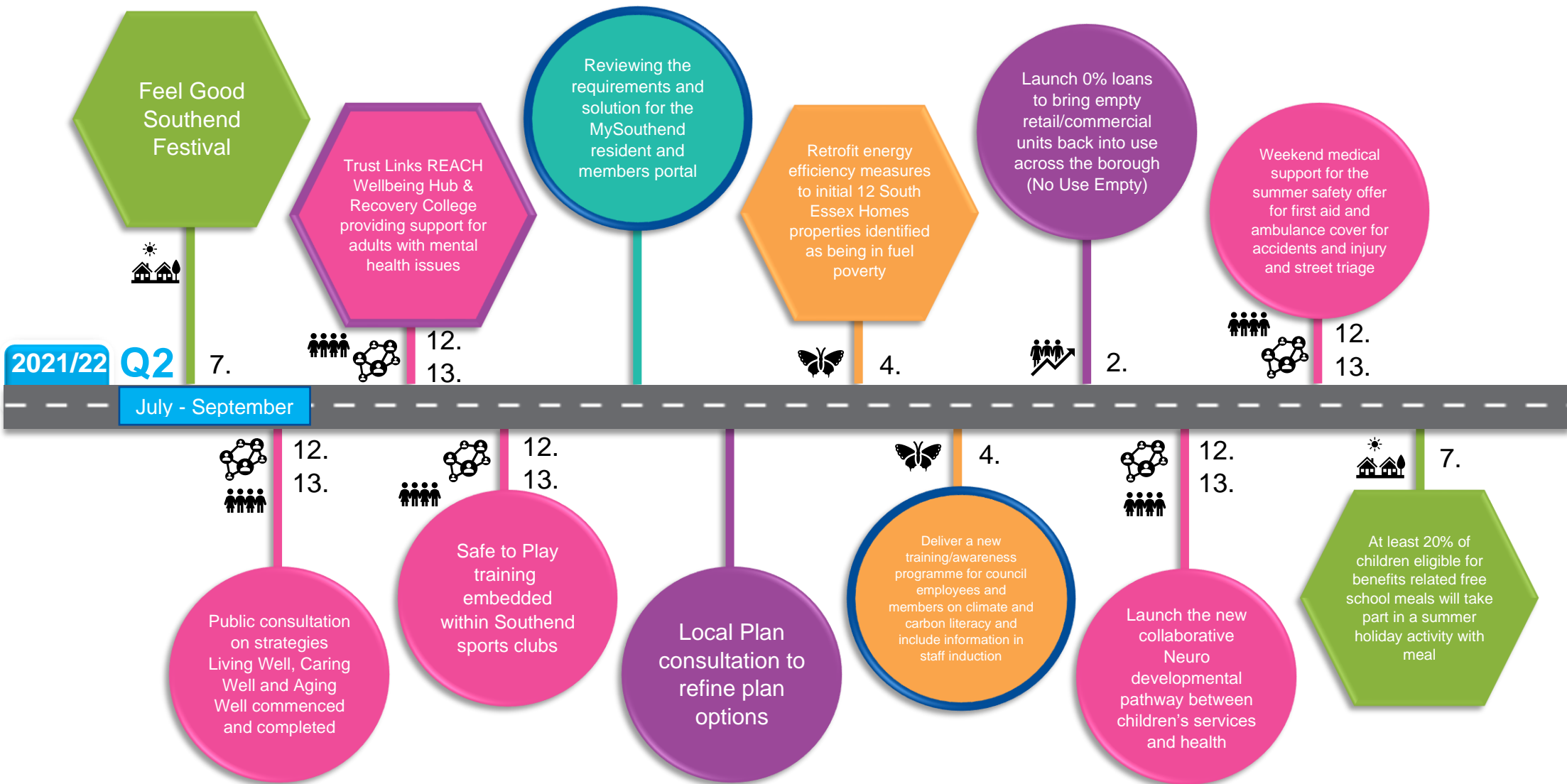


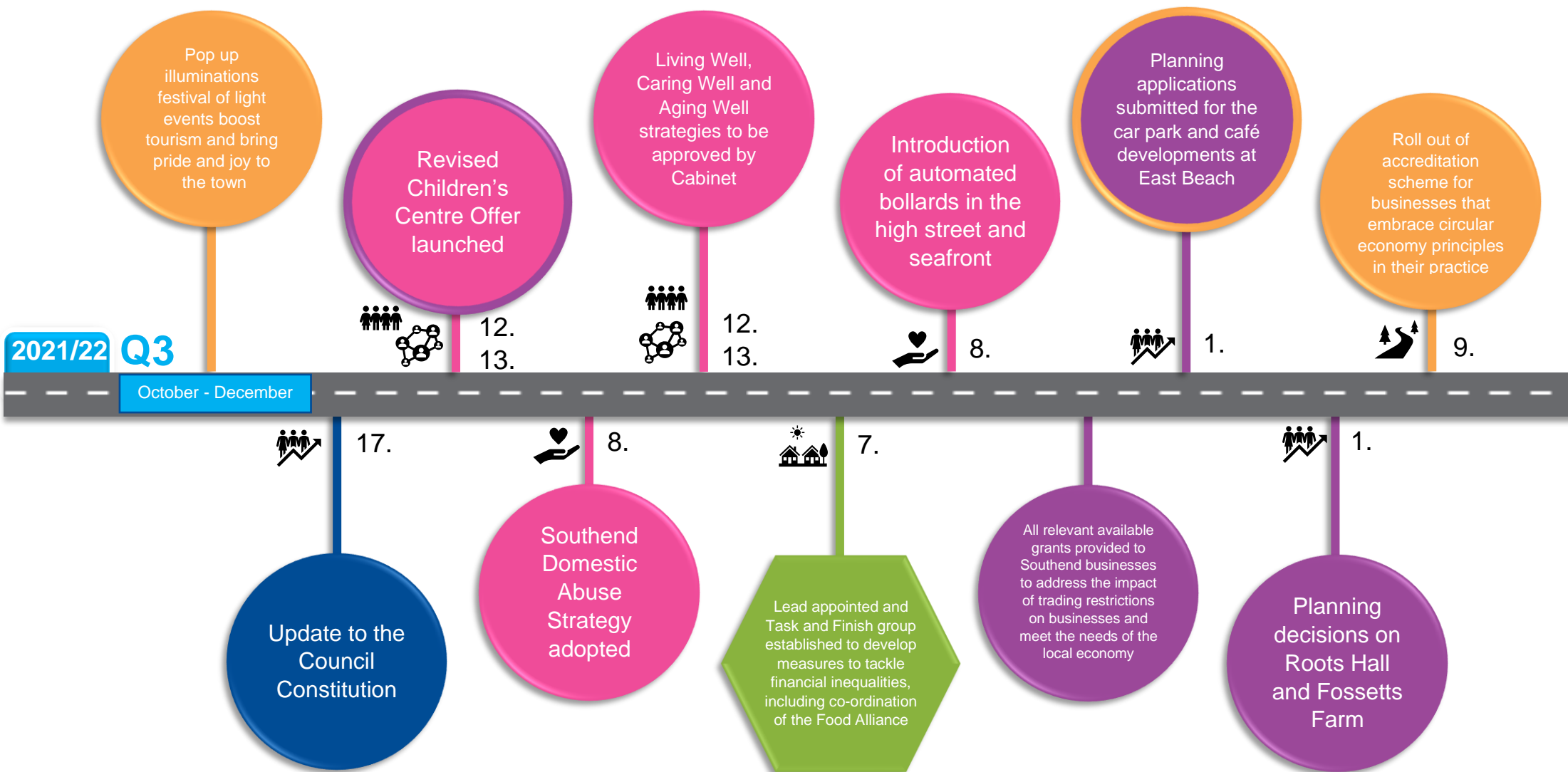
Milestone links to 2 themes, centre colour denotes the lead theme

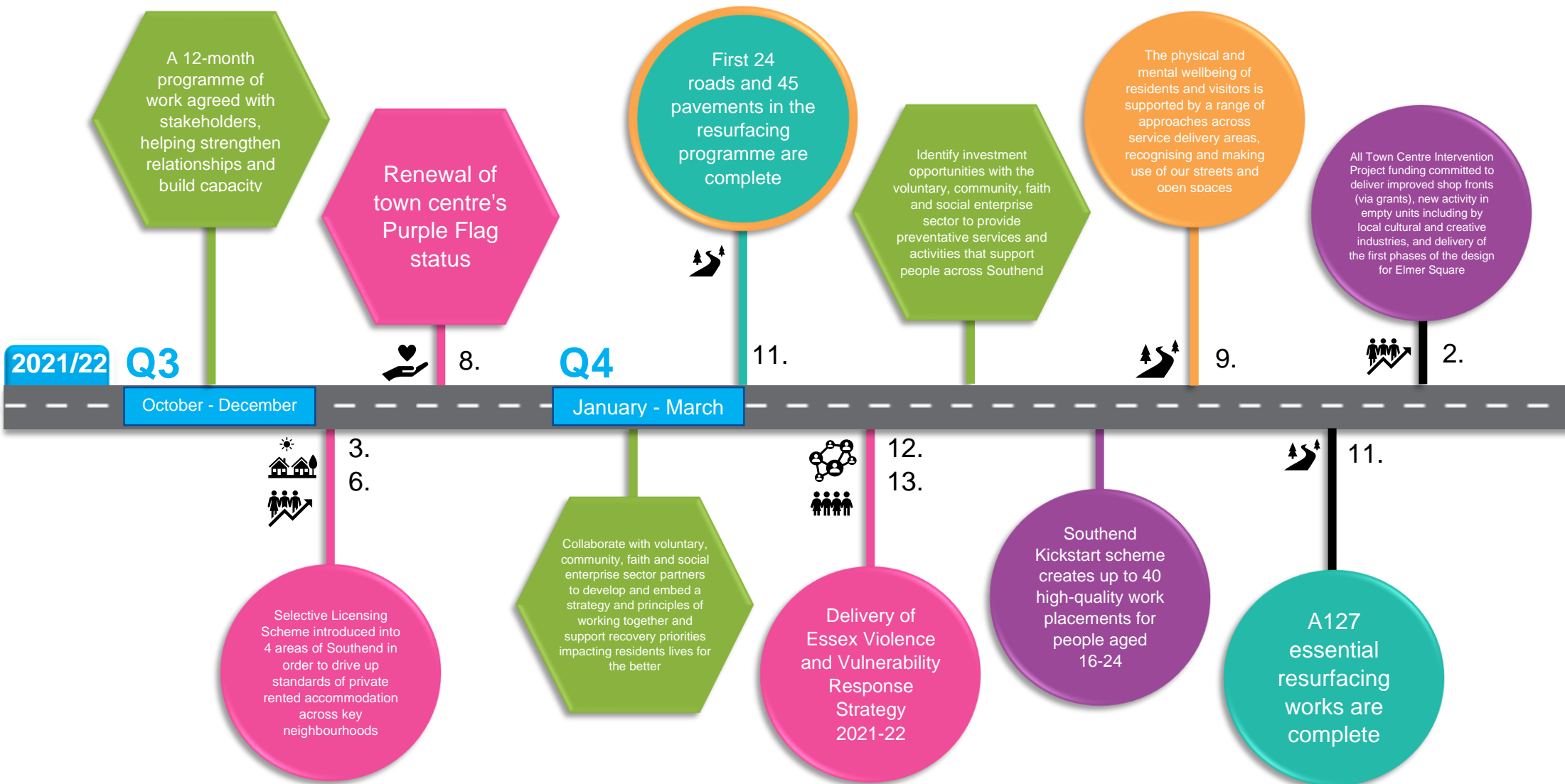
DRAFT Southend 2050 Roadmap – 2021 Refresh

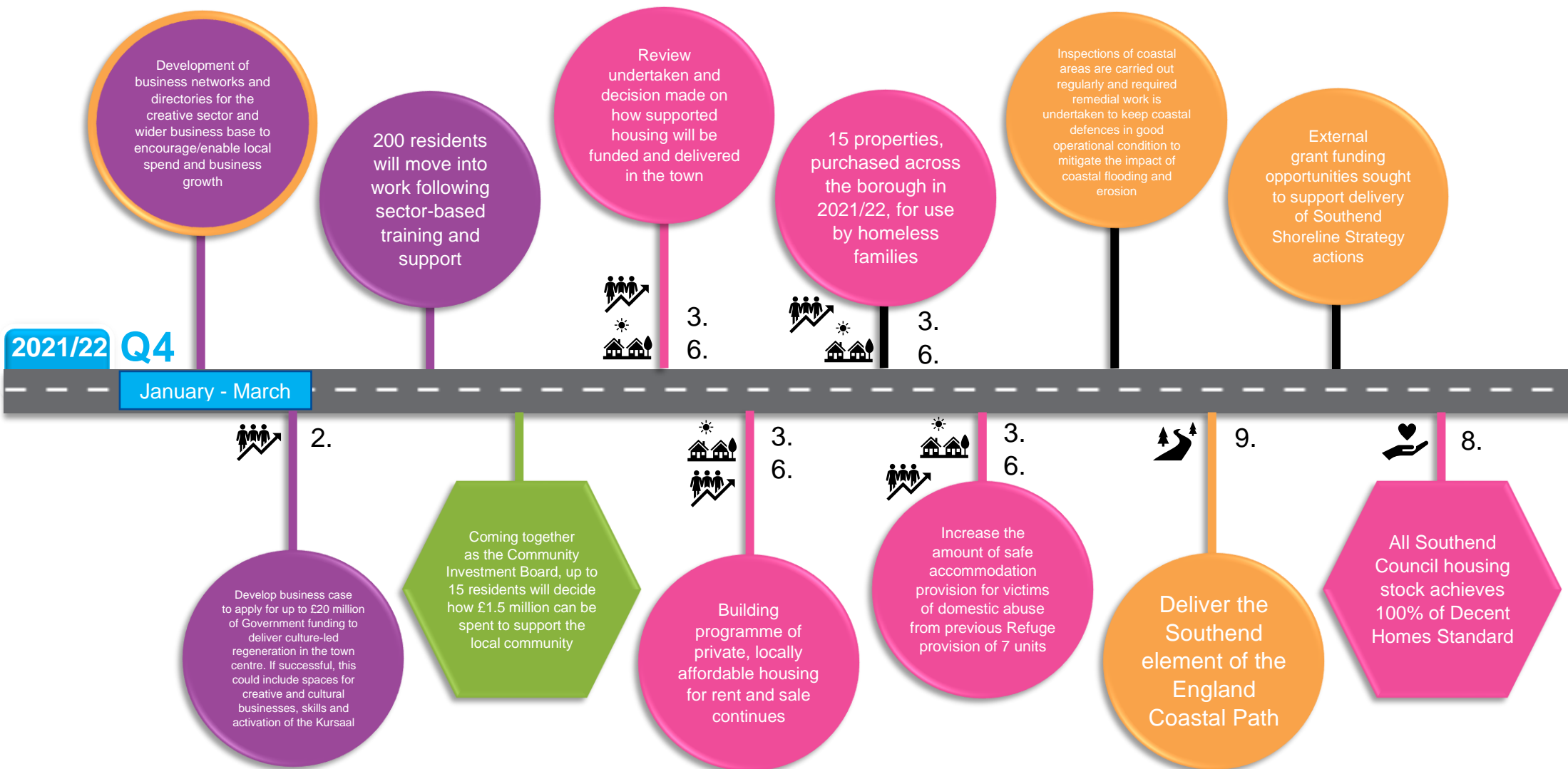


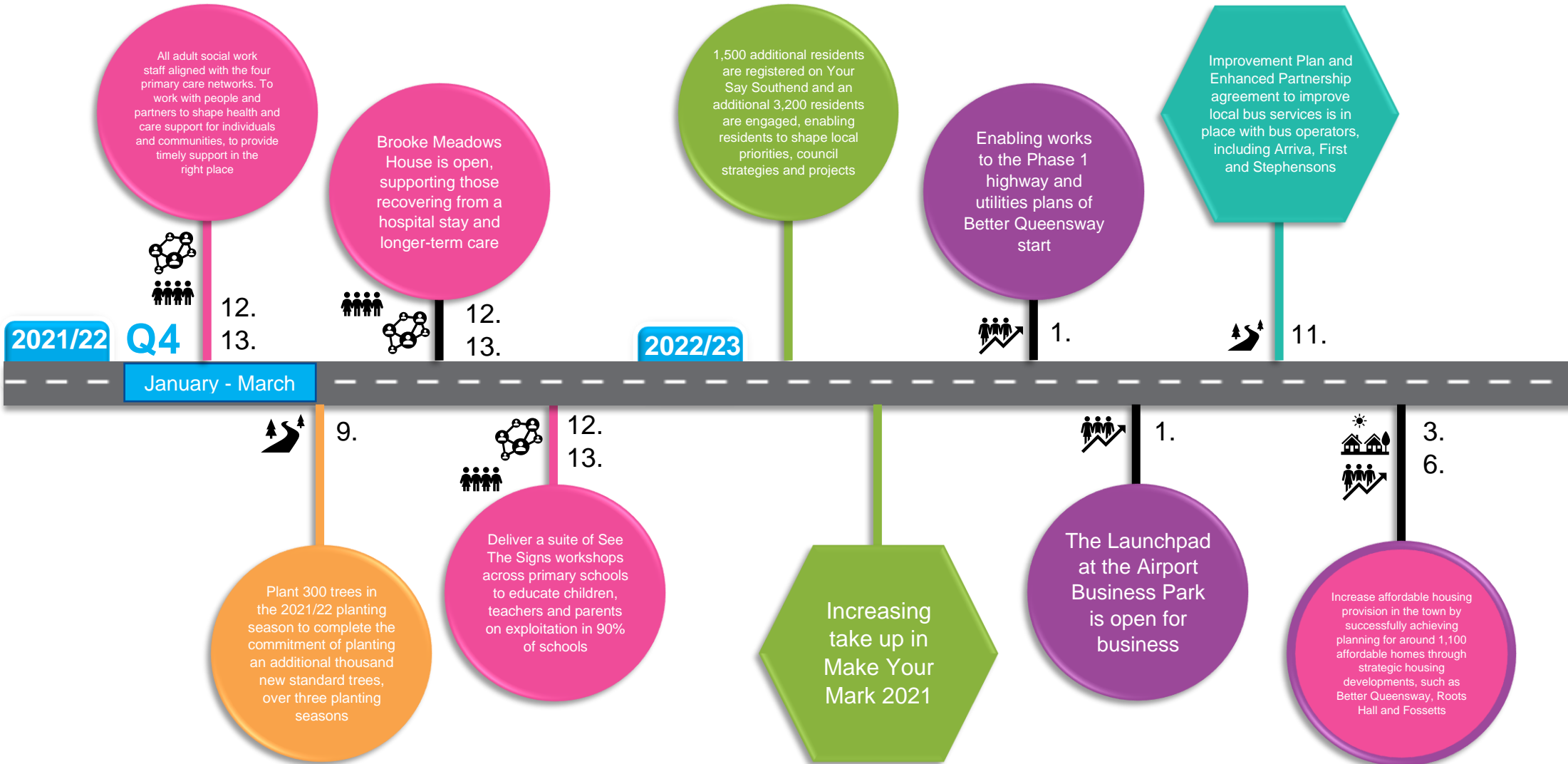


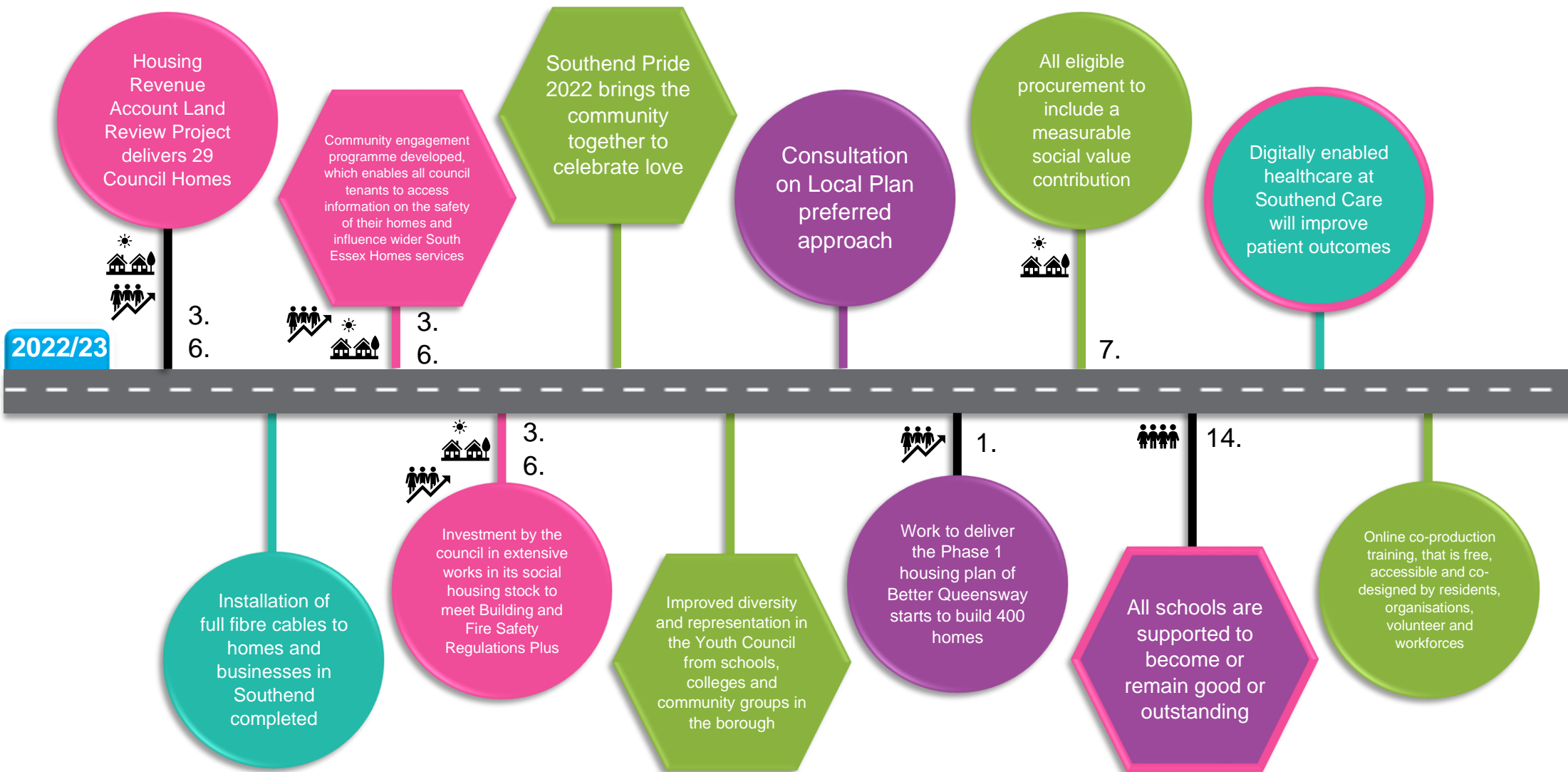


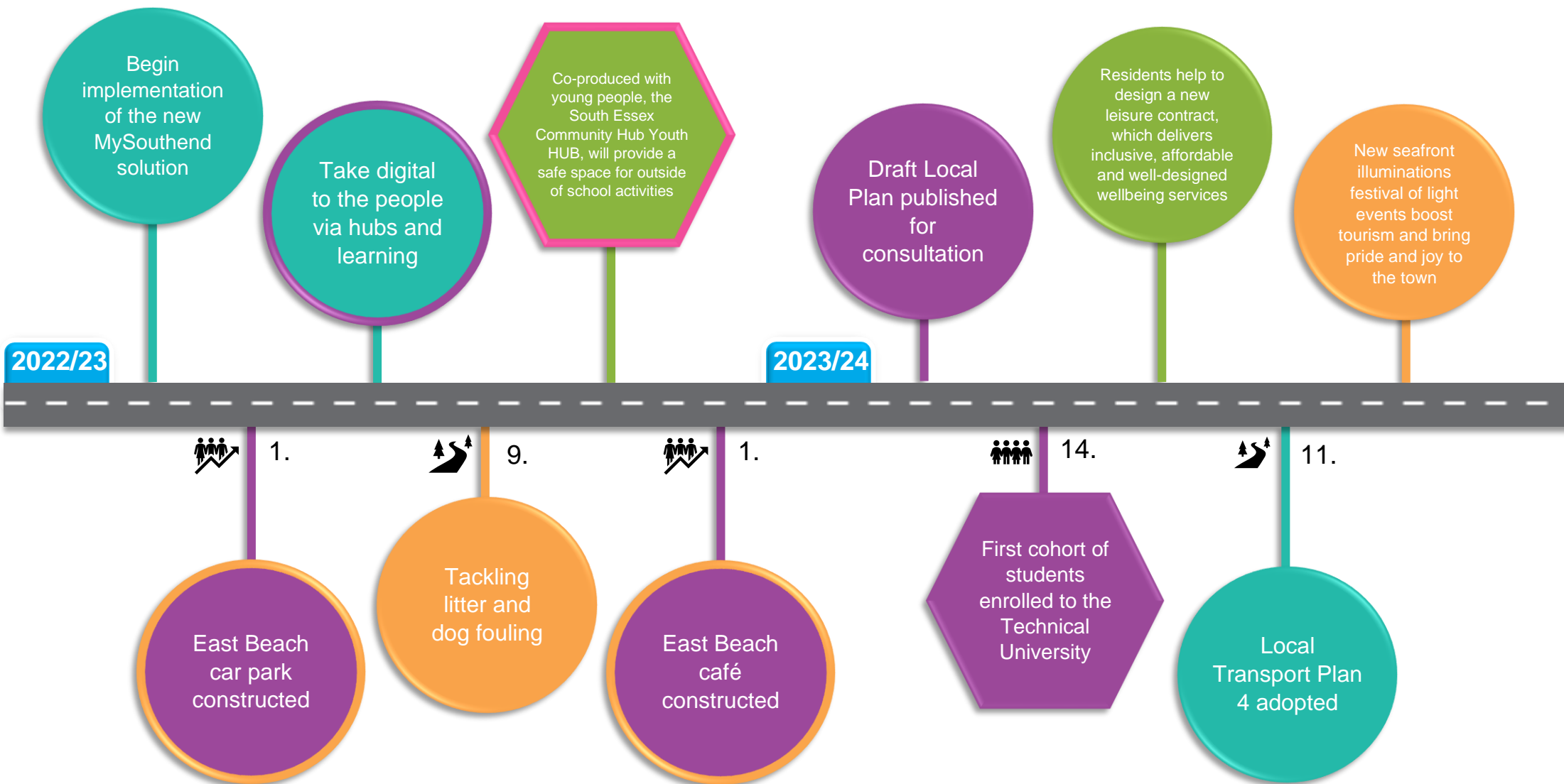


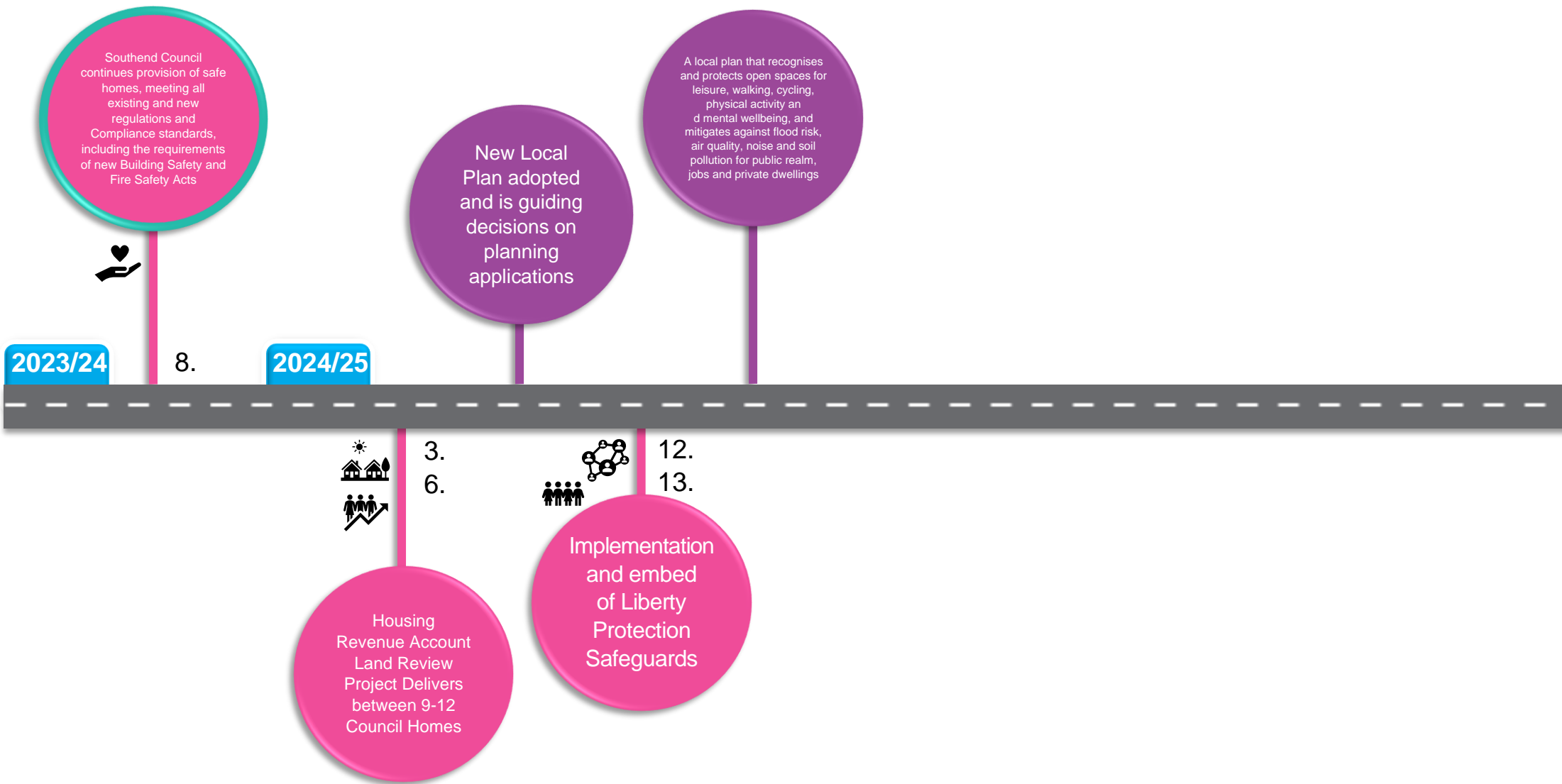












Working to make
lives better
www.southend.gov.uk



OUR
SHARED
AMBITION

SOUTHEND
2050
it all starts here

Outcomes Success Measures Report

Period 1 2021/22

1 April - 30 Jun 2021



By 2050 Southenders are fiercely proud of, and go out of their way, to champion what our city has to offer.

- We act as a sustainable and green city embracing the challenges of the Climate Emergency Declaration made in 2019.
- Our streets and public spaces are valued and support the mental and physical wellbeing of residents and visitors.
- The variety and quality of our outstanding cultural and leisure offer has increased for our residents and visitors and we have become the region's first choice coastal tourism destination.
- We will assess how to best manage our coastline to protect people, residential and commercial properties, designated habitats, public open spaces and agricultural land from coastal flood and erosion risk.
- There is a sense of pride in the place with local people actively and knowledgeably talking up the borough.

The council is embracing environmental challenges as we strive to become a sustainable and green city.

We launched a consultation on our new draft Air Quality Action Plan, which outlines the actions the council will take to improve the air quality of the borough between 2021 and 2025. It has been produced as part of the council's statutory duties required by the Local Air Quality Management framework. The plan will prioritise Air Quality Management Areas of which Southend has declared two as well as addressing air quality across the whole borough.

Protecting our children's health from air pollution was the focus for this year's national Clean Air Day on 17 June, which the council proudly supported.

Several anti-litter campaigns have been launched to encourage residents and visitors to take responsibility for their litter and take pride in their town:

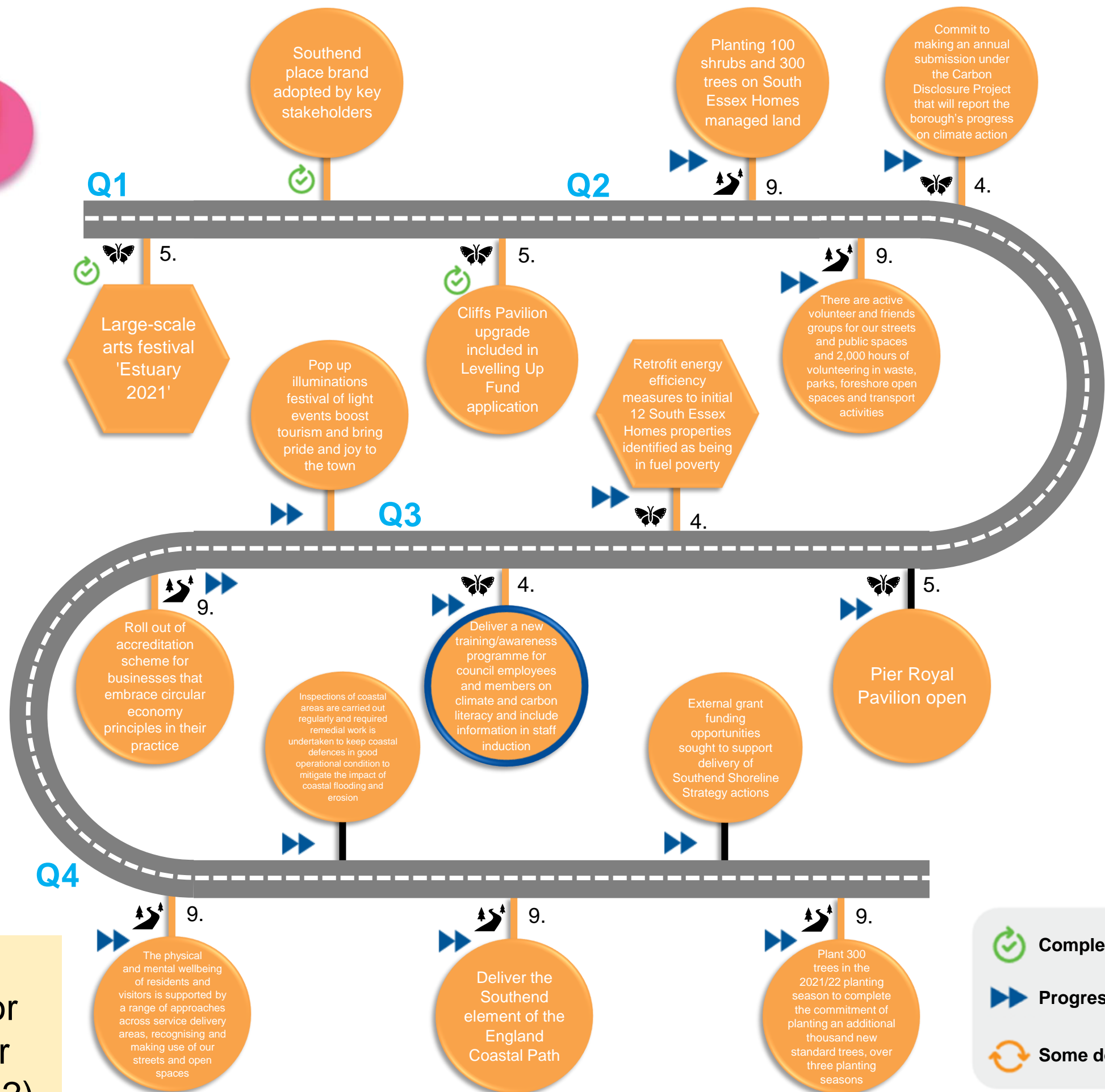
- Our 'your rubbish, your responsibility' campaign, which we are running with the support of Veolia, encourages residents and visitors to use litter bins and to stop and think about the impact littering has on the environment and local wildlife.
- Keep Britain Tidy's Great British Spring Clean is a national campaign, that ran from 28 May until 13 June. The council supported the event with the help of Make Southend Sparkle.
- Make Southend Sparkle ran a community campaign and competition in July to encourage residents, schools, groups and businesses to get involved and make Southend sparkle.

In April, a key part of 'Operation Heatwave' – the plan to ensure the borough is ready to welcome visitors and keep residents safe – included additional resources to deal with the extra waste generated by the increased number of visitors to the borough. The council has put in place larger EuroBins across the borough and introduced additional litter picking and bin emptying.

Also in April, Focal Point Gallery presented a display of drawings, photos, video, poetry and text created by residents during 2020 on the theme of 'Imagining a New Future'. These artworks were on show along Southend High Street.

An art installation which uses panels to take sunlight and moisture from the air and convert it to drinking water went on show on Southend Pier as part of the Estuary 2021 arts festival. Using SOURCE water panels, the innovative technology is being showcased for the first time in England, through a partnership between the council and the Interreg 2 Seas co-financed project Cool Towns. The installation, called Vanishing Point, is by US artist Mary Mattingly.

Hares About Town is a public art event, taking place from 1 July 2021 until 12 September 2021 and aims to raise funds for Havens Hospice. Each hare sculpture found along the trail has been designed by an artist and sponsored by local business.



Roadmap
milestones for
2021/22 (Apr
2021-Mar 2022)

- Completed
- Progressing well
- Some delays



700+ trees planted

17 trees felled

996 trees planted since April 2020

at Q4 2020/21 (latest data)

80,184



visitors to Southend Pier this quarter

includes the second highest June admission figure despite the ongoing pandemic restrictions and impacts



24,810



Visit Southend website visitors

-34% on same period last year

(due to website closure during April 2021)

73%



reduction in council's carbon emissions from buildings between 2012/2013 and 2017/2018

Target: 35%

98%



of serious defects on our roads and pavements made safe within response times

no change vs last quarter

100%



of safety inspections of roads and pavements completed within timescale

no change vs last quarter

777 inspections undertaken this quarter

74%



of respondents satisfied with the local area as a place to live

Residents' Perception Survey 2019

+1 percentage point vs 2018

Spotlight on...

Website and social media metrics

Total users of the council's websites in 2020

167k

-31% on 2019

Reach and engagement on social media in 2020

5 Million

reach

326k

engagement

+8% on 2019

98%
★ ★ ★
acceptable standard of
cleanliness: litter
Cumulative YTD
no change vs last quarter



100%
★ ★ ★
acceptable standard of
cleanliness: detritus
Cumulative YTD
+1 percentage point vs last quarter



44.9%
of household waste sent for
reuse, recycling and composting
Target: 50%



99.9%
of waste collections carried out on
time
no change vs last quarter



Blue Flags and Green Flags evidence our well-
managed, safe and accessible parks, open spaces
and beaches

Summer beach cleaning schedule



- Litter bins emptied and
litter picked all day
- Beaches raked every day
- Late-night and early
morning cleaning to make
sure beaches are ready for
visitors every day



By 2050 people in Southend-on-Sea feel safe in all aspects of their lives and are well enough to live fulfilling lives.

- Residents feel safe and secure in their homes, neighbourhoods and across the borough.
- Everyone has a good quality, sustainable home that meets their needs.
- We protect and improve the quality of life for everyone in our community with focused support for those most vulnerable

May 2021

Community Safety Officers changed their shift hours to provide assistance to members of the public in the nice weather.

Joint patrols and operations continue, including patrolling the polling stations.

Engagement with residents to assist with resolving on-going anti-social behaviour issues was made and intelligence was shared with CCTV, allowing CCTV guide Essex Police to a location to make an arrest.

The council has worked closely with its partners to keep people safe and well this quarter.

Southend Safeguarding Partnership (Children's) and ActiveSouthend teamed up with National Child Safeguarding Charity, NWG, to deliver its 'Safe to Play' campaign. NWG created the campaign using funding from Sport England to get parents, clubs and coaches talking openly about safeguarding. 564 children and 100 parents took part in the campaign in Southend during the last school term.

We have been allocated a final batch of government funding to continue our free school meal provision. The Covid Local Support (previously the Covid Winter Grant) has seen a total of £539,943 allocated to the council to support families and individuals between 21 June and 30 September, enabling the free school meals holiday voucher scheme – run successfully since Christmas 2020 – to continue. Up to £462,120 has been set aside to ensure the free school meals scheme continues throughout the summer. This will help 7,702 children, with £60 of Wonde supermarket vouchers sent directly to parents by their school, college or early years setting before the holidays start.

Over the Easter school holidays providers created tailor-made programmes in collaboration with children and young people, bringing them a range of fun activities, along with a healthy lunch. The programme saw exceptional engagement from participants. Schoolchildren will also be able to enjoy a summer of fun as Holiday Activities and Food programme providers in Southend are now ready to accept bookings for summer sessions. Children who receive benefit related free school meals are eligible to take part in the programme.

As part of Foster Care Fortnight in May, headed up by The Fostering Network, the council's Fostering Service searched for much-needed local heroes to become foster carers and help transform lives of children and young people. This year's theme #WhyWeCare provided the opportunity to showcase the great work of foster carers across the borough.

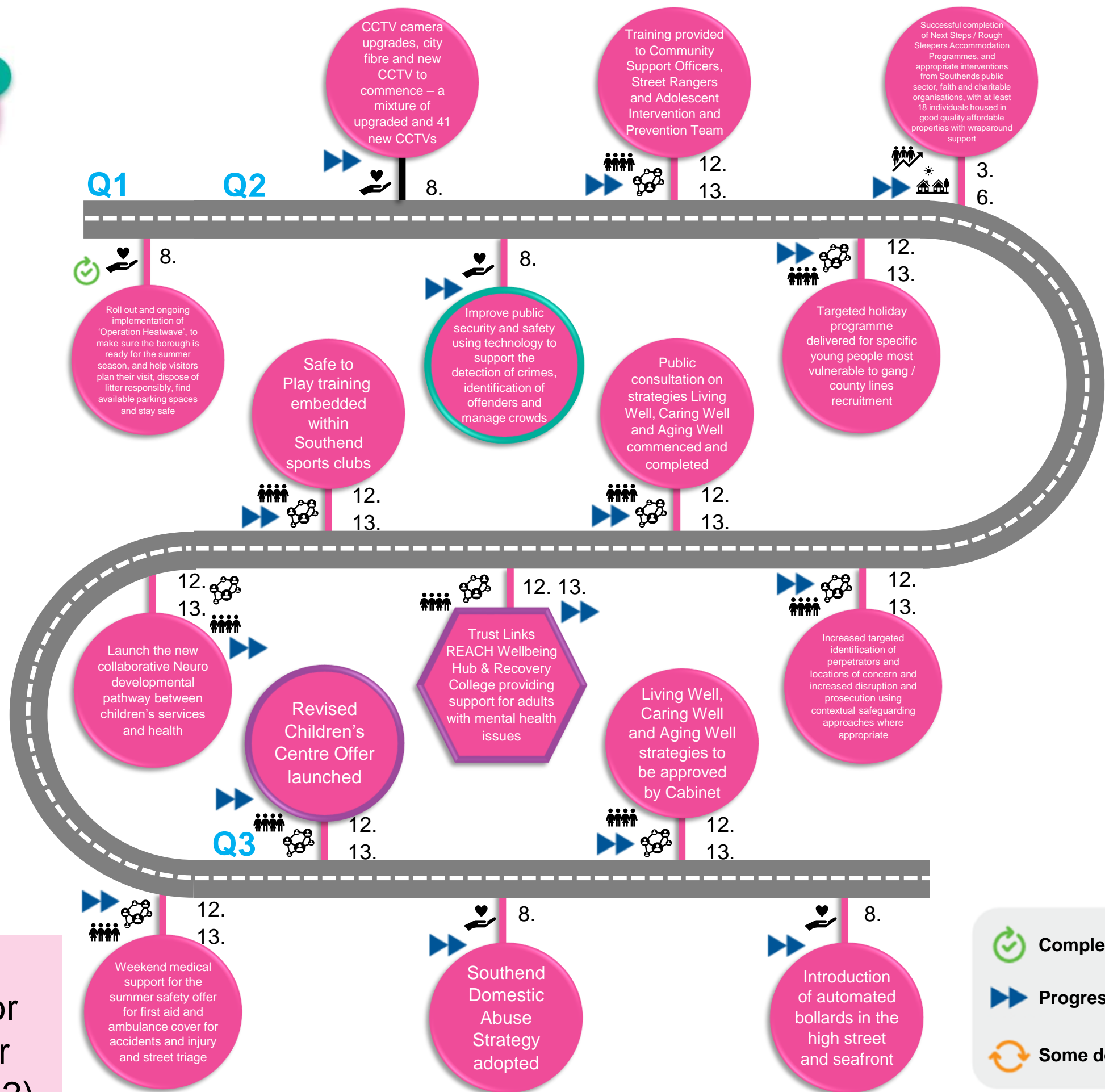
Southend Libraries launched a new campaign to tackle loneliness and support mental health in children, young people and adults. The 'Read, Talk, Share' campaign, championed by authors Amanda Prowse and Natasha Devon and Girls Aloud singer Nicola Roberts, saw every library in Southend provided with books from the Reading Well collections. This included e-books and e-audio books through the library's digital service, BorrowBox.

Plans to build 21 new family homes on disused garage sites behind Eagle Way in Shoeburyness have been given planning approval. The plans include the development of five terraced houses and a four-storey block of 16 self-contained flats, plus 44 parking spaces and a cycle store. The homes will be managed by South Essex Homes.

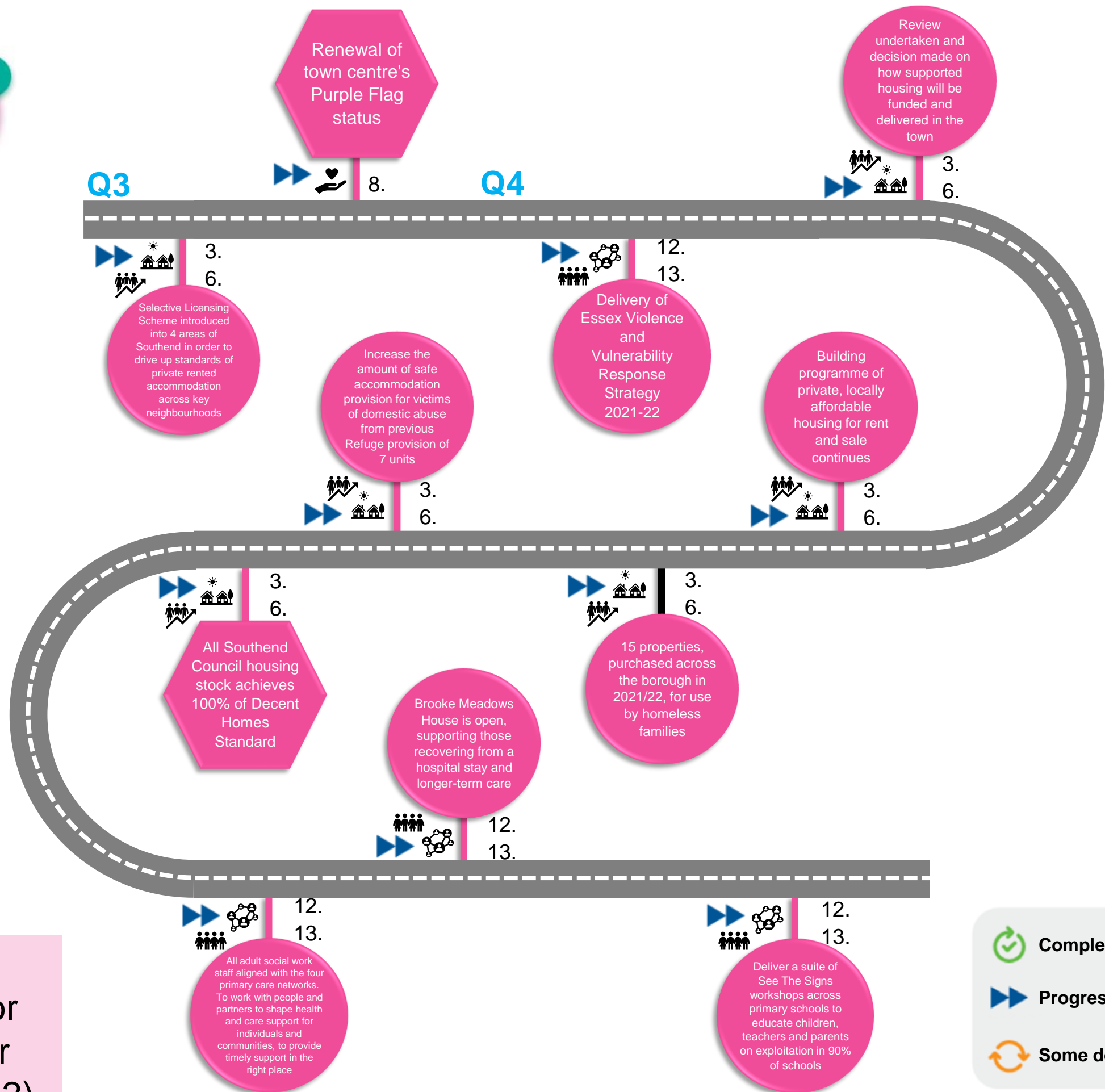
The council has thanked Leigh and Thorpe Bay Rotary Clubs and the Carli Lansley Foundation for donating, installing and maintaining four defibrillators along Southend seafront. The charities will maintain them on a monthly basis, ensuring that seafront visitors have access to the life-saving equipment 24 hours a day. This is in addition to the four defibrillators installed along the seafront in September 2020.

In this quarter, residents were asked if powers should be introduced to tackle anti-social behaviours in Chalkwell and Leigh-on-Sea. This follows on from a series of incidents in Old Leigh. The proposal of a Public Space Protection Order is being put to residents and businesses to gain their views on whether people breaking rules should be fined up to £100. Failure to pay the penalty within 14 days could lead to prosecution.

The council proudly supported Counter Terrorism Policing's Easing Lockdown Vigilance Campaign, which encourages communities, the public and businesses to help the police tackle terrorism by remaining vigilant and reporting suspicious behaviour.



Roadmap
milestones for
2021/22 (Apr
2021-Mar 2022)



Roadmap
milestones for
2021/22 (Apr
2021-Mar 2022)



93%



of concluded safeguarding investigations (section 42 enquiries) with a risk identified and an outcome of either Risk Reduced or Risk Removed

+0.8% vs last quarter
Target: 85%



52%



of those that received short-term service during the year where sequel was either no ongoing support or support of a lower level

-7.7% vs last quarter
Target: 80%



73%



of adults in contact with secondary mental health services live independently with or without support

(May 2021, latest data)

higher than same period last year
Target: 65%



95%



of clients whose Initial Contact start date to completed date is less than or equal to 2 working days

same as last quarter
Target: 90%



73%



of older people (65+) were still at home 91 days after discharge from hospital into reablement / rehabilitation services

+0.4% vs last quarter
Target: 80%



88%



of adults with learning disabilities live in their own home or with their family

same as last quarter
Target: 85.5%



73

per 100,000/pop



Rate of permanent admissions into residential / nursing care (65+)

Cumulative YTD

Target: 137.5 (aim to minimise)



353

per 100,000/pop



Under 75 Mortality rate from all causes (persons)

higher than CIPFA Nearest Neighbours average



0.9

victims of violent crime with injury per 1,000/pop

lower than same period in 2019/20



1.8

domestic abuse incidents per 1,000/pop

+3.9% on same period last year



8,684



violence against the person offences in the rolling year to 30 June 2021

+4% on same period last year (July 2020)



40%

of respondents felt safe in their local area after dark

(Residents' Perception Survey 2019)

no change since 2018
England benchmark: 76%



53%



of those at risk of homelessness had existing or alternative accommodation secured for at least 6 months

+18 percentage points on last quarter



233



children in temporary accommodation

16% less than same period last year



3.3

per 100,000/pop



households in temporary accommodation (Oct-Dec 2020 – latest data)

higher than East of England



0 cases



of repeat homelessness within 2 years of accepting a suitable private rented sector offer (priority need cases owed the main duty)

no change vs last quarter



6

properties pending



5

properties purchased

£2.5M
total value

36%



of houses needed built in 2019/20 (latest Housing Delivery Test result)

-31% vs. 2018/19



Spotlight on...

Community Safety Unit activity

Engagements:

Begging / vagrancy / rough sleeping

169 vs. 160 (-6%)

Street drinking

88 vs. 344 (-74%)

Antisocial behaviour reports

190 vs. 258 (-26%)

Other:

Crimes assisted

57 vs. 77 (-26%)

Targeted patrols undertaken

2,724 vs. 1,424 (+91%)

Q1 2021/22, all figures vs.
Q1 2020/21



By 2050 we have a thriving, active and involved community that feel invested in our city.

- Enable inclusive community projects which provide opportunities for people of all ages to participate, grow skills, confidence and social connection and make a positive contribution to tackling inequalities.
- More Southenders agree that people from different backgrounds are valued and get on well together.
- Residents know how to get involved to improve local services.
- Residents help to shape services which will provide more people with the opportunity to live an active lifestyle, including safe access to open spaces and local facilities.

The council continues to build community relationships and support residents with engagement projects, such as the Pandemic Management Programme and EU Settlement Scheme. The Mid and South Essex Care Partnership designated £14,000 for the Vaccine Inequalities Fund in Southend. Southend Emergency Fund received two applications from community groups to enable them to build capacity and promote vaccine uptake in their communities.

Local organisations were able to apply for a share of £3 million, made available by the Government to support recovery from the COVID-19 pandemic. The council has submitted a shortlist and we wait to hear the results.

We secured 19 providers and 20 venues in Southend for the Holiday Activities and Food programme; although uptake of the sessions has been slow. This is likely due to schools reporting an increase in COVID-19 cases towards the end of term, free school meal vouchers continuing to be available and the provision of summer catch-up schools.

In May, the council's leisure operator reopened Belfairs Swim Centre, Chase Sports and Fitness Centre and Shoeburyness Leisure Centre and restarted indoor group exercise classes at Southend Leisure and Tennis Centre.

The council's Faith and Belief Network continues to grow with new congregations joining meetings or the distribution list. The Faith and Belief Network, SAVS and Southend Museums organised the first ever virtual Faith and Belief Festival in May to celebrate the cultural diversity of the borough.

UNISON and the council supported national Take the Knee event on 25 May. UNISON lead on Take the Knee events on the steps of the Civic Centre and at Southend Victoria station. The Civic Centre, Porters Civic House and City Beach lights turned purple in recognition and to show the council's support.

In June, Music on Sea asked students to share their ideas for the future of music in the borough on Your Say Southend. Music on Sea is funded by Arts Council England to deliver the National Music Plan to Southend's young people. The council also launched consultations on our parks and open spaces, Air Quality Action Plan and Plasticity project.

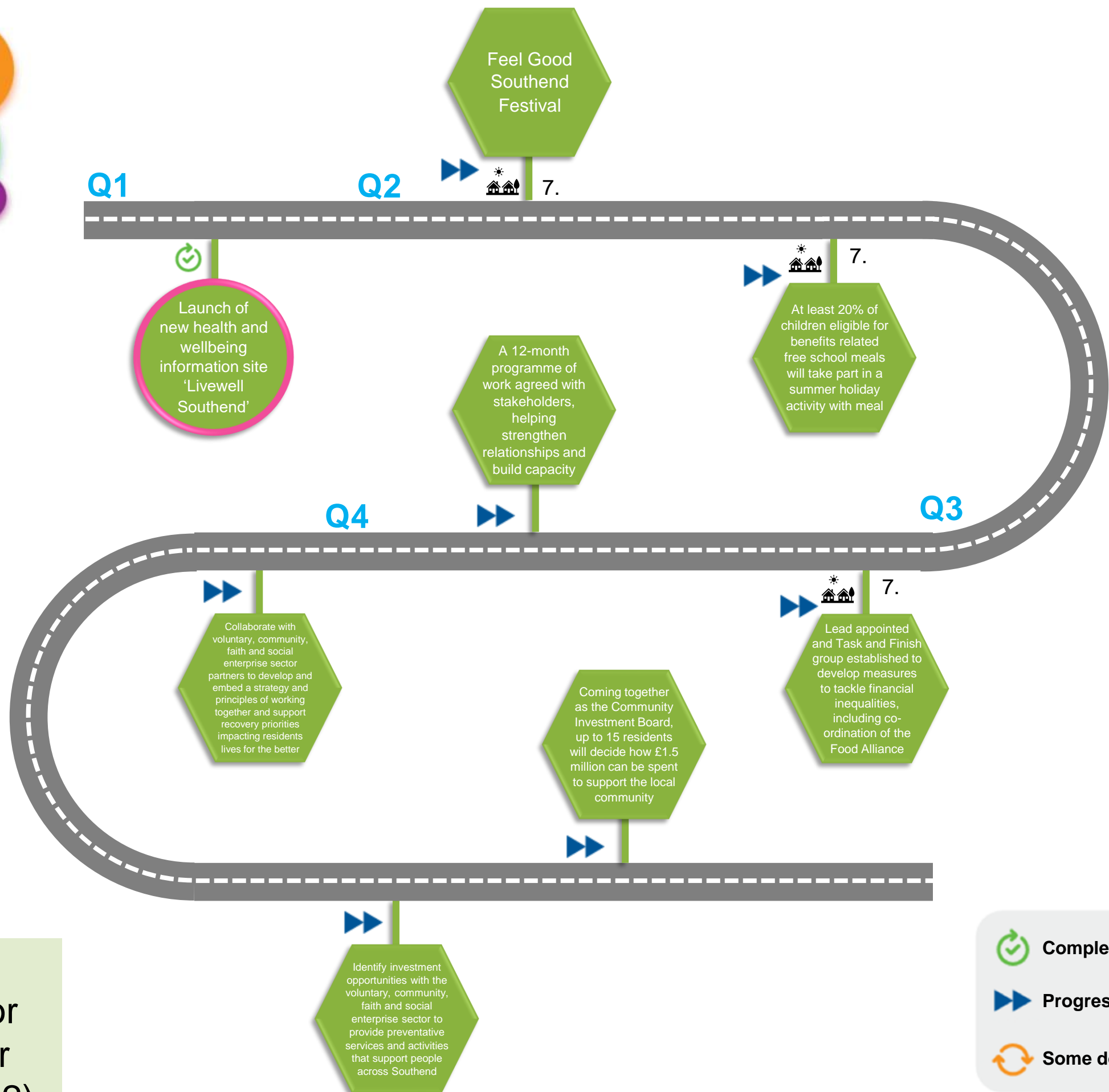
Citizen's Advice Southend was honoured with The Queen's Award for Voluntary Services, in recognition of the support they provide to the people of Southend. Created in 2002 to celebrate The Queen's Golden Jubilee, the Queen's Award for Voluntary Services is the highest award a voluntary group can receive in the UK.

Volunteer beach welfare officers have been busy patrolling the shoreline, helping residents and visitors. The work of volunteers was celebrated during Volunteers Week 2021, beginning of June.

We used our website, social media and bus stop advertising to reach residents as part of the household annual canvass, which is used to update the register of electors. We also carried out work to understand why some residents don't respond to canvass communication and the barriers to registering to vote.

The Cabinet considered the next stage in developing the new Local Plan, looking at the results of the 2019 public consultation and refining options ahead of another public consultation this summer.

The Community Safety Partnership has adopted hate crime as a priority for 2021/22 financial year, with work undertaken to identify potential outcomes and key performance indicators to demonstrate confidence in reporting and increase in general awareness which in turn improve likelihood of successful police action, victim support and reduction in re-offending.



Roadmap
milestones for
2021/22 (Apr
2021-Mar 2022)

59



of respondents agreed that people of different backgrounds get on well together

+3 percentage points vs 2018

(Residents' Perception Survey 2019)



53%



of required members recruited to the Community Renewal Fund Board



136,033



people in the borough are registered to vote

+0.3% vs. 2019

Source: ONS 2020



39



victims of Hate Crime in the borough do not live in Southend

-11 victims from last quarter



13,784



free school meals provided to children between December 2020 to March 2021

86



physically inactive adults completed a physical activity course

Annual target: 150



Spotlight on... Faith and Community Groups activity

Q1 saw a new Faith and Belief Network set up, resulting in increased membership and a new meeting format.

There was increased participation with Faith and Community Groups on council matters and workstreams (Resilience Planning, Early Help Strategy, etc.)

Closer working partnerships have been growing throughout the pandemic response, with Faith and Belief, BAME and EU community groups supporting health campaigns and testing / vaccination availability.

Southend's first Faith and Belief virtual festival [Southend Faith and Belief Festival – One Southend](#) is promoting inclusivity and diversity, with events planning in process for coming months in partnership with the Interfaith Network, plus future open days for places of worship and a new Faith and Belief Network website being planned.



Number of users

26,561

aware

12,923

informed

3,982

engaged



Spotlight on...

Successful consultation in Q1

The Public Space Protection Order (PSPO) consultation ended on 14th June and generated 194 engaged, 843 informed and 1,790 aware participants.



By 2050 Southend-on-Sea is a successful city and we share our prosperity amongst all of our people.

- We have a vibrant, thriving town centre, with an inviting mix of retail, homes, arts, culture and leisure opportunities.
- Major regeneration projects are under way and bringing prosperity and job opportunities to the borough.
- Our children are school-ready and young people are ready for further education, employment or training.
- Southend has a national profile for its thriving Cultural & Creative Industries (CCI) sector, where culture plays a central role in the social and economic success of our diverse communities.
- As part of our economic recovery, Southend businesses feel supported to respond to economic shocks and can thrive and grow, creating enough job roles to match the needs of the population and safeguarding fulfilling careers.
- The Local Plan is setting an exciting planning framework, meeting the development needs of the borough for the next 20 years.

The council continues to support businesses and employers and provide government support grants to aid their recovery.

Businesses successfully applied for the government's Restart Grant, which supports businesses in the non-essential retail, hospitality, leisure, personal care and accommodation sectors with a one-off grant. The scheme went live on 1 April 2021 and we received nearly 1,100 applications with grants being paid out totaling circa £6 million. Businesses that missed out on previous grant streams were able to apply for phase 2 of the government's Additional Restrictions Grant.

We had new openings at Victoria Shopping Centre, with lettings to Cookies and Cones, a burger operator and a shoe repair shop. Indirock, a bouldering/climbing operation, are also due to occupy a unit.

We are the fourth town to go live with a website as part of [Totally Locally](#), a UK-wide initiative promoting local businesses. Businesses have their own shop within the website. Customers can browse, shop and pay for items from multiple businesses all in one go, with everything from flowers and roof repairs to art, wine, candles, coffee, clothing and counselling.

The council is set to bid for up to £55m of government funding to support regeneration and growth across the borough. The Levelling Up Fund was launched in March 2021 to support town centres and high street regeneration, cultural and heritage assets and highways improvement projects. Local authorities can make bids that total the number of MPs within their borough and highways authorities can also bid for specific highways projects, so we are eligible for three funding bid applications.

Groundwork investigations for the Better Queensway redevelopment started in April. Boreholes are being drilled in several locations across the Queensway estate to look at the make-up of the soil so the correct foundations can be put in place for future building work.

A Cabinet report about culture-led regeneration and the Town Centre was agreed and work carried out to prepare a brief for the masterplan lite. The report agreed the design for the Forum (Elmer) Square, which will be part funded through the Local Growth Fund (LGF) subject to agreement from the Forum Board.

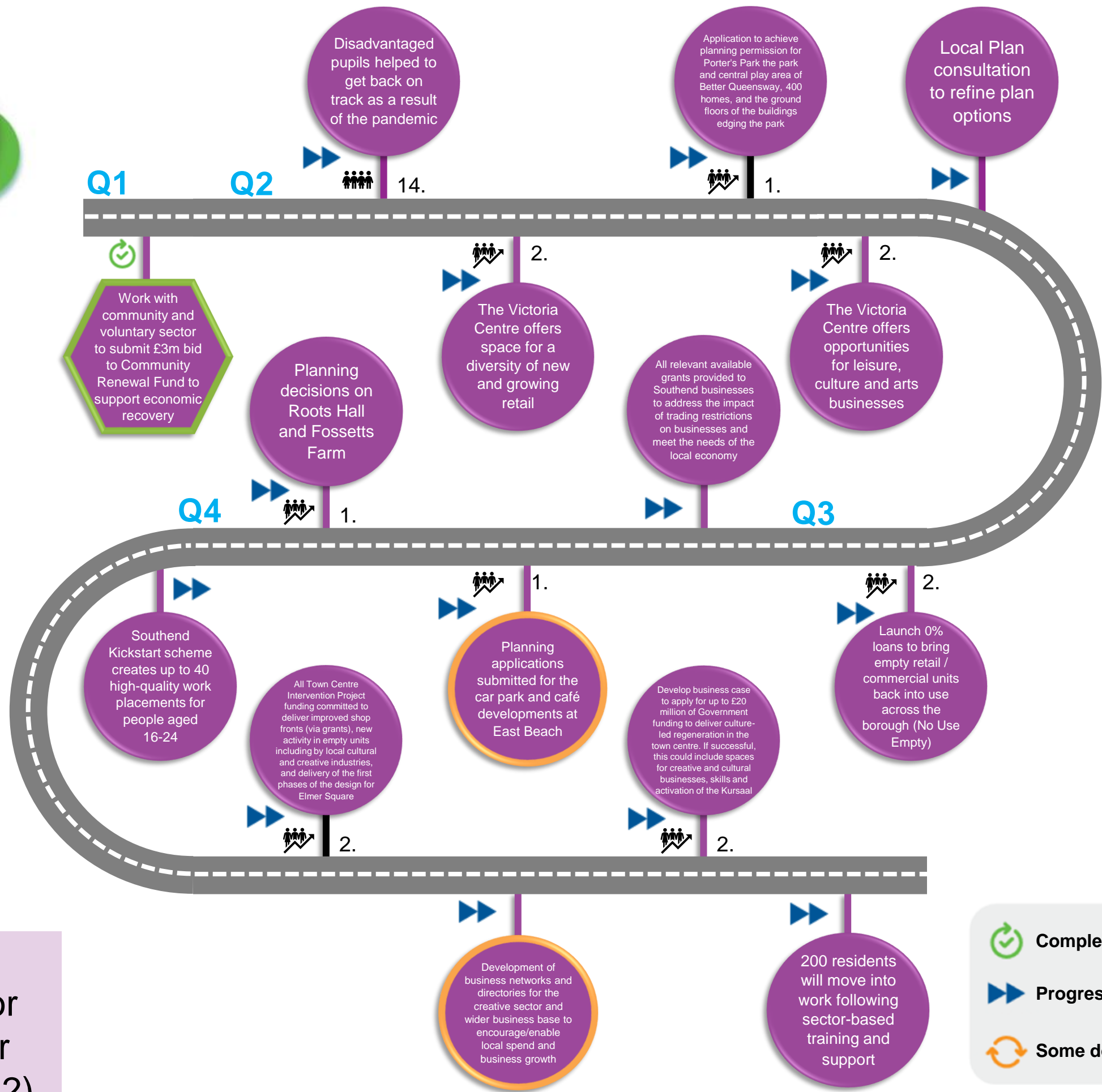
The activation of a vacant unit in the town centre for which we have LGF funding has been put on hold until an empty unit is identified. We have also seen a lower than expected take up of shop front grants and 0% loans funded by LGF. 12 applications were received for grants, totalling £44,460, and one application was received for a 0% loan.

The council continues to work with partners, including the Department for Work and Pensions, to address the challenges of difficult to fill vacancies in hospitality, logistics and care. This quarter, we supported 245 residents towards work into our key employment sectors, with training, information, advice and guidance, CV and interview preparation.

A number of young people have started on council Kickstart placements, all of whom were offered roles, attended their induction and remain on placement. Kickstart vacancies have also been advertised with businesses across south Essex.

An Ofsted report and Care Quality Commission revisit to services provided to children and young people with special educational needs and disabilities found sufficient progress has been made in three of four areas identified as significant weakness in a 2018 inspection. The report highlights improvements to the Local Offer, the multi-agency approach to education health and care plans and better evaluation of education needs. However, more progress needs to be made in joint commissioning; although, inspectors did recognise the pace of change has accelerated in this area since March 2020.

In this quarter, we launched a survey to give young people, families and professionals the chance to have their say on the priorities for the new Southend SEND Strategy. Feedback from the survey will help shape the SEND Strategy and future services and support given to families over the next three years, as part of the Local Offer.



Roadmap
milestones for
2021/22 (Apr
2021-Mar 2022)

- Completed
- Progressing well
- Some delays

7,940



out-of-work benefits claimants
(monthly data)

+7.1% on last month



57%



of eligible children benefitted from
2-year-old funding

Quarter average

slightly lower than same period last
year



24



trainees enrolled in and got jobs
through the SECTA3, HALO
and PAVE sector skills projects

98%



3–4-year-old children benefitted
from universally funded early
education in OFSTED-rated Good
or Outstanding
Settings

Quarter average

+1% vs last quarter



8



individuals got jobs through A
Better Start Southend's
Workskills Programme

88%



of the borough's children are
learning in OFSTED-rated Good
or Outstanding schools

Quarter average

slightly below target



49



Minute Mentor

students commenced the 60
Minute Mentor programme

(YTD)

higher than same period in 2019/20



2.9%



of the borough's young people are
not in employment, education or
training (NEET) or their situation is
not known (NK)

Positively lower than national average



6,990



businesses in Southend

- 91% micro
- 7% small
- 1% medium
- 0.4% large

2020
in line with Eastern
region



80%



of high street units
are occupied
(BID area only)

lower than national
average



773k



Individual visitors to
the town centre
during June 2021



12



successful
applications to Arts
Council England
made from the
borough

YTD 2021/22

£470k



of external investment
committed to Southend
Cultural Organisations by
Arts Council England,
including Visual Arts,
Theatres,
Music

129



individuals,
organisations, and
businesses
registered for the
Southend Creative
and Culture Network
(SCCN).



Spotlight on...

Totally Locally campaign

Businesses from across the borough can now add themselves to Southend's business directory via [its local Southend](#). A short film has been circulated on social media about the benefits to businesses of the directory [It's Local Southend – A New Directory For Businesses In The Borough - YouTube](#)

69 independent high street retailers are now on [totallylocally.com](#) – a virtual high street platform designed to promote local spend and offer a viable local alternative to Amazon.

80%



of planning appeals
either dismissed or
receiving a split
decision

within target range



Planning applications
determined in timescale

100% 98% 96%

of Major of Other of Minor

674



planning
applications
received (YTD)

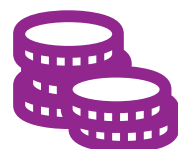
689



businesses benefitted
from direct support
(including SEBB, BEST
and ED team)

Total of 6,972 businesses
supported in 2020/21

35%



of council contract
spend is spent with
local suppliers

2020/21 (latest data,
annual measure)

0.72



ratio of total jobs
to population aged
16-64

(2019, latest data)
lower than 2018



By 2050 people can easily get in, out and around our borough and we have a world class digital infrastructure.

- Facilitate a wide choice of transport that improves accessibility, connectivity and mobility to all residents. Including, working with public transport providers to deliver these long-term aspirations.
- We are leading the way in making public and private travel smart, clean and green.
- Southend is a leading smart city, using technology in smart ways to enable improved resident services, and ensure digital inclusion. Our connectivity, data and principles approach to digital enable us to facilitate better decision making, automated services and digital experiences for those across the borough.

The School Streets pilot scheme continued to promote active travel and improve air quality this period, with West Leigh Primary School being the latest school to adopt the innovative scheme, alongside Greenways and Leigh North Street. The scheme restricts access to motor vehicles on the road outside primary schools during school drop-off and pick-up times throughout school term time. Parents and teachers at West Leigh Primary School have welcomed the introduction of the scheme.

Work to install new pedestrian and road safety barriers across the borough was completed in May, as part of a £440,000 investment from the council's capital investment programme. Replacement metal road safety barriers have been installed alongside some of the borough's busiest roads and replace the existing structures at several locations, including Queensway, Western Esplanade, Chichester Road, Prince Avenue, Leigh High Street, Priory Crescent and Wakering Road. Along Prittlebrook cycleway and footpath, 120 metres of safety fencing has been replaced and nine additional vehicle restriction barriers have been installed to stop vehicles driving onto the walkway. The works were funded as part of the council's capital investment programme to address key health and safety issues raised by a safety review in 2020.

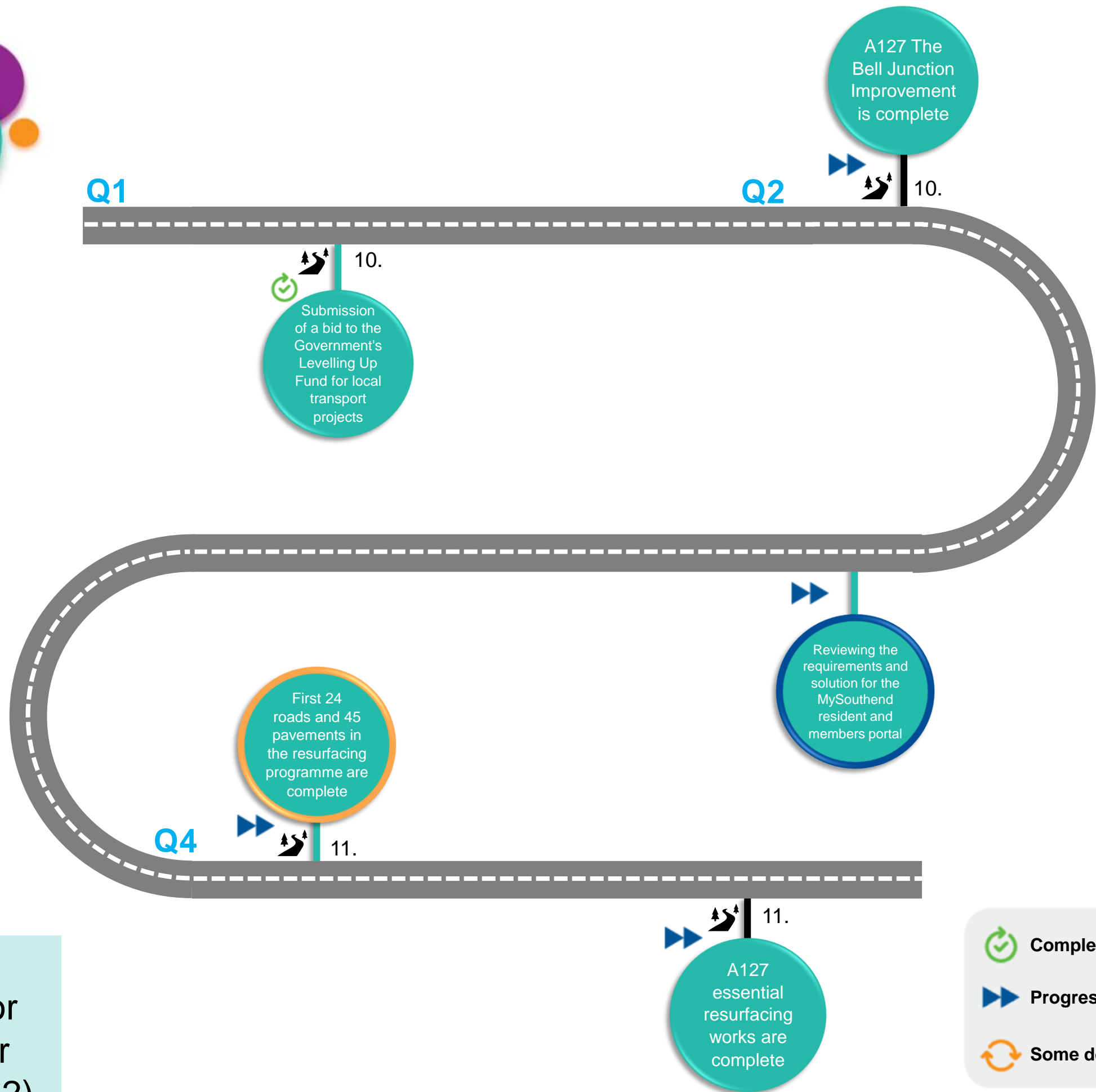
Essential maintenance works on The Bell and A127 are ongoing. The council's highways contractor, Malborough, continues to repair and resurface roads as part of our planned highways programme.

Malborough has also been finding and fixing potholes and road defects this quarter. The six-week project involved a team of spotters going out and actively finding and marking up potholes. All spotted potholes were documented, and images passed back to the council for approval and easy tracking. The project follows on from a successful pilot of the scheme last year, where 2,430 defects were repaired between 2 April and 4 June 2020, more than the whole of 2019 (2,057). The repairs were carried out at a cheaper cost compared to previous years, and lower than the national average cost.

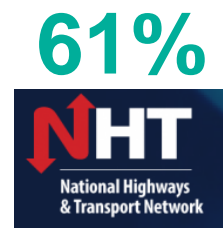
In June, the council's Cabinet approved a new interim policy on the provision of electric vehicle charging points in new housing developments. A public consultation on the adoption of a formal Supplementary Planning Document for Electric Vehicles Charging Infrastructure Requirements in New Developments will take place later this year.

The Southend Pass has been used over 20,000 times in less than two months since its launch, with town centre and seafront car parks being visited the most and over 2,000 passes bought in total so far. The annual pass, which costs just £8.50 per month, was launched on 1 April to residents and visitors of Southend with 2,034 people having signed up to the Southend Pass already. Over 200 people are signing up to the pass consistently each week, showing that more and more people are looking to benefit from the discounted parking. Tylers Avenue and the Western Esplanade parking bays have seen the most use, with 3,146 and 2,631 visits, respectively.

CityFibre, the UK's third national digital infrastructure platform, continues its £30m digital transformation of Southend. Works have been completed in Eastwood Park, Victoria, St. Lukes and parts of Belfairs Garden and Southchurch. Construction will now cover Thorpe Bay, West Shoebury, Kursall, Clifftown and Southend High Street, further extending our full fibre network. CityFibre's investment programme will bring gigabit capable connectivity for homes and businesses to future proof Southend's digital capabilities.

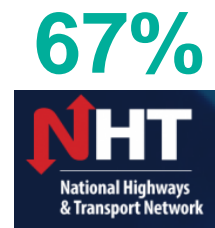


Roadmap
milestones for
2021/22 (Apr
2021-Mar 2022)



of people with a disability found it easy to get around the borough

NHT Survey 2020
vs. 60% 2019
England average: 66%



of people without a car found it easy to get around the borough

NHT Survey 2020
vs. 69% 2019
England average: 70%



of people found it easy to get around the borough

NHT Survey 2020
vs. 75% 2019
England average: 77%



2,540 subscriptions to date
22,574 parking sessions booked to date

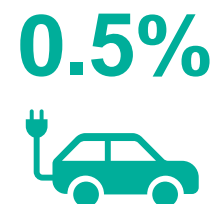


publicly available electric vehicle charging devices in the borough

Oct 2020 (latest data available)

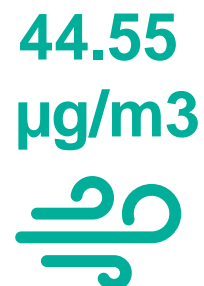
higher than same period last year

England benchmark: 29.2 per 100,000/pop



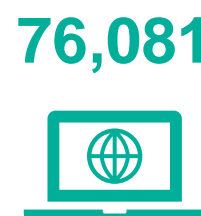
of all vehicle registrations were for ultra-low emissions vehicles such as battery electric, plug-n hybrid electric and fuel cell electric vehicles

no change on last quarter
vs Eastern region – 1.3%
vs UK – 1.6%



Nitrogen Dioxide annualised mean concentration for 2019 at the Prince Avenue Air Quality Management Area

Southend Annual Status Report 2020
lower than 2018



registered users on MySouthend
+4% on last quarter





Future Ways of Working is the framework for how we modernise our workforce in 2021/22 and beyond, to guide the prioritisation and delivery of Southend 2050 outcomes. This will help us to:

- recover from the pandemic and to embrace new approaches and opportunities for collaboration with our partners
- sustain and increase the pace of change
- develop a new way of operating that delivers improved outcomes for our residents and communities at the best value, including social value
- become a modern council and an organisation that is a great place to work.

The Future Ways of Working framework continues to be introduced to council employees by senior leaders and through internal communication channels. Future Ways of Working has become the sixth theme of Southend 2050 and a practical roadmap has been developed to accompany the framework.

This quarter saw the launch of a staff survey, seeking views on the council's current ways of working and how to transition to a 'new normal' that keeps some of the unintended improvements to working practices and culture that have arisen from the pandemic.

A team challenge was also launched to encourage teams to discuss what Future Ways of Working means on a personal level, and to debate how teams need to be organised and located in the future in order to provide the best possible service to the residents of Southend. These events provided an opportunity for every officer in the council to have a voice in how we want to work in the future and how to design future ways of working arrangements that meet everybody's needs - but most importantly the needs of Southend's residents.

Results from the staff survey and team challenge will shape the decisions about working arrangements for council staff going forward post-COVID-19.

The period also sees the end of the laptop replacement project fast approaching. Over 1,600 devices have been issued across the organisation since the start of the project, with significant numbers of officers now benefitting from the latest technology and adopting a smarter working approach.



6 million



Microsoft Teams video minutes, representing 37,844 meetings.

This equates to 38 meeting rooms in constant use eight hours a day

74%



of council employees are engaged in Me Learning or the Knowledge Hub learning platform to access self-directed learning

2,125



hours of Microsoft Teams training delivered

73%



reduction in council's carbon emissions from buildings between 2012/2013 and 2017/2018

Target: 35%




2,367



active users on Microsoft Teams

Roadmap milestones for 2021/22 (Apr 2021-Mar 2022)



-  Completed
-  Progressing well
-  Some delays

This page is intentionally left blank

Southend-on-Sea Borough Council

Report of Executive Director Adults and Communities to CABINET

14 September 2021

Report prepared by: Benedict Leigh, Director Commissioning

Agenda
Item No.

Southend Borough Council: Southend Care Ltd Partnership Agreement 2022-2031

Relevant Scrutiny Committee: People
Cabinet Member: Councillor Cheryl Nevin

1. Purpose of Report

- 1.1 To update Cabinet on progress with the development of a ten-year Partnership Agreement and contract between Southend Borough Council (SBC) and Southend Care Ltd (SCL) and seek approval to the Partnership Agreement

2. Recommendations

It is recommended that Cabinet:

- 2.1 **Agree to the text of the Partnership Agreement included as an Appendix to this report, noting that the Agreement will be included as part of a new ten-year contract for services provided by SCL.**

3. Background and Context

- 3.1 Southend Care Ltd (SCL) is a wholly owned Local Authority Trading Company (LATCO) of Southend Borough Council (SBC). It was established in April 2017 initially for the purpose of transferring several in house services providing social care and support to residents in Southend.
- 3.2 Contracts held by SCL were transferred in two phases and consist of services including care homes, homecare, supported living, a shared lives service, Extra Care Housing (two schemes), a supported employment service and day opportunities. Details of the services delivered under phase 1 and 2 contracts are included in the Appendix to this report.
- 3.3 The total contract value of SCL business is £8.1 million p.a. with 98% of total revenue derived from the Council.
- 3.4 Staff were initially transferred from SBC under TUPE but since the contracts commenced there has been a gradual transition from staff employed under SBC conditions to SCL terms which has enabled SCL to realise efficiencies.

4. Partnership Development

- 4.1 SBC has already agreed to a one-year extension of the Phase 1 service contracts (see details in the Appendix to this report) to 31 March 2022 to allow time for both parties to develop and agree a ten-year partnership agreement to cover the period 1 April 2022 to 31 March 2031. This agreement creates a shared vision and a set of principles which will build on our relationship and allow SCL to become more commercially focused in its approach whilst remaining true to the values that have informed its development to date.
- 4.2 The strategic objectives of the renewed partnership as set out in the partnership agreement in the Appendix to this report are to:

Develop and deliver a portfolio of services that meet the current and future needs of the people of Southend and that *cannot / are unlikely* to be provided by private or voluntary sector providers i.e., where there is market 'failure' or a clearly identified gap in the needs identified through strategic commissioning.

Ensure there is a 'provider of last resort' for the CQC/Ofsted regulated provider market, providing support to failing providers, thereby meeting SBC's market duty under the Care Act 2014

Promote quality assurance and improvement initiatives to the Southend care sector by piloting and showcasing projects designed to support workforce development, creativity, and innovation across the Borough.

Support the financial sustainability and health of SBC and SCL by encouraging enterprise thereby generating alternative commercial income.

Ensure services within the portfolio become increasingly more cost effective in all key areas including workforce.

Ensure all service are rated by either CQC or Ofsted as 'Outstanding', becoming exemplars for the care marketplace.

Develop SCL as a transformation engine for delivering changes which result in fit for purpose services that are strategically relevant for existing and future demands.

Support the South Essex Care and Health Trade Association (SECHA) to become an effective voice for the adult social care sector.

- 4.3 A revised contract to cover the existing services will be drawn up during 2021 which will need to be approved by Cabinet due to the strategic nature of the relationship and the contract value (anticipated to be in excess of £80 million over the ten years).
- 4.4 Under the Tekal exemption to public contract regulations these contracts do not have to be tendered on the open market as they are held by a LATCO and the total commercial (non-Council) income of SCL is less than the 20% threshold.

5. Corporate Implications

5.1 *Contribution to Southend 2050*

The new Partnership Agreement between SBC and SCL will contribute to:

Safe and Well

- SW01 People in all parts of the borough feel safe and secure at all times.
- SW02 Southenders are remaining well enough to enjoy fulfilling lives through their lives.
- SW03 We are well on our way to ensuring that everyone has a home that meets their needs.
- SW04 We are all effective at protecting and improving the quality of life for the most vulnerable in our community.

Active and Involved.

- AI01 Even more Southenders agree that people from different backgrounds are valued and get on well together.
- AI02 The benefits of community connection are evident as more people come together to help, support, and spend time with each other.
- AI03 Public services are routinely designed and sometimes delivered, with their users to best meet their needs.
- AI04 A range of initiatives help communities come together to enhance their neighbourhood and environment.

5.2 *Financial Implications*

The proposed ten-year Partnership Agreement and contract will provide services with a combined value of approximately £80M (£8 M p.a.). There will be an expectation of year-on-year efficiencies to be realised through ongoing recruitment of new SCL staff on SCL terms and conditions as well as savings already identified in the Medium-Term Financial Strategy (MTFS).

5.3 *Legal Implications*

Legal advice has been provided for the development of the text of the Partnership Agreement from both parties and detailed legal advice will be sought throughout the development of the new ten-year contract.

5.4 *People Implications*

There are likely to be HR implications for SBC when reviewing the future of services under contract to SCL. Initially, when these services were transferred the staff were transferred under TUPE and retained their SBC employment rights. As the existing services are reviewed this may result in a change to the optimum staffing model with associated redeployment and redundancies. Where this is the case, SBC will work closely with SCL to minimise the impact on staff.

5.5 *Property Implications*

There are no immediate property implications, but investment may be required in existing housing units or the re-development of new housing units over the lifetime of the new contract. At Brook Meadows House care home, a new build development of 60 additional care home beds, a new day centre for those with complex learning disability to replace the current facility at Viking day service and a head office are

currently under development. There have been significant delays due to disputes between the design and build contractors and technical issues and the facility is currently due to be handed over to SCL in late 2021/early 2022. Negotiations are ongoing around the type of services that SBC requires for the 60 beds and the expectations on SCL in terms of commercial revenue generation from the new build. The services provided at Brook Meadows House will be incorporated into the new ten-year contract.

5.6 *Consultation*

When reviewing any services under contract with SCL, consultation, collaboration, and the coproduction of service provision will take place with all internal and external partners and service users.

5.7 *Equalities and Diversity Implications*

The development of a new Partnership Agreement and contract with SCL does not have any noticeable harmful or less favourable effects on any group with protected characteristics under the Equality Act or on carers, who SBC have identified as a particular group of people who must also be considered as part of consideration on equalities and diversity. However, the proposed recommissioning of some of the services under contract during the lifetime of the new ten-year contract may have an Equalities impact and a full EQiA will then be part of any recommissioning exercises.

5.8 *Risk Assessment*

Delivery of some aspects of the new contract will require detailed risk and reward sharing arrangements e.g., the sale of 15 beds for long term care within the new build facility at Priory care home.

5.9 *Value for Money*

The Medium-Term Financial Strategy (MTFS) sets out savings requirements for Southend Care Ltd to meet over the next five financial years (21/22 – 25/26). These efficiencies will be realised by a combination of an agreed five year budget at the outset of the new contract (1 April 2022) and the sale of 15 private beds within the new build facility at Brook Meadows House care home.

Further efficiencies will be agreed between SBC and SCL following detailed service reviews of all the contracts in scope currently operated by SCL either before commencement of the new contract or within a specified timescale.

5.10 *Community Safety Implications*

None

5.11 *Environmental Impact*

None

6. **Background Papers**

Medium Term Financial Strategy- [Full Council 25/2/21 Appendix 2\(ii\) Budget Savings and Income Generation Initiatives SW02](#)

7. **Appendices**

SBC: SCL Partnership Agreement 2022-2031 V8- DRAFT for approval
SCL contracts – Phase 1 and 2

Appendix- SCL contracts

Phase 1 services- let for a period of four years from 1 April 2017 - 31 March 2021 (extended to 31 March 2022)

Service name	People supported	Age range	Number of beds/units	Annual contract value (£)
Delaware House - OP care home/assessment beds	Older people with Dementia	65+	24	£1,204,044
Priory House – OP care home/assessment beds	Elderly, frail people	65+	28	£1,180,745
Care and Support	Adults with complex needs	18+		£581,167
Viking House – LD day service complex needs	High dependency day care services for adults with learning disabilities	18+	34	£813,295
CIS (Complex Intervention Service, formerly START) Rehabilitation and Reablement services in the community	Adults with complex needs	Adults aged 17+	34	£1,197,141
Project 49 – day opportunities	Day Opportunities Centre for clients with Learning Disabilities (up to 100 clients a day)	19-80	100 individuals per day (Mon-Fri)	£1,005,113
Shared Lives Service/Making it work – supporting people with LD into paid employment	Adults with learning disabilities. Accommodation and/or care or support inside and outside the Shared Lives carer's home	18+	Scheme supports 42 carers who provide 24 long term arrangements, 66 short break placements and 26 day placements	£168,195
One To One Services for adults with learning disabilities	Adults with learning disabilities	18+	Supported employment service.	£23,033
Spencer House – LD supported living	Adults with learning disabilities, receiving individual care plans	18+	15 people with a learning disability.	£320,395
			Total annual contract value	£6,543,128

Phase two services- let from 1 April 2019 for a period of five years to 31 March 2024

Service name	People supported	Age range	Number of beds/units	Annual contract value (£)
Longmans and Westwood – Extra Care schemes	Older People	55+	30 (15 each)	£539,500
Southend Care Ltd - West Street	Supported housing for adults with a learning disability	18+	29 units 27 occupants	£1,088,333
			Total annual contract value	£1,627,833

SOUTHEND BOROUGH COUNCIL AND SOUTHEND CARE LIMITED

PARTNERSHIP AGREEMENT APRIL 2022- MARCH 2031

1. PARTNERSHIP STATEMENT

1.1 Purpose

This ten-year Partnership Agreement (Agreement) is the commitment of Southend Care Limited (SCL) and Southend Borough Council (SBC) to develop a long-term relationship that aims to deliver on the Southend 2050 outcomes and on the vision for Southend Care. This Agreement provides the vision, strategic objectives and guiding principles of the relationship. It sets the tone and spirit by which both parties will work together for mutual benefit with aligned interests.

The Agreement will be formally reviewed annually on the anniversary (1 April each year) by the Board of Directors of SCL and the Cabinet or delegated body of SBC.

This Agreement will cover the relationship between the parties and is to be construed together with the contractual agreement, which will be a separate contract for services agreed and entered into between the parties which will provide the detail of the commercial terms and conditions of the partnership. For the avoidance of any doubt, the details of the legal obligations of both parties for example dispute resolution, IPR, liabilities and indemnities, conflicts of interest, risk and liability are included in the contractual document to accompany this partnership agreement and the agreement should not be relied on to resolve any contractual matters.

This Agreement will be the basis by which the parties determine the success of the partnership. It is expected that over the next ten years the partnership will evolve and therefore this Agreement is designed to be reviewed annually and updated as necessary to ensure it remains strategically relevant and continues to be the catalyst for contributing towards the delivery of the Southend 2050 roadmap.

1.2 Context/Background

This is the first formal Agreement between SBC and SCL. SCL started trading in April 2017 as a Local Authority Trading Company (LATCO) wholly owned by SBC, with its remit being to operate as a business within the adult social care markets, deriving 80% of its total income from SBC contracts. SBC directly awarded to SCL two contracts for a range of services including residential care; day centres; complex reablement; Shared Lives; Supported Employment and Supported Living. Since trading in April 2017, SCL was directly awarded a further two contracts in April 2019 for Supported Living and Extra Care services.

The trust in SCL to deliver good quality services has grown and the relationship between both parties has been characterised by SCL taking a 'can do approach' supporting SBC wherever possible. This includes responding rapidly and effectively in situations where other providers in the marketplace have failed, as well as taking on very complex individual packages of care that no other provider has been able to support.

SCL has also played an important role in the COVID crisis by both establishing a designated COVID unit and by delivering services in an innovative way, for example creating an online digital service for vulnerable people who could not attend Project 49.

As a result of the special relationship enjoyed by SCL and SBC by virtue of ownership, the company's manner of working has been different to that of any other local provider. The relationship has very much focussed on SCL being part of the SBC 'family' thereby becoming a key resource for SBC and working in a manner that creates the most value for SBC. From this a number of principles have become central to the relationship, including transparency, integrity and honesty.

1.3 Relationship to date

The relationship between SBC and SCL to date has been constructive, solution focussed and collaborative. It has enabled SCL to develop and evolve as an organisation recognising the realities of the need for time to establish a new business and address certain legacy issues of former in-house services. The relationship has encouraged SCL to reinvest surplus into improving services and more broadly developing in a qualitative way, for example developing a training academy, achieving nationally recognised quality awards such as IIP and of course meeting regulatory standards. The relationship has also been the catalyst for developing positive working relationships with other statutory bodies, the Third and the independent sector.

1.4 Future relationship

The Agreement formalises the relationship between SCL and SBC for the first time. This partnership over the next ten years will aim to build upon the special relationship that has been established between the parties. It will continue to focus on achieving the strategic outcomes related to Southend 2050 and improving the quality of lives of the people of Southend. The relationship, by having a commercial emphasis, will support SCL to grow as a business enabling it to become even more enterprising in its approach. This will include the development of alternative income streams that have a consequential benefit to SBC and the local community. This will be achieved by continuing to encourage reinvestment in the business for the purpose of sustainable growth, workforce development and driving cost effectiveness.

The partnership will provide the opportunity for both parties to test, learn and innovate as a continuous process for the purpose of creating more cost effective and impactful service provision in Southend. Especially important is creating opportunities for greater digital service delivery to support population needs and serve broader sections of the community. As technology advances over the next ten years and demands increase having a relationship that can work in a collaborative and inspiring manner is of paramount importance.

The partnership will strategically shape services which come within the scope of contract during its lifetime, ensuring they remain responsive to the needs of Southend. In particular, working collaboratively to redesign, remodel and restructure services where necessary so they continue to provide value for money and deliver the best outcomes for people.

The partnership will play a key role in supporting the care marketplace, through developing SCL's role as a provider of last resort to enable SBC to fulfil its statutory duty to ensure market sustainability and quality under the Care Act 2014. Working in a strategic way both organisations will proactively identify the means by which issues such as provider failure can where possible be avoided and where SCL can take action to enhance the SBC's response to market uncertainty. This is a particularly important feature of the relationship as financial and budgetary pressures are likely to increase as a result of the general economic climate brought on by COVID, the economic effects of which are likely to be felt for some years to come.

The partnership will be characterised by a number of principles that will shape the way both parties operate and work with each other. They will be complemented by aligned values and behaviours

Page | 2

that reflect the everyday working practices of staff. These principles are Reciprocity; Autonomy; Honesty; Loyalty; Equity and Integrity. The values that will act as a reference point for this partnership are the Southend 2050 values of being Inclusive, Proud, Collaborative and Honest

The partnership will support the development of a workforce that it is skilled, well trained, and professional in its operation and delivery of care. SCL becoming the employer of choice that can attract the best talent through excellent career pathways and terms and conditions of employment.

Anything delivered through the partnership will clearly benefit the residents of Southend either through directly meeting their needs or by ensuring that SCL is financially sustainable and can deliver more to Southend as a result.

[1.5 The relationship and future commissioning landscape](#)

The partnership will evolve within the context of the future commissioning landscape and through an asset-based approach in line with Southend 2050 outcomes. It will play a key role in supporting the shared priorities of the milestone recovery plans and the objectives of longer- term strategies for Older People, Adults of Working Age and Carers of all ages that will cover the period 2022 – 2027.

SCL will be a key stakeholder and consultee in the development of these strategies that will need to be aligned with the agreed principles and priorities set out in this partnership agreement. Moreover, the partnership will enable SCL to position itself so it can play its part in the delivery of the identified priorities. SCL is already in a strong position as a current provider of a broad range of services across different markets and focused on a range of people from younger adults to older people. The partnership will also ensure services are reshaped and modernised to fit with the refreshed commissioning priorities for Southend.

Priorities in the milestone recovery plans that are relevant to this partnership agreement and which relate to the Southend 2050 themes are set out in Appendix 1.

2. GUIDING PRINCIPLES OF THE PARTNERSHIP

The guiding principles of this Agreement will underpin the partnership and will also form the basis of the separate commercial contracts that are entered into. These principles are:

2.1 Reciprocity - The partnership will promote mutual benefit, with fair and balanced exchanges. For example, if either party accepts a business risk, the other must be prepared to do the same. If one party commits to invest time and money in an important project the other party must be prepared to reciprocate. Both parties will decide what is fair and balanced through negotiation conversation and applying the rest of the guiding principles.

2.2 Autonomy – The partnership across the areas detailed in the accompanying contract will abstain from promoting only one party's self-interest at the expense of the other. Instead, both parties will work as equals and be part of a process that allows for making decisions in line with the partnership. i.e., the partnership commits to make decisions and take actions that respect and strengthen the interests of the partnership and the shared vision.

2.3 Loyalty – The partnership will ensure that both parties look out for each other's interests and treat each other's interests with equal value. The partnership will be characterised by having 'relationship first thinking' seeing itself as its own entity with its own set of interests that both parties are loyal to in their interactions.

2.4 Equity/ risk sharing – The partnership will ensure both parties keep proportionality in the contract for example between risk and rewards. The proportion of risk accepted by either party will be detailed in the accompanying contract and will be on a service by service basis. The risk share will not necessarily be a 50/50 split but a fair distribution for example depending how much risk one party takes on in relation to the other.

2.5 Integrity – The partnership will ensure both parties act consistently, transparently, and honestly over the life of the relationship and to act when in doubt in accordance with the other guiding principles. Integrity will apply to all decisions and actions each party takes and their interactions with each other.

2.6 Person Centredness- The partnership will ensure that the people who use SCL services are placed at the heart of what is delivered, for co-design of future services and for their honest feedback on how well these services are meeting their needs and expectations.

This partnership will also be governed by the Southend 2050 values which are:

- Inclusive- we put people at the heart of what we do.
- Proud-we are proud to make lives better.
- Collaborative -we work together.
- Honest – we are honest, fair and accountable.

These values are supported by agreed behaviours that are:

- Driving positive change
- Trust and respect
- Demonstrating strong leadership
- Act with integrity and behaving responsibly
- Building relationships to work well together.

3. VISION

Southend Care's vision is to enhance the quality of peoples' lives, meeting the needs of the people of Southend by providing cost-effective high-quality and strength-based services that adapt to changing demands over time whilst applying best practice learning and innovation. Through the partnership SBC and SCL will forge a strong and productive relationship for mutual benefit, supporting the delivery of Southend 2050 outcomes and the objectives of specific long-term strategies. The partnership will set an example and be the benchmark for the way in which positive service impact can be delivered via a local authority trading company.

Southend 2050 is Southend's vision and ambition for the future. It was developed following extensive conversations with those that live, work, visit, do business and study in Southend. These conversations asked people what they thought Southend should be like in 2050 and what steps are needed now, and in the coming years, to help achieve this. The ambition is grounded in the values of Southend residents. It is bold and challenging and will need all elements of the community to work together to make it a reality.

The partnership between SBC and SCL will contribute towards the delivery of the five themes and 23 outcomes which are:

1. **Pride and Joy**-By 2050 Southenders are fiercely proud of, and go out of their way, to champion what our Borough has to offer.
 - There is a tangible sense of pride in the place and local people are actively, and knowledgeably, talking up Southend.
 - The variety and quality of our outstanding cultural and leisure offer has increased, and we have become the first choice English coastal destination for visitors.
 - We have invested in protecting and nurturing our coastline, which continues to be our much loved and best used asset.
 - Our streets and public spaces are clean and inviting.
2. **Safe and Well** -By 2050 people in Southend-on-Sea feel safe in all aspects of their lives and are well enough to live fulfilling lives.
 - People in all parts of the borough feel safe and secure at all times.
 - Southend residents are remaining well enough to enjoy fulfilling lives, throughout their lives.
 - We are well on our way to ensuring that everyone has a home that meets their needs.
 - We are all effective at protecting and improving the quality of life for the most vulnerable in our community.
 - We act as a Green City with outstanding examples of energy efficient and carbon neutral buildings, streets, transport, and recycling.
3. **Active and Involved**- By 2050 we have a thriving, active and involved community that feel invested in our city.
 - Even more Southend residents agree that people from different backgrounds are valued and get on well together.
 - The benefits of community connection are evident as more people come together to help, support, and spend time with each other.
 - Public services are routinely designed, and sometimes delivered, with their users to best meet their needs.
 - A range of initiatives help communities come together to enhance their neighbourhood and environment.

- More people have active lifestyles and there are significantly fewer people who do not engage in any physical activity.
4. **Opportunity and Prosperity** - By 2050 Southend on Sea is a successful Borough and we share our prosperity amongst all of our people.
 - The Local Plan is setting an exciting planning framework for the Borough.
 - We have a fast-evolving, re-imagined and thriving town centre, with an inviting mix of shops, homes, culture and leisure opportunities.
 - Our children are school and life ready and our workforce is skilled and job ready.
 - Key regeneration schemes, such as Queensway, seafront developments and the Airport Business Park are underway and bringing prosperity and job opportunities to the Borough.
 - Southend is a place that is renowned for its creative industries, where new businesses thrive and where established employers and others invest for the long term.
 5. **Connected and Smart**- By 2050 people can easily get in, out and around our borough and we have a world class digital infrastructure.
 - It is easier for residents, visitors and people who work here to get around the borough.
 - People have a wide choice of transport options.
 - We are leading the way in making public and private travel smart, clean and green.
 - Southend is a leading digital city with world class infrastructure.

4. STRATEGIC OBJECTIVES

The objectives of the partnership align with the Southend 2050 agreed outcomes and lay the foundation for the foreseeable future of relationship. The objectives are to:

- **Develop and deliver a portfolio of services that meet the current and future needs of the people of Southend** and that *cannot / are unlikely to* be provided by private or voluntary sector providers i.e. where there is market 'failure' or a clearly identified gap in the needs identified through strategic commissioning.
- **Ensure there is a 'provider of last resort' for the CQC/Ofsted regulated provider market**, providing support to failing providers, thereby meeting SBC's market duty under the Care Act 2014
- **Promote quality assurance and improvement initiatives to the Southend care sector** by piloting and showcasing projects designed to support workforce development, creativity, and innovation across the Borough.
- **Support the financial sustainability and health of SBC and SCL** by encouraging enterprise thereby generating alternative commercial income.
- **Ensure services within the portfolio become increasingly more cost effective** in all key areas including workforce.
- **Ensure all service are rated by either CQC or Ofsted as 'Outstanding'**, becoming exemplars for the care marketplace.
- **Develop SCL as a transformation engine for delivering changes** which result in fit for purpose services that are strategically relevant for existing and future demands.
- **Support the South Essex Care and Health Trade Association (SECHA)** to become an effective voice for the adult social care sector.

5. PARTNERSHIP INDICATORS OF SUCCESS

The effectiveness of the partnership will be judged by the following indicators of success:

- The extent to which the partnership fulfils strategic commissioning needs. This is based on supporting the delivery of the recovery plans, longer term strategies and Southend 2050 outcomes.
- The extent to which the partnership supports the stability of the provider marketplace. This is based on the interventions that are made to support failing providers.
- The extent of the impact of improvement initiatives promoted across the Borough. This is based on new initiatives that bring about market change within the care sector.
- The extent to which the portfolio of services become benchmarks of value for money. This is based on a rolling programme of efficiency targets within services.
- The extent to which commercial income is generated through SCL. This is based on maximising the permitted 20% of income derived from non-SBC sources.
- The extent to which the partnership becomes an exemplar for service quality based on regulator 'Outstanding' ratings.
- The extent to which the Southend Trade Association becomes a voice for the sector. This is based on membership take up and the degree of influence exerted by the Association.

6. GOVERNANCE ARRANGEMENTS TO ALIGN INTERESTS AND EXPECTATIONS OF THE PARTNERSHIP

This partnership agreement will be supported by the following governance:

1. **Shareholder Board**- this will act as the political driver for SCL and ensure that there is alignment between the political, strategic, and economic relationships between SBC and SCL. These meetings will be represented by the Chair and Managing Director of SCL, the Leader of the SBC and representatives of SBC members.
2. **The SCL Board of Directors** will be the decision maker with regard to all business decisions of the company (SCL).
3. **Cabinet** – this will act as the political driver and decision making body for SBC. These meetings are chaired by the Lead Cabinet Member.
4. Both the SCL Board of Directors and Cabinet can delegate decision making to other Boards but the above bodies retain the legal powers to make decisions regarding this Agreement and the contractual arrangements that underly them.
5. **A partnership delivery board** – to provide strategic direction and oversight of the progress of the partnership and maintain healthy working relationships. This group will include senior representatives from SCL, SBC and independent members drawn from representatives of staff and service users and focus on the review of a joint delivery plan that will be agreed annually by all parties. Reports based on service user feedback as well as performance and quality indicators and will be drawn from individual services and amalgamated to form a single quality assurance report. There will also be a finance report. Meetings will be held quarterly.
6. **Opportunity, Innovation and Modernisation Group** – a key part of maintaining a healthy working relationship is to encourage new opportunity, innovation and modernisation. This Group will support plans that enable the relationship to adapt and evolve over time in terms of service offers, ensuring that it responds to the social care landscape in a proactive way, and

develops the role that SCL plays within the provider market. The group will be made up of representatives from SCL and SBC and will meet on a quarterly basis.

7. **Contract review meetings-** each service provided by SCL will have quarterly contract review meetings at which performance and quality information will be shared. There will also be a formal annual contract review at which any changes to the service model /staffing / performance and quality metrics will be agreed. Any changes will be recommended to the Partnership Delivery Board for a decision. All services will be subject to regular benchmarking and market testing to ensure that they fit with the principles of this Agreement and continue to provide value for money.

DRAFT

APPENDIX 1 - MILESTONE RECOVERY PLAN PRIORITIES

Safe and Well

- A move away from an over reliance on Residential care homes for Older People. This will mean a significant reduction in care home beds and a shift to Extra Care Housing and care at home. At the same time, there is a need to develop additional long-term care beds for nursing and complex dementia care.
- Further development of a comprehensive frailty service to include falls prevention and a stronger assessment element.
- A redesign of the short term reablement pathways and support models to get people back on their feet and reduce delays in accessing this support.
- Increased support for Admissions Avoidance to hospital including the efficient use of short-term beds for assessment of need
- Expansion of the current equipment service to include the use of Assistive Technology to prevent or delay long term care and reduce the risk of social isolation.
- Commissioning of homecare to be shifted from a provider and contract-based model to a 'community wellbeing team' model.
- An expansion of the Shared Lives service to include a wider range of people from across the Southend community.
- Implement a review of all Supported Accommodation in the Borough, to ensure it best meets the needs of adults ensuring clear pathways of support.

Active and Involved

- Roll out a comprehensive active ageing programme targeted at Older Adults particularly in the more deprived wards of Southend, with a focus on diet, exercise and weight management.
- Comprehensive coverage of vaccination campaigns to ensure Older People are better protected against diseases.
- An expanded volunteering programme to increase volunteer participation in communities of Older People across the Borough
- Reduce health inequalities between the best and worst performing wards in Southend
- Targeting Older People from BAME communities based on known increased health risks for their ethnic group e.g., diabetes.

Connected and Smart

- Giving adults access to equipment and high-speed broadband as well as the skills needed to access the internet to access benefits and employments as well as manage their health and wellbeing.
- Learn from current pilot projects in Southend to expand on the use of assistive technology and mainstream technology devices to benefit adults living across the Borough.

DRAFT

This page is intentionally left blank

Southend-on-Sea Borough Council

Report of Executive Director Neighbourhoods and
Environment

To

Cabinet

On

14 September 2021

Report prepared by: Sharon Harrington, Head of Traffic
Management & Highways Network

Agenda
Item No.

Draft Parking Strategy 2021-2031

Relevant Scrutiny Committee(s): Place Scrutiny
Cabinet Member: Councillor Ron Woodley

1. Purpose of Report

- 1.1. This is the first parking strategy to be implemented within the Borough. Before being fully adopted it is important that we have all the views of all residents and business to enable us to provide a fair and consistent approach to the way in which we manage parking whilst supporting the six priorities for the borough;
- Pride and Joy
 - Active and Involved
 - Safe and Well
 - Connected and Smart
 - The Future of Southend High Street
 - Opportunity and Prosperity
- 1.2. As part of its Strategic Parking Review, the Council recently carried out the first stage of consultation on its draft Parking Strategy 2022-2032 which involved internal stakeholders. The draft Parking Strategy has been updated to reflect the comments received during the first stage and the revised draft Strategy is attached at Appendix A. It is proposed that the revised draft Strategy is now approved for external consultation with local residents, businesses and other key stakeholders.

2. Recommendations

- a) Approval to consult on the draft parking strategy (attached at Appendix A) to the consultation timetable as outlined in section 6.4 below
- b) Approval for the results of the consultation and parking implementation plan to be returned to Cabinet early in 2022 for approval

3. Introduction and Background

- 3.1. The draft Parking Strategy attached at Appendix A is a key output of the Council's Strategic Parking Review which commenced in 2019. It proposes an overarching aim and related objectives which will form the basis of the Council's approach to parking in the borough for new and existing parking schemes in line with the enabling projects / changes that have already been made.
- 3.2. The Parking Strategy once adopted will promote four principles the Council wants to instil across the borough which include Safety, Fairness and a Consistent and Transparent approach.

4. Proposals and issues

- 4.1 It is important to note that the draft Parking Strategy is a non-statutory document. Parts of the document relate to the civil enforcement activity of parking contraventions and in accordance with the statutory guidance issued by the Secretary of State under section 87 of the Traffic Management Act 2004.
- 4.2 The usual consultation process for policy documents of this nature will be undertaken and all persons potentially affected will have been given the opportunity to respond and comment. After adoption of the strategy there will be an expectation that future parking decisions will be taken in accordance with the strategy.
- 4.3 The introduction of the Parking Strategy is proposed to make it easier for local residents and businesses to challenge unfair, disproportionate or unreasonable parking policies and have invited views on how this could be achieved.
- 4.4 The challenge in delivering a fair, consistent, safe and transparent Parking Strategy, will be getting the right balance between the competing needs of road users, pedestrians, businesses, commuters and visitors.
- 4.5 Having an effective parking strategy can be one of the most useful tools available to local authorities in helping us to achieve our economic, social and environmental objectives.
- 4.6 The benefits will be that we will adopt an area-based approach to parking controls rather than a road-by-road approach, thereby reducing displacement.
- 4.7 By offering lower parking charges for low-emission vehicles the strategy will play a positive role in reducing our carbon footprint. The strategy will support local businesses but not to the detriment of the local environment, use future regeneration programmes for the borough will meet the four principles set out above.
- 4.8 Moving forward the strategy will provide the opportunity to manage car parking so that it allows people to access local services and support local businesses, but without causing significant traffic congestion or environmental impacts, for example, by encouraging more car use or providing too many parking spaces.

5. Options Appraisal

- 5.1 The strategy outlines the proposals the Council and how we expect to deliver on these. This is a public consultation documentation.

6. Consultation

- 6.1. Internal benchmarking has been undertaken prior to this report being presented at Cabinet. We have listened to the views of members and their constituents via the complaints and members enquiries and hope that we have shown in the document that these have been considered.
- 6.2. The strategy is now ready to embark on external consultation with residents and businesses and formally with members.
- 6.3. Consultation will open on-line on the 1 October and close on the 27 November 2021.
- 6.4. Below is a table showing all levels of consultation:

Date	Activity	Group
14 September 2021	Approval for consultation on the Draft Parking Strategy	Cabinet
1 October 2021	Consultation commences with members and the wider community	Community groups, On-Line survey, Businesses, Chamber of Commerce
1 October – 14 November 2021	Ongoing review of feedback	As above
27 November 2021	Public consultation closes	N/A
Week commencing 13 December 2021	Review of outcomes of the Parking Strategy Consultation	CMT and Portfolio Holder
March 2022	Cabinet to approve adoption of strategy, policy and parking implementation plan	Cabinet

7. Financial Implications

- 7.1. Implications approved by finance
- 7.2. The report is for information on the consultation of the Draft Parking Strategy 2021-2031. There will be a full financial assessment undertaken alongside the development of the Strategy.

8. Legal Implications

- 8.1. Implications agreed by John Williams

- 8.2. As observed in the main body of this report, elements of enforcement practice are subject to the need to be compliant with statutory guidance issued by the Secretary of State under section 87 of the Traffic Management Act 2004.
- 8.3. This does mean that the Parking Strategy document will need to be kept under review from time to time to ensure it is consistent with current guidance.

9. Background Papers
N/A

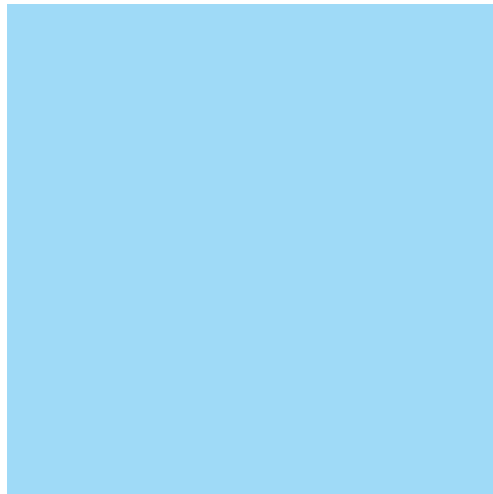
10. List of appendices

- 10.1 Appendix 1; Draft Parking Strategy



Parking Strategy 2021 - 2031

Traffic & Highways



August 2021

Parking Strategy 2021-2031

Version	Date	Author	Rationale
1	July 2021	Alistair Turk	First draft
2	Aug 2021	Sharon Harrington	Internal review
3	Aug 2021	Lorraine Delahunty, Adetayo Kehinde, Sharon Harrington	Internal review
4	Aug 2021	Sharon Harrington	Internal review
5	September	Sharon Harrington	Internal review

Authorised by:			
Name	Title	Signature	Date

Next review	Date
1	2023/24

Contents

1. Introduction	1
2. Background	2
3. Vision for Parking	2
4. Strategies	2
4.1. Climate change	3
4.2. Electric vehicles and charging	4
4.3. Covid-19 recovery	5
4.4. Business recovery	6
4.5. Finance	7
4.6. Efficiencies	7
5. Public engagement	9
6. Parking Implementation Plan	9
Appendices	10
Appendix 1 - Questionnaire	10

1. Introduction

Southend-on-Sea Borough Council's shared ambition to transform the borough by 2050 is aligned to five themes, with related desired outcomes:

- **Pride & Joy** - By 2050 Southenders are fiercely proud of, and go out of their way, to champion what our city has to offer.
- **Safe & Well** - By 2050 people in Southend-on-Sea feel safe in all aspects of their lives and are well enough to live fulfilling lives.
- **Active & Involved** - By 2050 we have a thriving, active, and involved community that feel invested in our city.
- **Opportunity & Prosperity** - By 2050 Southend-on-Sea is a successful city and we share our prosperity amongst all of our people.
- **Connected & Smart** - By 2050 people can easily get in, out, and around our city and we have world class digital infrastructure.

1.2 This strategy supports the more specific desired outcomes for each theme, including: -

- Our streets and public spaces are valued and support the mental and physical wellbeing of residents/businesses and visitors. People in all parts of the borough feel safe and secure at all times.
- A range of initiatives help increase the capacity for communities to come together to enhance their neighbourhood and environment.
- We are leading the way in making public and private travel smart, clean and green.

1.3 To help achieve these goals, our approach requires effective joined-up regulation and compliance. We will use the results of the public consultation on the draft parking strategy to develop the parking policy and implementation plans for the next decade.

1.4 This strategy is intentionally at a high level as it cannot cover every eventuality, especially where there are specific local or national standards which have to be met.

1.5 In doing so we will follow the principles of:

- The Regulators Code www.gov.uk/government/publications/regulators-code;

- The Enforcement Concordant (Central and Local Government Enforcement Concordat, March 1998);
- Enforcement contained in the Legislative and Regulatory Reform Act 2006 (enforcement is proportionate, targeted, transparent consistent and accountable)

2. Background

- 2.1 Covid-19, the climate emergency, and the ban on the sale of new petrol and diesel vehicles in the UK from 2030 will see rapid change to the types and vehicle usage on the road network in the next decade. This in turn will impact on the demand for parking both on-street and in off-street car parks.
- 2.2 In order to be fully prepared for these challenges in Southend we believe it is time to formulate a new parking strategy for the borough covering the next decade.
- 2.3 The themes outlined in the draft strategy and the community engagement that accompanies its publication will be used to develop the policy framework and implementation plans to deliver the strategy in the coming years.

3. Vision for Parking

- 3.1 The Southend vision for parking is: -

- **To provide parking where possible;**
 - Minimise the use of vehicles in the busiest and congested areas at what experience and research shows to be the most appropriate times.
 - At the same time provide sufficient short-stay parking facilities to support shops/commercial organisations and leisure activities, thereby underpinning social and economic life.
 - Reduce the risk of accidents.
 - Safeguard the needs and requirements of residents, visitors, businesses and other organisations.
 - Improve traffic conditions.
 - Preserve and improve the infrastructure and the general environment.
 - Increase and improve pedestrian and cyclist mobility.
 - Regulate and control parking both on and off street.

- **Control parking where necessary;**
 - We will aim to get penalty charge notices right first time using accurate "hand-held" technology.
 - We will take every opportunity to develop online services to improve customer access to information.
 - We will develop the on-street parking service to include: Blue Badge enforcement, school patrols, advice and information and assistance at special events.
- **Enforce parking fairly and consistently;**
 - We will take consistent enforcement action to deter inconsiderate parking.
 - We will pursue people who try and evade penalty charges to recover debt owed to the Council.
 - We will work with the police to prevent crime and anti-social behaviour and to protect our civil enforcement officers from abuse and violence.

Civil enforcement officers will adopt a helpful attitude and a consistent approach to enforcement in order to encourage lawful and considerate parking. Our customer promise is that we will always:

- Be professional, fair and courteous.
 - Be polite, calm and understanding.
 - Be open and honest.
 - Offer advice on the appeals procedure if requested.
- **Operate parking efficiently and cost effectively.**
 - We will reply as quickly as possible to representations against penalty charge notices, whilst properly investigating motorists' comments.
 - We will aim to get penalty charge notices right first time using accurate "hand-held" technology.
 - We will take every opportunity to develop online services to improve customer access to information.

4. Strategies

4.1. Climate change

- 4.1.1. According to scientists, the UK is already undergoing disruptive climate change with increased rainfall, sunshine and temperatures. 2020 was the third warmest, fifth wettest and eighth sunniest on record according to the 'UK State of the Climate' report. No other year is in the top 10 on all three criteria.
- 4.1.2. Climate change includes global warming through the emission of greenhouse gasses such as carbon dioxide (CO₂) and Methane (CH₄) resulting in the large-

scale shift in weather patterns. A typical passenger vehicle emits about 4.6 metric tons of CO₂ per year along with nitrogen dioxide (NO₂).

- 4.1.3. Southend published its Low Emission Strategy in 2018 and currently has two Air Quality Management Areas (The Bell Junction and Victoria Avenue close to the junctions with Priory Crescent, East Street and West Street) where NO₂ levels exceed the national air quality goal.
- 4.1.4. Roughly 72 percent of CO₂ emissions in Southend is from road transport which equated to 156 kt (3kt per person) in 2018. This is why the Council has declared a climate emergency and set the challenge to achieve net zero carbon by 2030.
- 4.1.5. 2030 is the date when the sale of new petrol and diesel vehicles is due to be banned in the UK. Hybrid vehicles are set to be banned from 2035. In order to stand a chance of achieving net zero carbon emissions by 2030 it will be necessary to influence motorists to change to less polluting means of transport beforehand.
- 4.1.6. An increasing number of local authorities in the UK have introduced an emissions-based pricing structure for parking permits and paid parking, and evidence shows that it is an influencer in encouraging a switch to less-polluting means of transportation.
- 4.1.7. We are considering introducing emissions-based parking charges aimed at addressing our poor air quality and lowering vehicle emissions. The aim is to encourage motorists to switch to less-polluting vehicles and/or to make more local trips by alternative sustainable modes of transport.

4.2. Electric vehicles and charging

- 4.2.1. The Government's 'Road to Zero' strategy has set the target of no new conventional petrol or diesel cars being sold by 2030 and no hybrid vehicles by 2035. Meeting this ambition is going to require a step change in the availability of electric vehicle (EV) charging infrastructure. EV charge points will need to be as commonplace as petrol stations are now.
- 4.2.2. The lack of a national strategic plan for the provision of a network of EV charge points is going to be a significant challenge to meet the Government's 2030 ambition. While the bulk of charging will take place at homes and workplaces where vehicles are parked for longer and it is generally cheaper and more

convenient to do so, not everyone has the ability to access these facilities.

While it does not fall to local councils to become the long-term default provider of EV charge points, they can have a role to play as a catalyst to the market.

4.2.3. Planning policies should facilitate the transition towards a low emission future.

4.2.4. To this end the Council has adopted an Interim Planning Statement regarding the provision of EV charge points in new developments and is moving towards adopting Supplementary Planning Guidance to embed this policy into the Local Development Framework for Planning moving forward through the emerging Local Plan process.

4.2.5. The Council's new Local Transport Plan 4 and Implementation Plan are currently being developed and it is anticipated this will set out the Council's EV and EV charge point policy.

4.3. Covid-19 recovery

4.3.1. The global pandemic has seen a significant change in the patterns of working, shopping, and travel. The enforced lockdown meant most people were not going out. Working from home and online shopping became the norm for most households. This in turn saw a sudden change to long-established parking patterns. On-street commuter parking largely abated. Residential parking spaces became harder to find when the majority of residents were working from home and residential vehicles did not move from day to day.

4.3.2. In mid-July 2021, the last of the Covid-19 lockdown measures were removed in England. While the population gets used to the freedom to move about, it is unclear if this will result in travel and parking patterns returning to pre-pandemic levels. It is predicted that the UK economy will grow significantly and at a rate not seen since 1948 which could indicate more vehicle movements, but it is also predicted that working from home is here to stay and will remain a preferred option for at least part of the week going forward. Similarly, the convenience of on-line shopping and household delivery of purchases is here to stay in some form or another. It is too soon to gauge if parking patterns will return to pre-Covid-19 numbers or normalised parking demand will be at a reduced capacity.

4.3.3. Providing a flexible approach to parking provision and control will be essential going forward as we cannot assume that post-pandemic parking patterns and growth will replicate those pre-2020. We propose that any parking schemes that

were previously approved but not implemented will be put on hold for 12 months to enable a review of the parking stress/demand to take place over the period; this will include all pending schemes and changes to existing unless there are high safety issues or formal consultation has already begun. If there is evidence of ongoing parking stress after the 12 month review the scheme will be implemented, if not, the scheme will not be implemented until such time that parking stress/demand returns to pre-Covid levels.

- 4.3.4. Existing commuter parking schemes may also need revision if commuters do not return to previous numbers. Resident parking areas may suffer from greater stress from residents themselves and measures to limit the number of permits per household may be an option. We propose to review all parking zones over the next six years to establish if they remain fit for purpose.

4.4 Business recovery

- 4.4.1. Even before the pandemic, there were widespread reports of the crisis facing the retail sector. A significant number of household retail names have disappeared forever from the high street during the pandemic. The shift towards online shopping was accelerated during lockdown and the lack of income for retailers during this period will put further pressure on their long-term viability and presence on the high street/secondary town centres.
- 4.4.2. Local authorities will need to support the high street businesses in their recovery and one of the potential ways of doing so is by making parking and loading easier for customers and businesses whilst also ensuring this does not adversely impact on measures designed to encourage modal shift to less polluting means of transportation. Options could include relaxing some parking controls either completely or at off-peak times, extending parking time or reduced charging. It may also be necessary to introduce measures to achieve a greater turnover of parking spaces if parking is in high demand.
- 4.4.3. We are also mindful that pre-Covid there were parts of the town where a strong night-time economy is present, and the Council were receiving requests/complaints about parking issues. These included issues about dangerous parking/accessibility issues and the difficulty of parking in the evenings and increased parking demand in some residential locations. If/when we see these issues developing, we may need to consider the need to extend

enforcement controls for safety reasons and to ensure a turnover of parking spaces.

4.5. Finance

- 4.5.1. When parking enforcement was originally decriminalised under the Road Traffic Act 1991 local authorities were required to operate their parking accounts so that they were 'at least self-financing'. The Statutory Guidance published at the time (March 2008) Part 6 of the Traffic Management Act 2004 made revisions so that local authorities were no longer required to operate parking accounts in surplus although it should still be the aspiration to do so where necessary so as to be reinvested.
- 4.5.2. Section 55 of the Road Traffic Regulation Act 1984 places conditions on how local authorities operate their parking account which is ring-fenced from the council's general account. The parking account is used for the operation of the parking service. Any surpluses left once the costs have been accounted for are firstly used for maintenance and safety enhancements after which it can only be spent on parking and traffic-related schemes.
- 4.5.3. In Southend, we aim to operate the parking account so there is a surplus. We believe that motorists who benefit from using parking bays and car parks or who park in contravention should pay for the parking enforcement service rather than non-motoring residents having to pay for a service they do not use through the council tax general account.
- 4.5.4. We will use surpluses to cover the full cost of parking enforcement and to maintain our car parks so they are safe and maintained where possible to the national 'ParkMark' standard. We are anticipating significant expenditure will be required for the repair and upgrade of some car park facilities to extend their life-expectancy well into the next decade. We will also use surpluses to pay for any new on-street parking schemes.

4.6. Efficiencies

- 4.6.1. We are committed to running the parking service as efficiently as possible and to make best use of new technologies to make the user experience easier and more cost effective. We out-source parking enforcement to a specialist parking enforcement contractor as we believe this is the most efficient and cost-effective process. The existing parking enforcement contract is coming to an end, and we

will be retendering the contract during 2021/22. This will be a new contract and it is anticipated that it will be for an initial 10 years with the potential for extensions if quality and key performance indicators are met.

- 4.6.2. We introduced virtual permits for resident permits during 2020/21. These replace the need to display paper-based permits in vehicles. They have cost and environmental savings as the process does not require the printing of permits on plasticised paper nor the need for fulfilment and posting. They also benefit the resident as the on-line process is largely automated and quicker to administer resulting in a permit approval and activation in a far shorter period than before. The success of the virtual permit means we propose to extend its use during 2021/22 for all permits and vouchers issued by the parking service. We will also be considering other technological options currently available to make the application and verification process easier and more efficient for the applicant. This could include, for example, dispensing with the need to resubmit 'proofs' each year for up to 3 years where the application details remain unchanged.
- 4.6.3. The Southend Pass Pilot was developed and introduced in 2021 which aims to enable an efficient and cashless process for customers to regularly move about the borough to be able to park at a discounted rate in car parks or paid on-street parking bays. The concept of the Southend Pass began before the pandemic when it was anticipated it would prove a popular choice for residents only. The timing of its introduction during a further UK lockdown was not auspicious and although extended to apply to anyone it has initially resulted in less uptake of the pass than what was originally predicted. The Council will need to extend the original monitoring / trial period and review annually until travel and parking patterns have normalised to establish the long-term viability of the scheme.
- 4.6.4. We offer an alternative to paying with cash at on-street paid parking bays and in our car parks. This has been in operation for a number of years and has proved popular with motorists. It reflects the growing trend in the UK population not to carry cash and particularly loose change. Cashless paid parking time can be purchased by debit/credit card, or by phone using the MOBON app. The latter also has the advantage of being able to top up parking time (up to the maximum length of stay) remotely via the app.

- 4.6.5. Since introducing the cashless payment methods, we have seen a significant increase in their use over cash payments. We anticipate this trend will continue as has been borne out by the experience of other local authorities. There is a considerable cost involved in facilitating cash payments for parking from the cost of the machines. This includes the technical operation and servicing, the printing and provision and replacement of parking tickets, cash collection, sorting, reconciliation, and banking of cash. We propose phasing out the cash payment option initially by reducing the number of existing pay and display machines except where card/contactless payment options are planned to be retained. We anticipate this transformation will be completed by 2023/24.

5. Public engagement

- 5.1. The Secretary of State for Transport's statutory guidance on enforcing parking restrictions recommends that local enforcement authorities should consult locally on their parking policies/strategies. We intend to follow this recommendation with an on-line consultation on the draft parking strategy. The results of the public engagement will be used to inform the finalisation of the parking strategy and the development of the Parking Implementation Plan which will set out the policies for the implementation of the parking strategy.
- 5.2. The public engagement period will commence at the beginning of October (pending agreement from Cabinet) for a period of 6 weeks and can be accessed here (www.yoursay.southend.gov.uk/parking-strategy-consultation-2021). A copy of the questionnaire is also contained in the Appendix.

6. Parking Implementation Plan

- 6.1 Once the parking strategy 2021-2031 is finalised the policies for implementing the strategy will be developed and published in our Parking Implementation Plan (PIP). We anticipate the PIP will be published in Q4/2021/22. This PIP will be a living document and will be reviewed and updated if/when statute or national standards or best practice requires it and annually for the life of the Parking Strategy.

Note: This is a working document that will be reviewed annually throughout its lifecycle

Appendices

Appendix 1 - Questionnaire

Climate change is a big challenge for Southend. 72 percent of CO₂ emissions is from road transport which equated to 156 kt (3kt per person) in 2018. This is why the Council has declared a climate emergency and set the challenge to achieve net zero carbon by 2030.

Please confirm what Ward you are currently living in _____

We are considering introducing emissions-based parking charges aimed at addressing our poor air quality and lowering vehicle emissions. The aim is to encourage motorists to switch to less-polluting vehicles and/or to make more local trips by sustainable modes of transport.

1. Do you support the concept that the most polluting vehicles should pay more than less polluting vehicles?

	Tick one box
Strongly agree	
Agree	
Neither agree nor disagree	
Disagree	
Strongly disagree	

We know some areas have parking issues where there is an active evening economy. Residents and Businesses have asked for extended parking controls where this occurs.

2. Do you support the concept of extended parking controls in areas with a large evening/night-time activity, subject to local consultation?

	Tick one box
Strongly agree	
Agree	
Neither agree nor disagree	
Disagree	
Strongly disagree	

We know that with more people working from home as a result of the Covid-19 pandemic, some zones have a minimum number of free parking spaces available during the day.

3. Do you support the concept of limiting the number of permits per household as a means of increasing parking capacity?

	Tick one box
Strongly agree	
Agree	
Neither agree nor disagree	
Disagree	
Strongly disagree	

We receive a lot of complaints from residents near schools whereby there are poor driving behaviours. We propose to review all schools and the surrounding streets with the vision of installing stronger parking controls in the area?

4. Is this something you would support in principle?

	Tick one box
Strongly agree	
Agree	
Neither agree nor disagree	
Disagree	
Strongly disagree	

The use of cashless payments for parking (mobile phone and card) has proved popular with motorists as increasingly the population are carrying less loose change or cash around. The pay by phone option also has the benefit of allowing motorists to top up paid parking (up to the maximum length of stay) remotely if they are going to be later back to their vehicle than originally anticipated. We propose phasing out all cash payments within the lifetime of this Strategy for paid parking and rely on card only and mobile enabled technologies.

5. Is this something you would support in principle?

	Tick one box
Strongly agree	
Agree	
Neither agree nor disagree	
Disagree	
Strongly disagree	

We believe we need to help local shops and businesses during the post-Covid recovery. This could include changes to encourage greater use of town/local centre parking places to support people to use local shops and businesses.

6. Is this something you would support in principle?

	Tick one box
Strongly agree	
Agree	
neither agree nor disagree	
Disagree	
Strongly disagree	

We understand that grass verges are an important part of our environment; however, in many areas of the borough they are unsightly due to ongoing damage and in some areas even becoming a safety issue.

7. Do you support the principle that where there is evidence of ongoing damage and safety conflicts for pedestrians that grass verge areas are considered for other use, eg: formalised parking bays (hardstanding); increasing the footpath width even if this may be at the detriment of the Council's vision for a green street scene

	Tick one box
Strongly agree	
Agree	
Neither agree nor disagree	
Disagree	
Strongly disagree	

We receive multiple complaints about the lack of turnover of vehicles on various limited waiting bays where there is a 1, 2 or 4 hour no return restriction.

8. Do you support the principle that the Council undertake a review of all limited waiting bays with the vision to change the restrictions to something better suited to the location?

	Tick one box
Strongly agree	
Agree	
neither agree nor disagree	
Disagree	
Strongly disagree	

We receive multiple complaints about inconsiderate parking and bad driver behaviours along parts of the seafront.

9. Do you support the principle that the Council undertake a review of the seafront to look at times when certain areas may be pedestrianised at specific times of the day (with deliveries unaffected)?

	Tick one box
Strongly agree	
Agree	
Neither agree nor disagree	
Disagree	
Strongly disagree	

We regularly receive enquiries about Controlled Parking Zones and the use of the bays.

10. Do you support the principle of shared use bays within controlled parking zones; this would permit visitors to pay to park when there are free bays within the zone?

	Tick one box
Strongly agree	
Agree	
Neither agree nor disagree	
Disagree	
Strongly disagree	

We regularly receive enquiries about additional parking bays to be implemented in the Town Centre.

11. Do you support the principle a review be undertaken to look at the implementation of more parking bays in the town centre and restricting times for deliveries?

	Tick one box
Strongly agree	
Agree	
Neither agree nor disagree	
Disagree	
Strongly disagree	

We regularly receive enquiries that there are not enough loading and business parking bays to be implemented in the Borough.

12. Do you support in principle a review of all business and loading bays to ensure they are in the right place and service the right groups

	Tick one box
Strongly agree	
Agree	
Neither agree nor disagree	
Disagree	
Strongly disagree	

13. If you feel there are any issue you feel we should consider as part of the strategy, please state here in no more than 100 words:

Southend-on-Sea Borough Council
Interim Chief Executive & Executive Director

Cabinet

On

14th September 2021

Report prepared by: Julie Jones – Domestic Abuse
Coordinator and Lead

**Agenda
Item No.**

Domestic Abuse Act 2021 Implementation Strategy
Cabinet Member: Councillor Anne Jones
Part 1 Public Agenda item

1. Purpose of Report and desired outcome/s

- 1.1 This report outlines the work undertaken so far to prepare Southend on Sea Borough Council to comply with the new statutory obligations which became law through the Domestic Abuse Act 2021(The Act) in April this year.
- 1.2 Members are asked to approve an initial Implementation Strategy- derived from a needs analysis – and an action plan in order that the Council can ensure compliance with the legal requirements of the Act. The Strategy will be reviewed and further developed within the next twelve months to more fully articulate the Council's and its partners approach to Domestic Abuse in Southend once initial development actions have been undertaken.

2. Recommendation

It is recommended that Cabinet:

- **Note the contents of this report and its appendices;**
- **Approve the attached Strategy set out in appendix 1; and**
- **Agree to a review of the Strategy within a 12 month period; and**
- **Agree that the Community Safety Partnership is the appropriate governing Partnership Board for Domestic Abuse.**

3. Background

On 29th April 2021, The Domestic Abuse Act (see appendices) was passed to 'support all victims of Domestic Abuse' (DA). 'The Act aims to ensure that victims have the confidence to come forward and report their experiences, safe in the

knowledge that the state will do everything it can, both to support them and their children and pursue the abuser’.

Local Authorities are required to undertake a local needs assessment, to assess the need for domestic abuse support for all victims (and their children) who reside in relevant safe accommodation, including those who come from outside of their area.

This needs assessment helps to determine the met and unmet needs of the area, providing evidence to enable strategic planning. The requirement thereafter is that the Local Authority will formulate a Strategy informed by the Needs Assessment to meet the ongoing requirements for support for DA victims in safe accommodation and that this Strategy is to be published by 31st October 2021.

Local Authorities were provided with some funding (New Burdens funding) relevant to their area for use within the year 2021/22, in order to implement the requirements of the Act. For support within Safe Accommodation for DA Victims in particular, with the understanding that the Government Spending Review would decide on future funding allocations.

Southend undertook its own Needs Assessment (see appendix 2) gathering data across partners and internally, setting up a Task and Finish group and covering the overarching needs for DA victims in the borough. The timescales for publication of the Strategy is challenging and given the nature and importance of this area, it has been difficult to produce a comprehensive DA Strategy for Southend which would address all areas of need from the outset. The Strategy produced therefore is a high level statutory compliant document which will be developed further over the course of the next 12 months along with an action plan, to ensure the full needs are addressed and brought back to members for approval.

The Strategy is an important part of the Southend 2050 Outcomes of Safe and Well and milestones identified as part of the 2050 roadmap specifically address the need for a DA strategy (see appendix 1).

Whilst this report focusses on the legislative requirements in the Act that Southend Council must comply with as a Local Authority, tackling domestic abuse requires a multi-agency approach. As a consequence, the work of the Domestic Abuse Steering Group, the Community Safety Partnership Board and other relevant forums will seek to identify and maximise relevant contributions from all agencies to provide the best outcomes for victims and their families.

.

4. Recommended Action

4.1 The needs assessment highlighted the following key recommendations:

- A need for better data recording across the local authority and partners particularly around protected characteristics and pathway mapping was needed;

- Further work to understand the needs of DA victims to ensure all residents of the Borough are provided with, and are able to access, the support they need;
- Improved collaboration with partners in communications and training to raise awareness in the community but also amongst staff both within the Council and across partner organisations;
- Recommendation that the Council consider perpetrator intervention;
- Recommendation that the funding, commissioning and procurement needs collaboration and identifying of gaps. The needs assessment highlighted a key finding that there were gaps in commissioning specifically around housing, information and advice, advocacy services within Children's and Adult services required by the new DA Act. The requirements of the Act in section 4 cannot fully be complied with unless there is sufficient safe accommodation and support for those requiring safe accommodation. Southend on Sea Borough Council currently commissions a 7 bed refuge as specific domestic abuse accommodation. The Southend Domestic Abuse Needs Assessment conducted this year, shows the amount of those wishing to access refuge and applying for accommodation as homeless due to DA exceeds capacity and as consequence victims are being housed temporarily, such as in bed and breakfast. Temporary accommodation does not provide suitable provision for some and is not a cost effective option. The New Burdens funding is specific in that it must be used for Domestic Abuse specific accommodation, and cannot be used to put victims fleeing domestic abuse into bed and breakfast or other hostels as this is not deemed "safe" accommodation in the Act;
- The recommendation of the Strategy is that further domestic abuse specific accommodation is provided by means of renovation of existing, currently unutilised, housing stock. Those victims and families accessing this provision would be provided with housing and domestic abuse support by specifically recruited specialist roles;
- There is also a requirement that local authorities will accommodate victims from a secure tenancy in a further secure tenancy (to be implemented at an as yet unspecified date) and the Strategy sets out the need to review the registered provider policy and tenancy strategy;
- The Southend Domestic Abuse Steering group is the operational partnership group and they will be working together to further develop the work required as per the Needs Assessment which will go beyond the legal duty set out in the new DA Act and set out the Council's approach, alongside partners, on how to tackle the wider determinants of domestic abuse in Southend. This group will also collaborate with the Southend, Essex and Thurrock Domestic Abuse team and arrangements to provide for the best outcomes for Southend victims and their families.

4.2 The Act requires Local Authorities to "Appoint a multi-agency Domestic Abuse Local Partnership Board which it must consult as it performs certain specified functions". A discussion was held with senior leadership and with partners. A request was made of the existing Community Safety Partnership Board to act as the governing body for the monitoring of the Strategy and action plan and this was agreed as the most appropriate option.

5. Other Options (this section should only be included in Cabinet and Cabinet Committee reports, for which it is a statutory requirement).

The option to do nothing is not viable as the DA Act 2021 is enshrined in Law and local authorities will be required to report back annually.

6. Reasons for Recommendation (this section should only be included in Cabinet and Cabinet Committee reports).

It is recommended that the Strategy is implemented in order to ensure the Council is compliant in line with the timescales of the Act i.e. Strategy is published by 31st October 2021 This would then be reviewed within twelve months and a further Domestic Violence strategy that builds on the work of the initial document is agreed.

7. Corporate Implications

7.1 Contribution to the Southend 2050 ambition, outcomes and road map and Transforming Together, the Strategy links with:

Opportunity and Prosperity

- Outcome 3 - Our children are school and life ready and young people are ready for further education, training or employment.

Safe and Well

- Outcome 1 - Residents feel safe and secure in their homes, neighbourhoods and across the borough;
- Outcome 2 - We are well on our way to ensuring that everyone has a home that meets their needs;
- Outcome 3 - We are all effective at protecting and improving the quality of life for the most vulnerable in our community.

Pride and Joy

- Outcome 1 - There is a sense of pride in the place and local people are actively, and knowledgeably, talking up Southend.

7.2 Finance and value for money implications

- Current DA commissioned services budget including refuge- £255k - Within current budget resources there is provision for DA commissioned services which includes refuge, however the needs assessment has identified that the 7 beds currently within Southend is not sufficient to meet the requirements within the DA Act . Should demand outstrip supply then there may be financial implications in housing victims and their families. All avenues will be explored to reprioritise and repurpose current resources in the first instance.
- Money received from government for New Burdens - £372k, is for the year 2021/22. There is not a commitment from Government about **how much**

funding will be allocated from 2022 onwards, although they have indicated that funding will be made available annually. Consideration needs to be given about meeting costs should this funding not be made available for any reason in 2022.

7.3 Legal implications

- **The Domestic Abuse Act 2021** introduces a statutory duty on tier one local authorities in England to support victims and their children in domestic abuse safe accommodation and a duty on tier two authorities to co-operate with tier one authorities in the fulfilment of their duties;
- It has amended the Housing Act 1996 to give those who are homeless as a result of fleeing domestic abuse priority need for accommodation secured by the local authority;
- It states that local authorities have a duty to protect security of tenure for domestic abuse victims.

The above are the requirements directly involving Local Authorities and the Act became Law 29th April 2021 and Southend Borough Council have a duty to comply. There is also a requirement that Local Authorities will evaluate and report back on its interventions and the expenditure of the New Burdens funding for domestic abuse within safe accommodation by June 2022 and thereafter ongoing annually. There could be legal and financial implications if Southend Borough Council do not comply with the new statutory duties.

7.4 Equalities and diversity Implications

An Equality Impact Assessment for the Strategy is being currently undertaken and will be ready for when it goes to full Cabinet.

7.5 Other corporate implications:

Consultation

A strategy workshop involving partners and also the commissioned DA service to add the voice of victims was held in July 2021. Interviews of 4 DA victims were undertaken as part of the needs assessment. Plans are for a survivor survey going forward.

Commissioning

Existing contract and new burdens funding will need to be considered together and a review of the arrangements undertaken to ensure coordination.

People

Recruitment to the posts of the support workers is due to begin imminently due to short timescales

Risk

The key risks are not publishing the Strategy by 31st October in line with the requirement of the Act and not being DA Act compliant. Southend will also need to be ready to evaluate the interventions and report back to government by June 2022 which means that performance needs to be considered.

Background Papers

- **DA Act 2021** [Domestic Abuse Act: Factsheet - Home Office in the media \(blog.gov.uk\)](https://www.blog.gov.uk/2021/03/25/domestic-abuse-act-factsheet-home-office-in-the-media/);
- **Southend DA Act Needs Assessment;**
- **Southend DA Act 2021 Strategy.**

8. Appendices


- Southend DA Act 2021 Strategy appendix 1;
- Southend DA Act 2021 Needs Assessment appendix 2.



Southend Borough Council The Domestic Abuse Act 2021

Implementation Strategy

Click to add text





Contents

1.Domestic Abuse in Southend-on-Sea.....	03
2. Introduction	04
3. Foreword by Councillor Anne Jones	05
4.The Domestic Abuse Act 2021.....	06
5.Domestic Abuse Act Legislative Measures.....	07
4. Key Agencies Affected By Proposals in Legislative Measures.	09
5. Current Arrangements	10
7. Governance	11
8. Southend 2050	12
9. Key messages and recommendations from Needs Assessment	14
10. What are we going to do?.....	18

DOMESTIC ABUSE IN SOUTHEND-ON-SEA

35.84
in 1000



There are 35.84 reported incidents of Domestic Abuse per 1000 people in Southend-on-Sea, which is the 2nd highest rate in Essex behind Harlow. This rate has worsened in the past year moving us from 3rd place to 2nd place.

The Crime Survey for England and Wales

For the last consecutive eight years Southend has reported the highest number of domestic abuse incidents in Essex with a total of 5277 reported in 2020-21 (next highest district Basildon 5139 and Colchester 4365).

Essex Police DA Problem Profile 2020-21

Rank based on reported rates of DA per 1000 adults	District	Reported rates of DA per 1000 adults	Rank based on volume
1	Harlow	36.25	9
2	Southend-on-Sea	35.84	1
3	Basildon	34.80	2
4	Tendring	33.72	4
5	Colchester	29.32	3
6	Thurrock	27.68	5
7	Braintree	25.50	7
8	Chelmsford	25.11	6
9	Epping Forest	23.31	8
10	Castle Point	22.72	10
11	Brentwood	21.55	12
12	Maldon	20.56	14
13	Rochford	19.45	11
14	Uttlesford	16.80	13
	Essex Total	27.8	

Domestic Abuse in Southend

- Domestic Abuse has long been a concern in all areas of society and more recently it has become a focus for the Government. As part of the Domestic Abuse Act 2021 the Domestic Abuse Commissioners Office was formed, with Nicole Jacobs appointed as the Commissioner. A team of Regional DA Leads are in place and will be closely linked to each Local Authority.
- Southend has a long history of a high incidence of Domestic Abuse (DA). For every report and for those incidences that go unreported, there is an impact on an individual's quality of life and on the children and/or extended family within those households.
- Southend is committed to ensuring that this Strategy initially addresses the requirements in the Domestic Abuse Act 2021 for Local Authorities and therefore begins to address the needs of survivors of domestic abuse and their families .
- It is also the intention to broaden this strategy going forward during the next year to be a more comprehensive Domestic Abuse Strategy for the Borough covering all areas of need, not just those stated in the Bill. In this we will work with our partners and with the wider Essex arrangements .



Introduction from Councillor Anne Jones-

Cabinet Member for Communities and Housing

- *Over 2 million^[1] people a year experience domestic abuse^[2]. Following on from the long-awaited Domestic Abuse Act 2021 this Strategy begins to address the needs of the many victims of domestic abuse in our Borough. Domestic Abuse impacts on all areas of society and can take many forms, not just violence, but also controlling behaviour and financial abuse. The impact on the victims, and children growing up within a household where domestic abuse is occurring, is often devastating, having long term effects on their mental and physical wellbeing and therefore, intervention for our young people is crucial to prevent future harm.*
- *Perpetrator intervention, both punitive and supportive, are also important to interrupt the cycle of abuse,*
- *No person should have to experience domestic abuse and Southend Borough Council will work with its partners to strengthen and coordinate the prevention, early detection and response to ensure that service provision meets the needs of all our residents and enables them to move on with their lives free from abuse.*

- ^[1] 1. Office for National Statistics, 'Domestic abuse prevalence and trends, England and Wales: year ending March 2019'

- ^[1] 2. This figure excludes children witnessing abuse

The Domestic Abuse Act 2021

The aim of the legislation is a lasting culture change in terms of the understanding of, and response to domestic abuse, leading to:

- 1. Increased awareness and understanding of domestic abuse across statutory agencies and in public attitudes.**
- 2. Improved support for all victims of domestic abuse and the children who are affected by it.**
- 3. Improved access to protection and redress through the justice system.**
- 4. A reduction in prevalence, offending and reoffending.**
- 5. Improved consistency and performance in the response to domestic abuse.**

Domestic Abuse Act Legislative Measures

- **1. Introduce a new statutory definition of Domestic abuse (to include economic abuse and to include children as victims rather than witnesses)**
- **2. Establish in law the office of Domestic Abuse Commissioner.**
- **3. Create a domestic abuse protection notice and domestic abuse protection order.**
- **4. Place the guidance underpinning the Domestic Violence Disclosure Scheme (DVDS, also known as “Clare’s Law”) on a statutory footing.**
- **5. Create a new offence in respect of non-fatal strangulation.**
- **6. Provide clarification that consent to serious harm for sexual gratification is not a defence in law.**
- **7. Extend extraterritorial jurisdiction over specified offences as required by the Istanbul Convention.**
- **8. Providing for automatic eligibility for special measures in the civil, criminal and family courts.**
- **9. Prohibit cross-examination in person in specified circumstances in family and civil proceedings.**

Domestic Abuse Act Legislative Measures

- **10. Mandatory polygraph examinations of high risk domestic abuse offenders on licence.**
- **11. Introduce a statutory duty on tier one local authorities in England to support victims and their children in domestic abuse safe accommodation and a duty on tier two authorities to co-operate with tier one authorities in the fulfilment of their duties.**
- **12. Amend the Housing Act 1996 to give those who are homeless as a result of fleeing domestic abuse priority need for accommodation secured by the local authority.**
- **13. Protect security of tenure for domestic abuse victims.**

Key Agencies Affected By Proposals in Legislative Measures

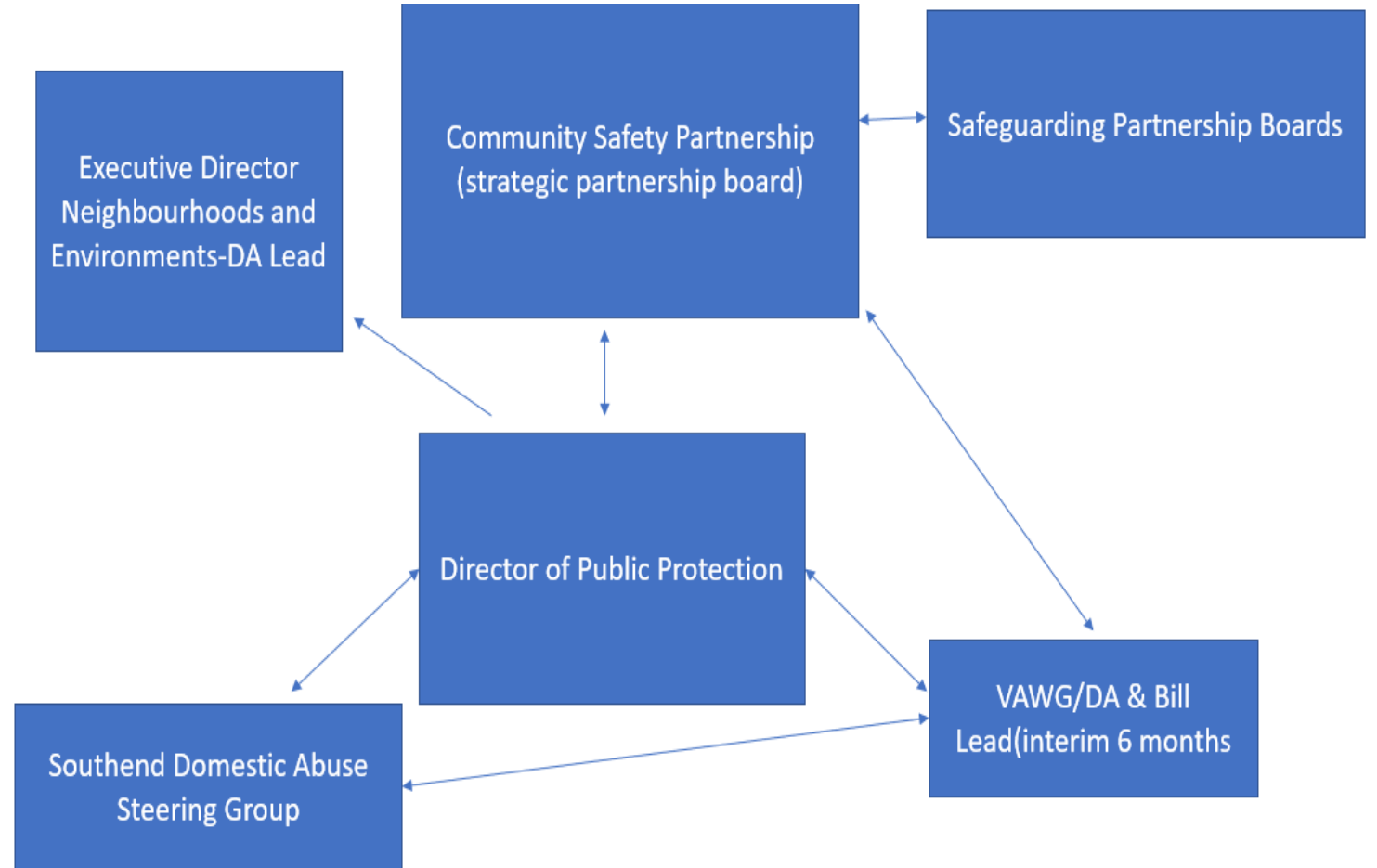
Organisation	Legislative Measures
Local Authorities	1,2,11,12,13
SETDAB (Southend, Essex and Thurrock Domestic Abuse Board)	1, 2
Essex Police	1,2,3,4,5,13
Probation services	1,2,3,5,6,10
CPS /Courts	1,2,3,5,6,7,8,9,10
Social Housing Providers	1,2,11,12,13

Current Arrangements – what do we already specifically do?

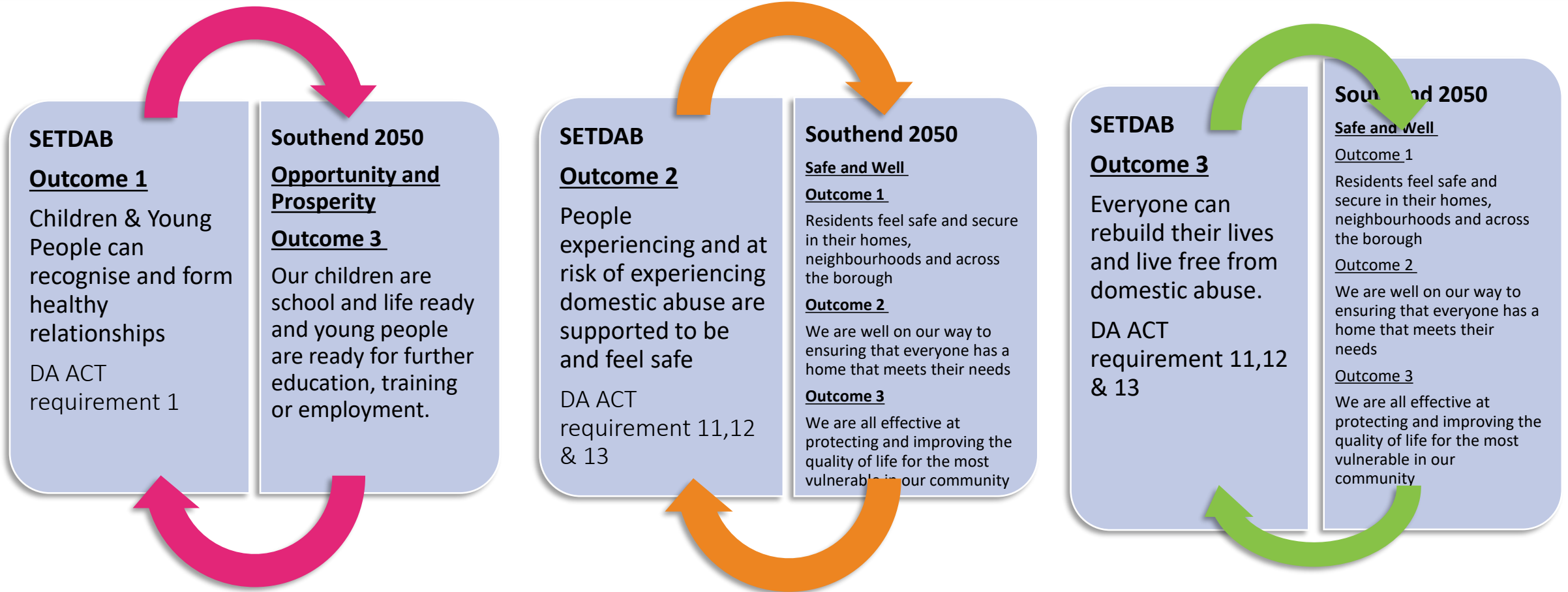


- Engagement with the Southend, Essex and Thurrock arrangements for commissioning of the IDVA Service for high-risk victims, the Compass call service for all DA victims and the Change Hub for perpetrators
- 7 bed refuge in Southend with reciprocal arrangements with other areas across England for these spaces within national refuge
- Commissioning of the Southend contract for Domestic Abuse services which includes support for medium and standard risk victims and their children
- South Essex Homes provide domestic abuse victim tenancy support

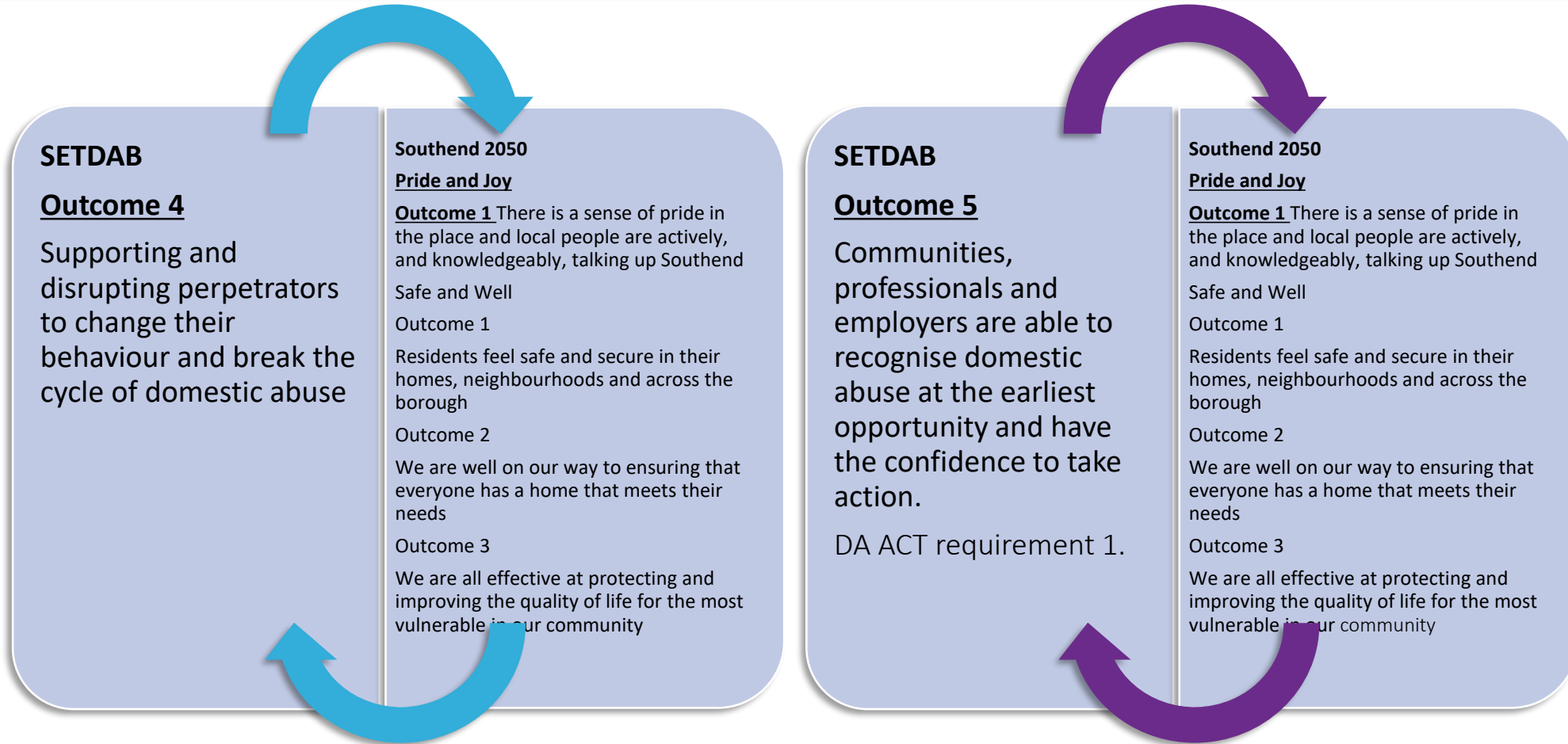
Southend Governance



Southend 2050 Outcomes links to SETDAB Outcomes



Southend 2050 Outcomes links to SETDAB Outcomes (cont.)



Key Messages from the Needs Assessment for Southend completed for the DA Act 2021

- The highest level of domestic abuse in Southend occurs in the most deprived areas
- In 2020 there were 2933 reported domestic abuse incidents where a child was in the household
- Within Southend there appears to be no coordinated approach to joint commissioning of domestic abuse services
- Older age groups of victims, CYP, LGBTQ+ and Males are underrepresented in the data collected
- Within Southend there appears to be a lack of data to support and identify the levels of housing and support required

Key Messages from the Needs Assessment for Southend completed for the DA Act 2021

- There appear to be gaps in commissioning specifically housing, information and advice, advocacy services within children's and adult services required by the new Domestic Abuse Act
- The new Domestic Abuse Act will impact on the ability on service providers to access grants due to the change in statutory responsibilities of councils
- Inflationary increases are not always written into current contracts, and this will need to be addressed going forward
- There are a low number of perpetrators being referred to the Change Hub due to strict criteria (on bail or court pending at time of MARAT, plus victim must agree to perpetrator being offered). There are a low numbers completing the intervention

Recommendation from the Needs Assessment for Southend completed for the DA Act 2021

1. Southend Council and its partners to improve recording across all services of protected characteristics, particularly ethnicity to ensure all needs are identified.
2. Southend Council and partners to map services provided to targeted groups for CYP, Older People, LGBTQ+ and males
3. Southend Council and partners to review current pathways and support packages to ensure individual planning of those experiencing domestic abuse and undertake more detailed work to understand what is needed across all housing, support, finance and care pathways
4. Southend Council in consultation and collaboration with partners will need to undertake an audit to identify the precise gaps and identify the funding, commissioning and procurement activity that will need to take place.
5. Southend Council and partners to consider patterns of perpetrators behaviours in order to know what services to commission.
6. Ensuring clear operational and strategic accountability within the organisation moving forward

Recommendation from the Needs Assessment for Southend completed for the DA Act 2021

The recommendations from the Needs Assessment cover the wider picture of the Domestic Abuse need for Southend, not just compliance with the DA Act 2021.

It showed that there are areas where data is insufficiently recorded to enable decisions to be made about whether services are providing adequate support.

It also highlighted gaps in provision

It is the intention of this strategy to ensure compliance of Southend Council with the DA Act 2021 requirements within timescales.

However, it is also the intention to do the further work required and highlighted in the Needs Assessment, and to include partners, to complete an overarching Domestic Abuse Strategy for Southend in 2021/22. This may also need to cover the Perpetrator Strategy that the Government intends to publish later this year.

1. Introduce a statutory definition of domestic abuse

Victims themselves highlighted in the needs assessment that they felt that there was a lack of understanding of what they had been through already, the impact on them and how they could, at times, feel "treated as a number".

- I. We will raise awareness amongst staff and partners by means of ongoing digital communications and by delivering training by means of e-learning and by more in depth specific domestic abuse training for those staff working front line. Agencies that come into contact with the public need to understand the many different forms of domestic abuse, the impact of these on individuals and how to interpret individual needs and circumstances. This will ensure early detection and offer of support. This will be monitored by completion of training figures, follow on from training feedback, and victim survey findings.
- II. We will engage with the wider Southend, Essex and Thurrock Domestic Abuse communications strategy. The intention is to engage in the SET monitoring of impact of campaigns
- III. We will raise awareness in the community of Domestic Abuse by means of ongoing communications campaigns.
- IV. We will ensure that Children's services staff are made aware that children are deemed to be victims under the new legislation rather than witnesses. We will also make children's services partners and education services aware of the new definition and its implications.
- V. We will include the new definition in Southend, Essex and Thurrock Safeguarding and Child Protection Procedures.
- VI. We will introduce a new version of the Domestic Abuse Staff Policy to bring up to date Policy and support for staff who experience domestic abuse, need to support colleagues who are experiencing abuse, and staff who perpetrate domestic abuse.

2. Establish in law the office of Domestic Abuse Commissioner.

The Commissioner will play a key role in holding local and national Government to account in order to improve the response to domestic abuse; shining a light on both good and poor practice and policy. All statutory agencies and Government Departments will have a legal duty through the Domestic Abuse Bill to cooperate with the Commissioner and respond publicly to any of her recommendations within 56 days. Southend Borough Council will actively engage and comply with the Commissioners Office.

11. Introduce a statutory duty on tier one local authorities in England to support victims and their children in domestic abuse safe accommodation and a duty on tier two authorities to co-operate with tier one authorities in the fulfilment of their duties.

The duty will be placed on local authorities who will be required to commission these services in accordance with local need. The duty will promote a consistent approach to delivering support in safe accommodation, and increase accountability for this provision, ensuring that victims and their children get the support they need in safe accommodation.

- I. Governance - We will utilise the Community Safety Partnership as the governance for the DA Strategy and action planning.
- II. We will assess the DA support pathway along with IDVA, DAPS, BTC, Fledglings and the pre-existing refuge in order to ensure adequate and appropriate provision of support within safe accommodation.
- III. Give effect to this strategy (through commissioning / de-commissioning decisions), engagement in the DA Steering Group and the Action Plan will be formulated with outcomes as per the 2050/SETDAB outcomes.
- IV. Monitor and evaluate the effectiveness of the strategy, including eventual monitoring of the CSP and Action Plan.
- V. Report back annually to central government.

12. Amend the Housing Act 1996 to give those who are homeless as a result of fleeing domestic abuse priority need for accommodation secured by the local authority.

This will help to ensure that all eligible homeless households who are fleeing domestic abuse will automatically be considered in priority need under Part VII of the Housing Act 1996, as a result ensure that victims do not remain with their abuser for fear of not having a roof over their head.

- New homelessness legislation came into effect 5th July, which incorporated priority accommodation for DA victims into the statutory housing assessment process. Staff have been made aware of the priority. Provisions are being made for new DA victim specific accommodation and support through a housing navigator and DA support workers.
- The amendment will require consideration of personal circumstances. This could potentially entail consideration of the perpetrator's housing needs going forward.
- The amendment will impact the Housing Register, which will be reviewed in light of the new Housing Allocations Policy - (going live September 2021)
- Housing Solutions and South Essex Homes are undertaking Domestic Abuse Housing Alliance accreditation. This training is vital for South Essex Homes to manage their tenancies with a trauma-informed approach.

13. Protect security of tenure for domestic abuse victims.

This will ensure that where a local authority grants a new tenancy to a victim of domestic abuse who already has or had a lifetime tenancy, this must be a further lifetime tenancy if it is granted in connection with that abuse.

- I. We will review the tenancy strategy.
- II. We will review registered provider policy.
- III. Provisions will be made to secure tenure for domestic abuse tenure as per findings from the needs assessment.

Support in Safe Accommodation and next steps

- Southend Council in consultation and collaboration with partners will undertake an audit to identify the precise gaps and identify the funding, commissioning and procurement activity that will need to take place. Commissioning of services, consideration of pulling together of the new funding and current contract, and the need to look at the current contract which expires in January 2023 is key to planning
- We will continue to fund the 7 bed refuge and its support as per the current contract.
- We will introduce further specific domestic abuse survivor accommodation in accordance with the Priority need for DA survivors and with the highlighting of the needs assessment that more specific accommodation and support is required.
- Performance measurement will be introduced in order to evaluate each provision and this will be overseen by the Community Safety Partnership
- The commissioning and provision of services will be informed by the views of those who have been affected by domestic abuse or are at significant risk of it. We will gather their input via a survey initially, with the intention to expand this survey and revisit findings annually.

This page is intentionally left blank

Domestic Abuse Act Needs Assessment

2021

Contents

- [Context](#)
- [Key Findings](#)
- [Recommendations](#)
- [Outcomes](#)
- [Southend Demographics & Domestic Abuse Incidents](#)
- [Victim Demographics](#)
- [Housing and Refuge](#)
- [Funding](#)
- [Survivors](#)
- [Perpetrators](#)
- [References](#)

Context

In 2021 Domestic Abuse Act was passed to 'support all victims of Domestic Abuse' The Act aims to ensure that victims have the confidence to come forward and report their experiences, safe in the knowledge that the state will do everything it can, both to support them and their children and pursue the abuser.

Local Authorities are undertaking a local needs assessment, to assess, or make arrangements for the assessment of, the need for domestic abuse support in Southend for all victims (and their children) who reside in relevant safe accommodation, including those who come from outside of their area.

This needs assessment will help determine the met needs and unmet needs of our area, providing evidence for strategic planning.



KEY QUESTIONS

1. In Southend, can we meet the new statutory duties of the DA Act?
2. Do we have the right safe accommodation for our residents? And the support to go alongside it?
3. Where are we meeting the needs? What are our gaps?

Key Findings

- The highest level of domestic abuse in Southend occurs in the most deprived areas
- In 2020 there were 2933 reported domestic abuse incidents where a child was in the household
- Within Southend there appears to be no coordinated approach to joint commissioning of domestic abuse services
- Older age groups of victims, CYP, LGBTQ+ and Males are underrepresented in the data collected
- Within Southend there appears to be a lack of data to support and identify the levels of housing and support required

Key Findings

- There appear to be gaps in commissioning specifically housing, information and advice, advocacy services within children's and adult services required by the new Domestic Abuse Act
- The new Domestic Abuse Act will impact on the ability on service providers to access grants due to the change in statutory responsibilities of councils
- Inflationary increases are not always written into current contracts, and this will need to be addressed going forward
- There are a low number of perpetrators being referred to the Change Hub due to strict criteria (on bail or court pending at time of MARAT, plus victim must agree to perpetrator being offered). There are a low numbers completing the intervention

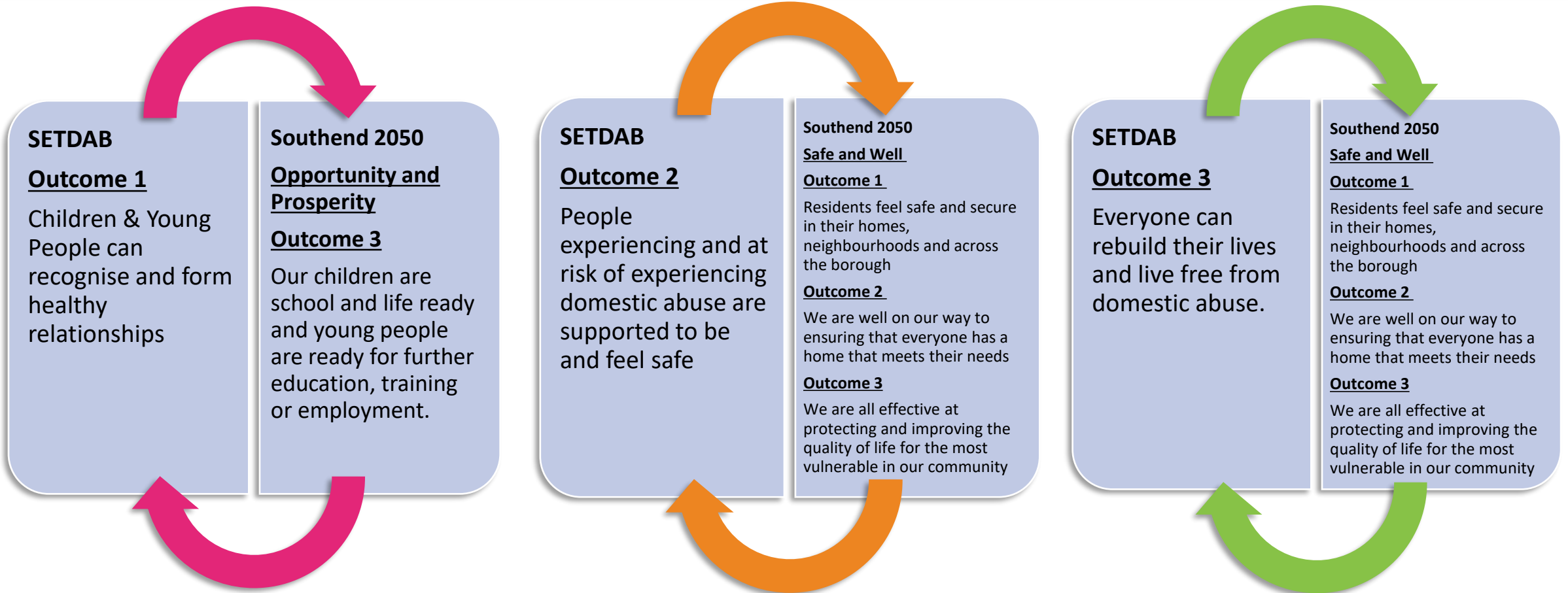
Recommendations

1. Southend Councils and partners to improve the recording across all services of protected characteristics, particularly ethnicity to ensure all needs are identified.
2. Southend Council and partners to map services provided to targeted groups for CYP, Older People, LGBTQ+ and males
3. Southend Council and partners to review current pathways and support packages to ensure individual planning of those experiencing domestic abuse and undertake more detailed work to understand what is needed across all housing, support and care pathways
4. Southend Council in consultation and collaboration with partners will need to undertake an audit to identify the precise gaps and identify the funding, commissioning and procurement activity that will need to take place.
5. Southend Council and partners to consider patterns of perpetrators behaviours in order to know what services to commission.
6. Ensuring clear operational and strategic accountability within the organisation moving forward

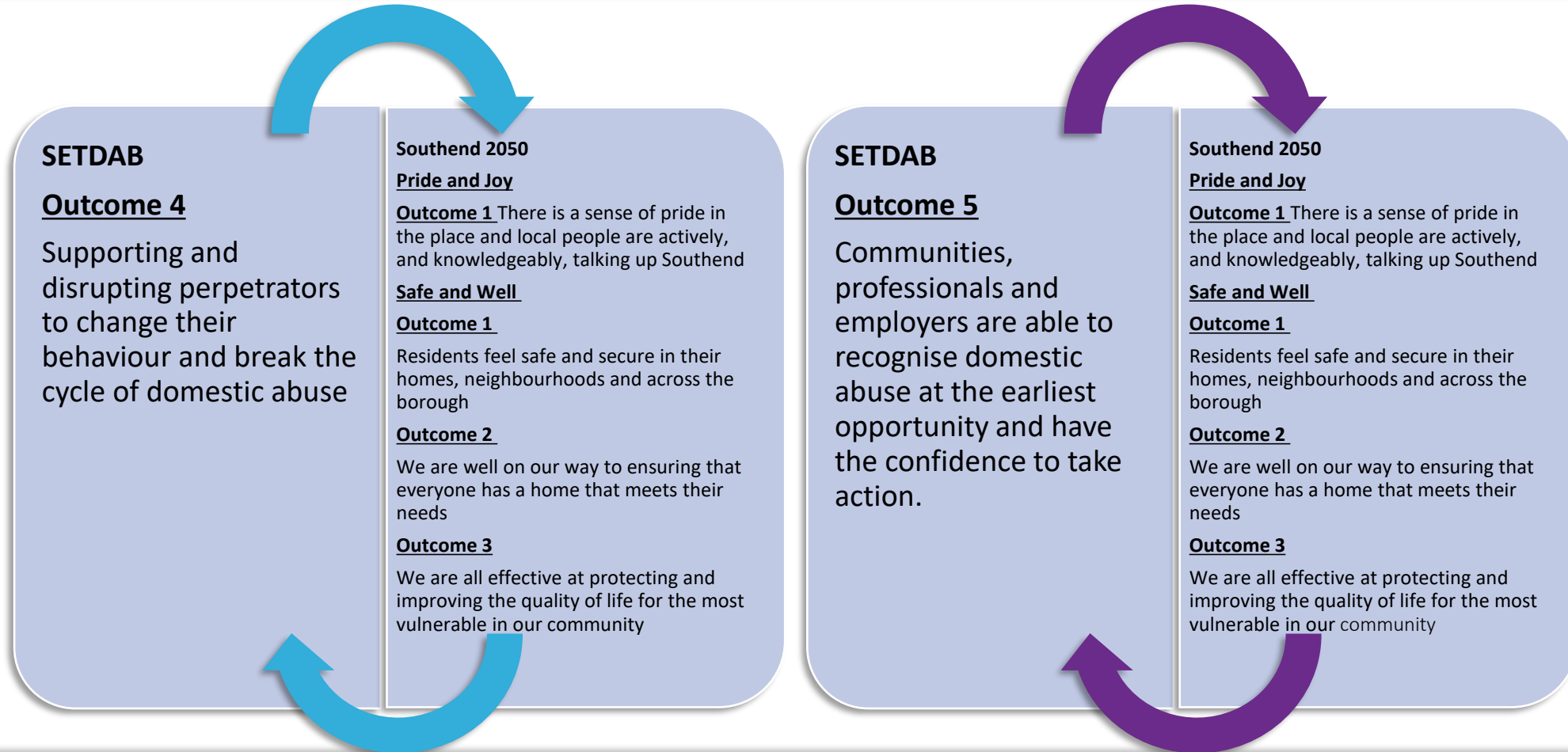
Outcomes

Southend 2050 Themes and Outcomes & SETDAB 2020 -2025 Priorities

Outcomes

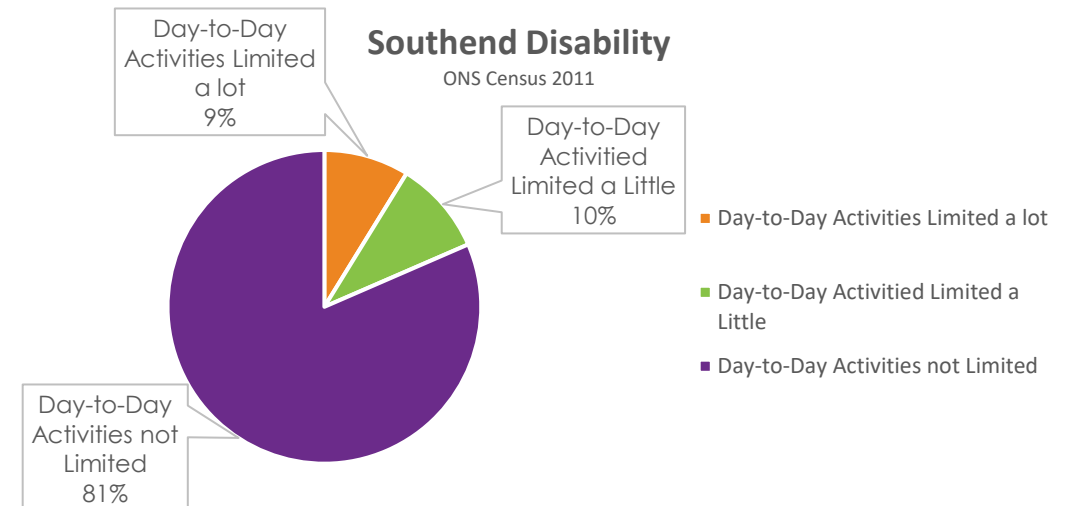
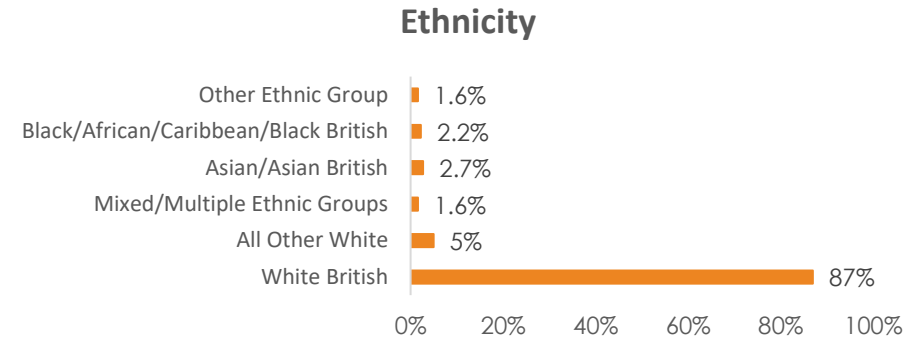
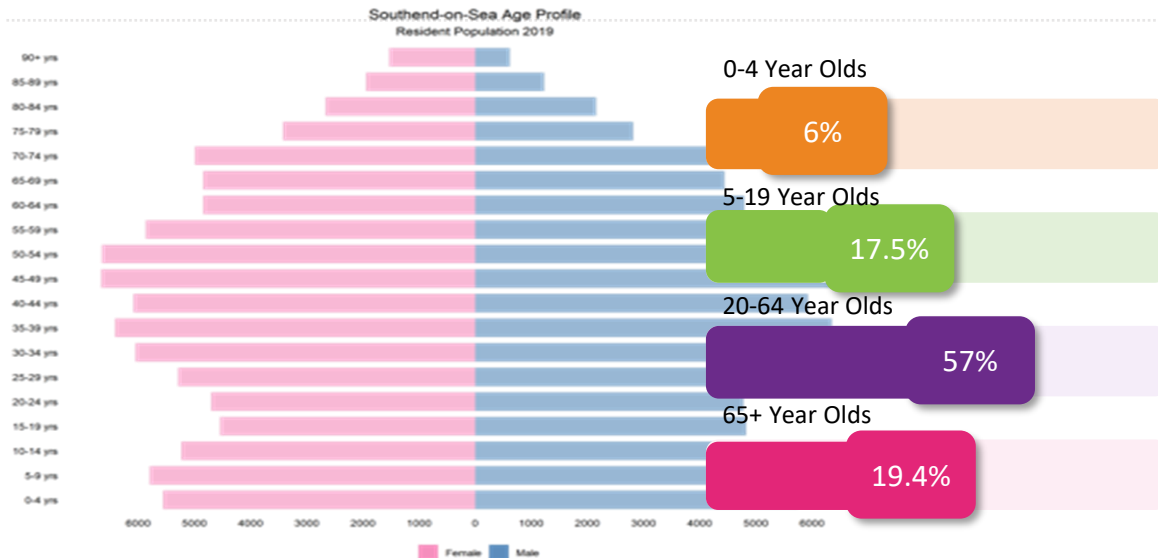
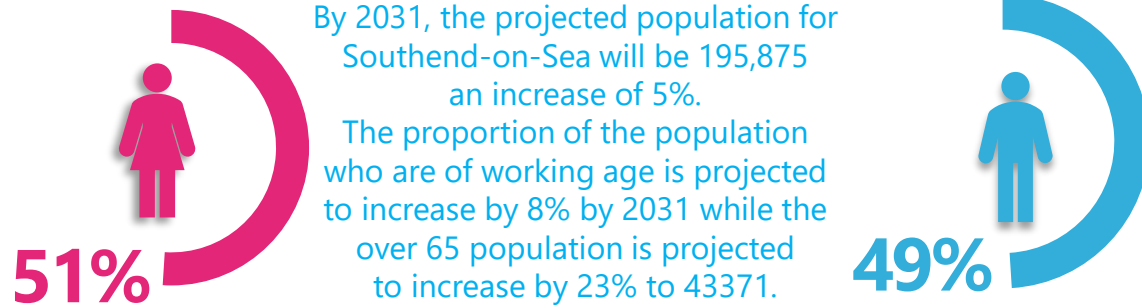


Outcomes



Southend Demographics & Domestic Abuse Incidents

Southend Generic Demographics



Domestic Abuse Risk & Risk Assessment

Home Office Definitions

Standard Risk

Current evidence does not indicate likelihood of causing serious harm

Medium Risk

There are identifiable indicators of risk of serious harm. The offender has the potential to cause serious harm but is unlikely to do so unless there is a change in circumstances, for example, failure to take medication, loss of accommodation, relationship breakdown, and drug or alcohol misuse

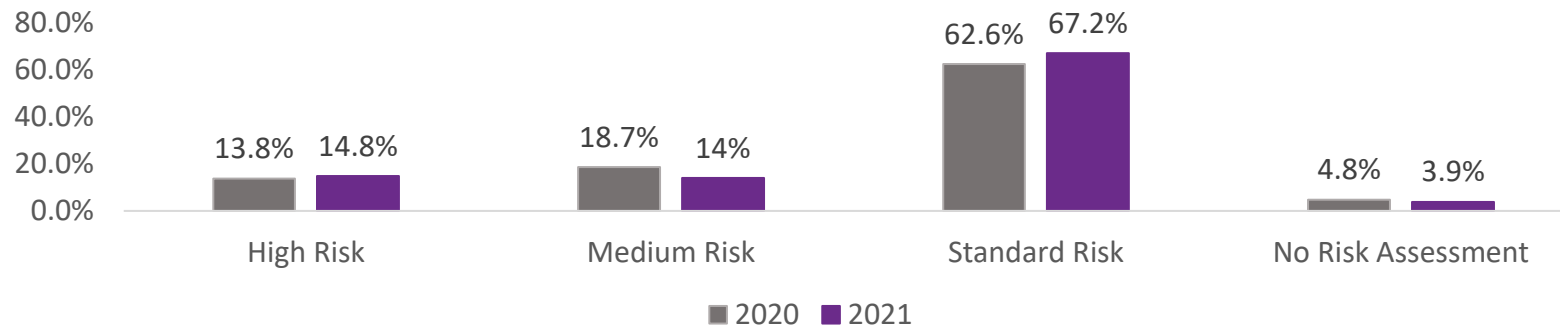
High Risk

There are identifiable indicators of risk of serious harm. The potential event could happen at any time and the impact would be serious.

Serious Harm Definition

Risk of serious harm (Home Office, 2002 and OASys, 2006): 'A risk which is life threatening and/or traumatic, and from which recovery, whether physical or psychological, can be expected to be difficult or impossible'.

Domestic Abuse Risk Assessment*



*Southend Police 12 Month Rolling Data June 2021

Domestic Abuse Incidents and Homicides

8

Investigations

Southend is the top borough for DA investigations across Essex consistently for the last eight years.

1

Risk Assessment

Southend has the highest volume of high risk and medium risks compared to the rest of the county.

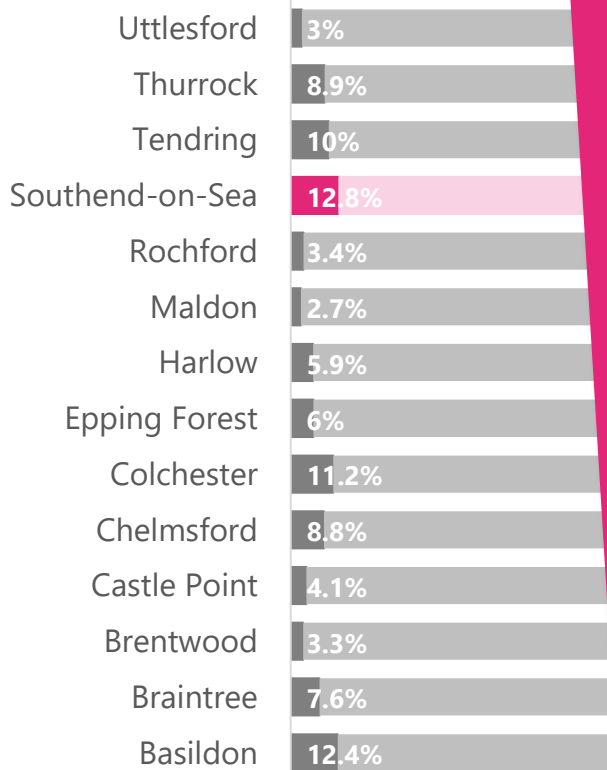
4

Domestic Homicide Reviews

Southend has had 6 DHR notifications and commissioned 4 DHRs since 2011. Southend has a similar DHR rate to Basildon, Braintree and Epping

Domestic Abuse Incidents

Essex Police % Crime and Non Crime Investigations

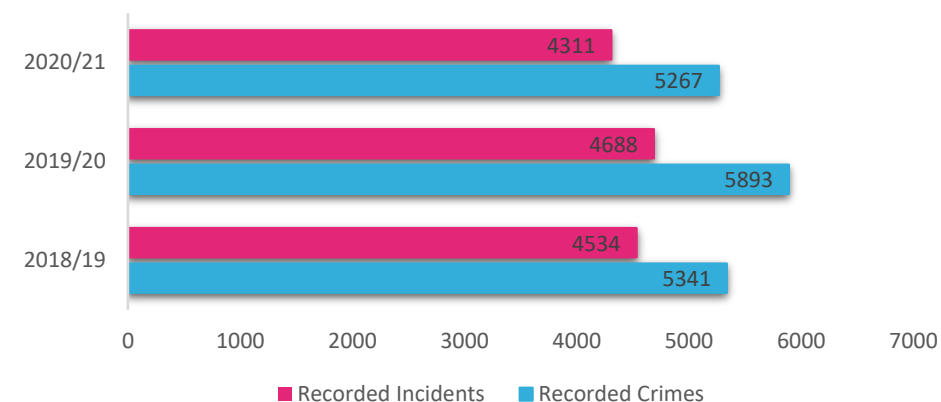


Southend has the largest recorded % of Police investigations across Essex.

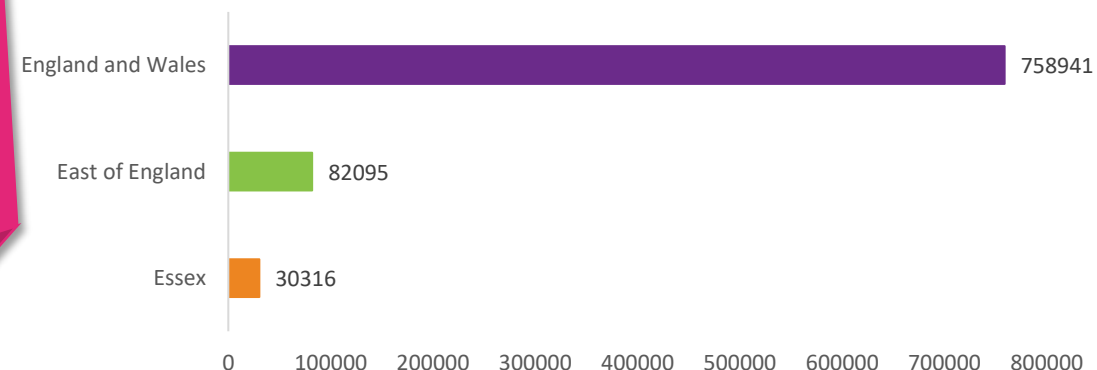
There was a -10.6% yr-on-yr decrease in incidents and an -8% yr-on-yr decrease in crimes.

Crimes in Essex is 3.9% of all Domestic Abuse crimes in England and Wales and 36.9% in East of England

Southend Police Domestic Abuse Crimes and Incidents

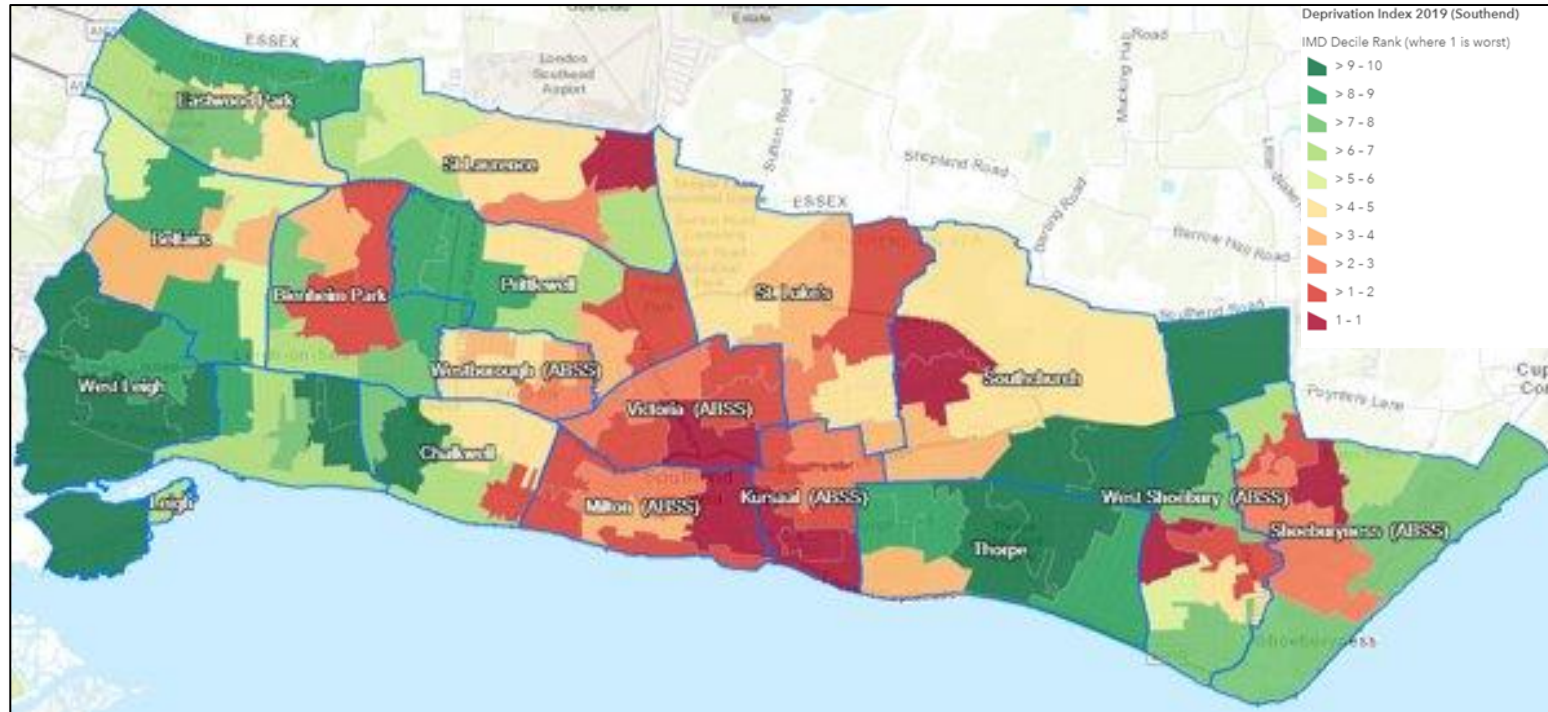


ONS* DA Tools Recorded Number of Crimes



*Office of National Statistics

Southend Deprivation

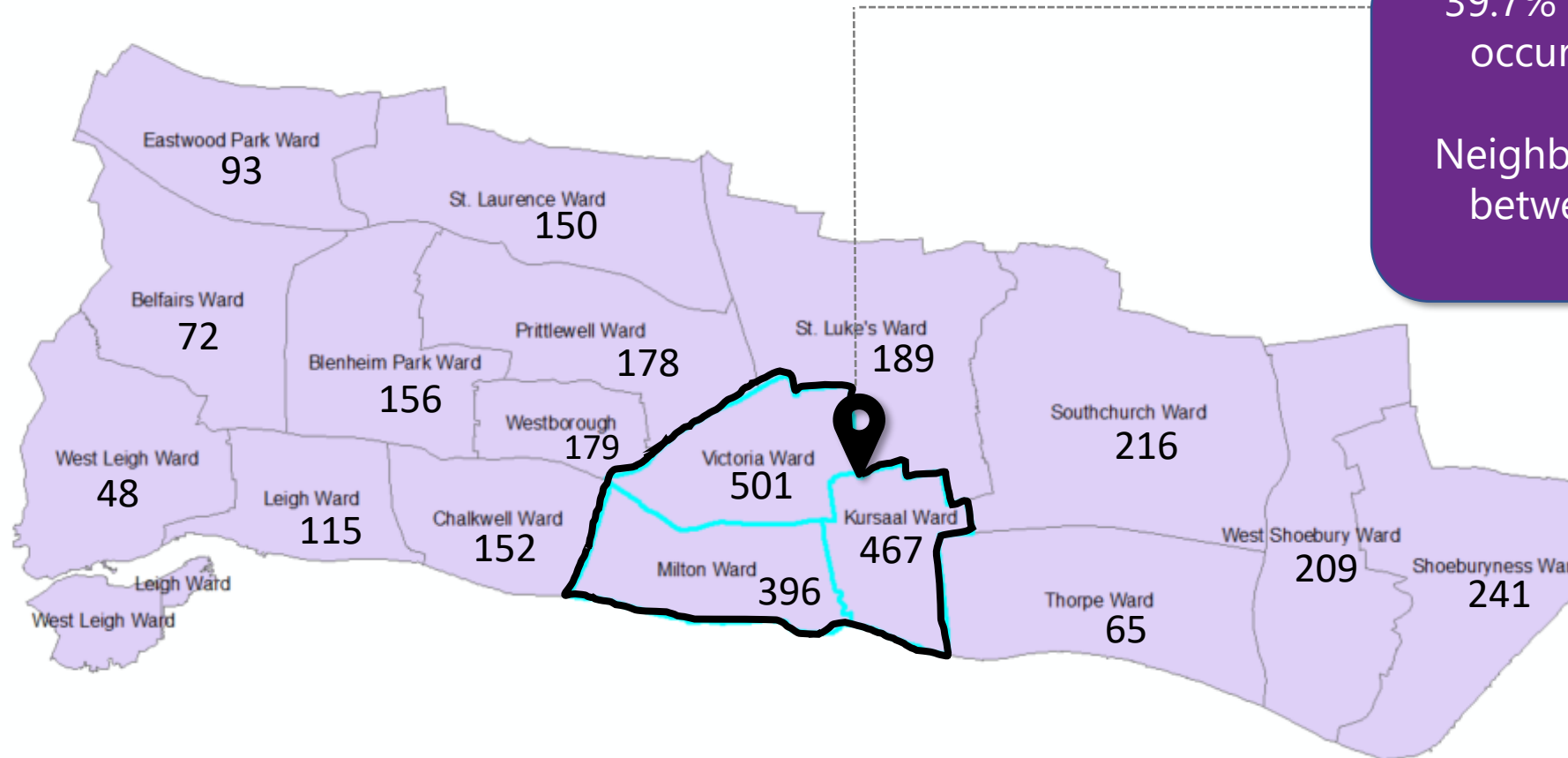


The Index of Multiple Deprivation (IMD) is a measure which is used to determine deprivation in every small area in England, relative to other areas in England. The map shows the deprivation deciles, areas marked in dark red are amongst the most 10% deprived small areas in England.

Many of our more disadvantaged communities are located within the Southend 'town centre' wards, Blenheim Park, the Shoebury area and across Southchurch and St Luke's wards.

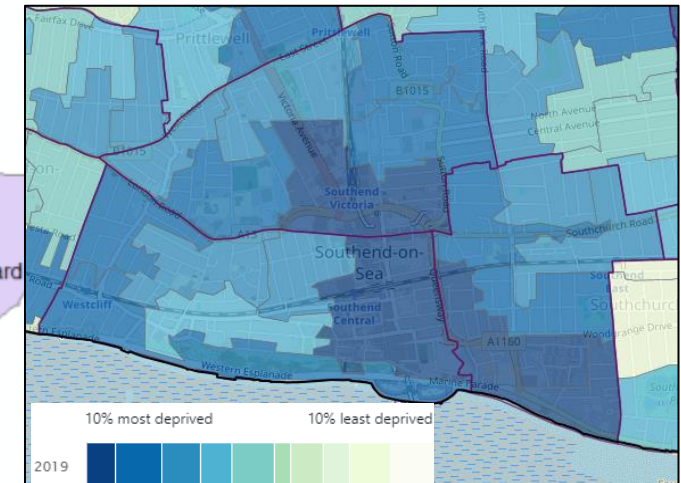
Domestic Abuse Incidents by Ward

(May 2020 – June 2021)



39.7% of domestic abuse incidents occur in the 'town centre' wards

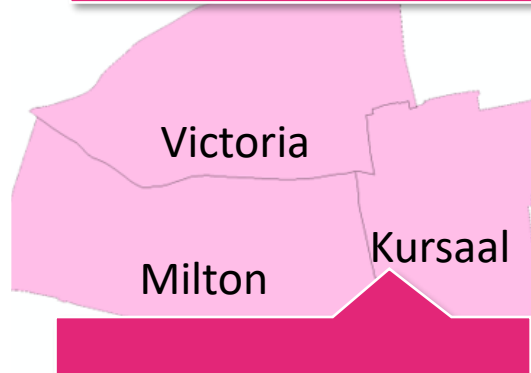
Neighbourhoods in these wards are between 10-30% most deprived across England.



Southend Police Incident Data, repeat victimisation may be included in these numbers

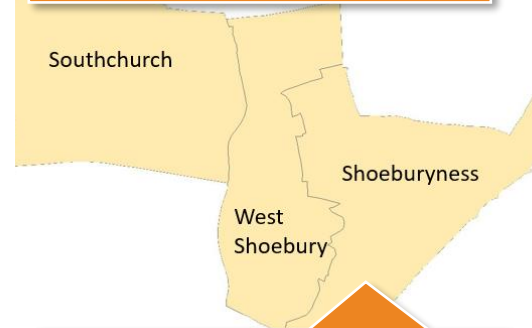
Housing Type by Ward

Highest Incident Areas



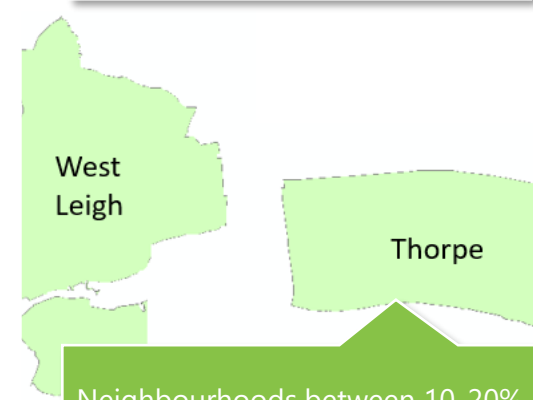
Neighbourhoods between 10-30% most deprived. Most common tenure in these 3 wards is privately rented. Both Victoria and Kursaal households are largely built block of flats. Milton's accommodation is mostly converted or shared house (including bedsits) with one person

2nd Highest Incident Areas



Some neighbourhoods between 30-50% most deprived. The areas have a higher percentage of social accommodation than the average across Southend. West Shoebury and Shoeburyness has a higher percentage of lone parents with dependent children. Whereas Southchurch has the highest percentage of 65yrs and over

Lowest Incident Areas



Neighbourhoods between 10-20% least deprived. Most houses are owned outright/owned with a mortgage, with little social housing in either area. Majority of West Leigh living arrangements is married/Same Sex couple with dependents. Whereas Thorpe has a high percentage of 65yrs and over.

Census data provides a generic overview of type of housing and living arrangement within a ward.

Majority of domestic abuse incidents occur in most deprived neighbourhoods. These neighbourhoods have a higher than average percentage (across Southend) of social housing. The lowest incidents occur in the least deprived neighbourhoods and mostly 'owned houses' tenure.

Conclusion:

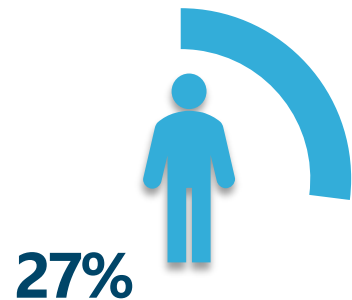
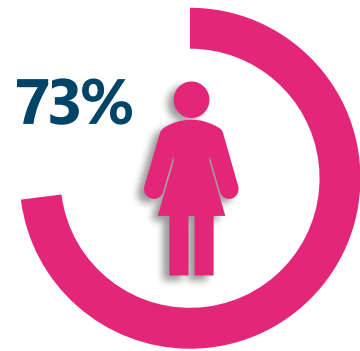
Southend Demographics and Domestic Abuse Incidents

- Southend has the largest recorded % of Police reported domestic abuse crime and non-crime investigations in Essex.
- Southend has moved up from 3rd place to 2nd place on the list of highest incidents in Essex(per 1000 of population)
- The highest level of domestic abuse occurs in the most deprived areas

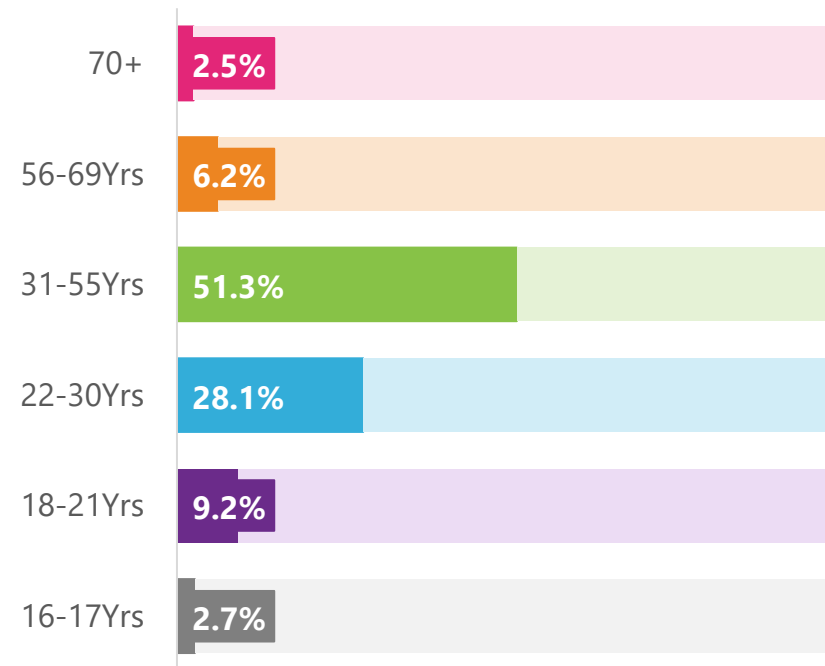
Victim Demographics

Victim Demographics – Essex Police

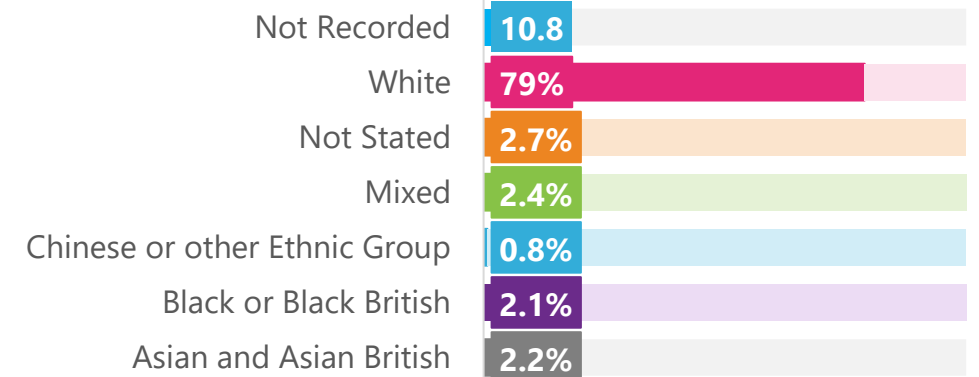
2020/21



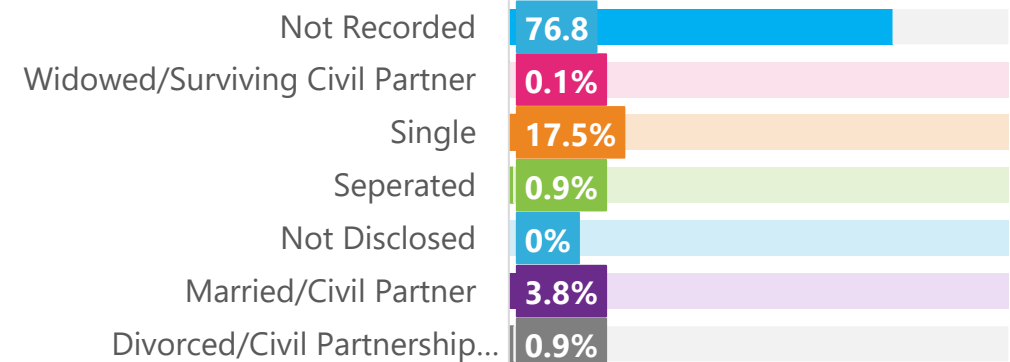
Victim Age Group



Ethnicity



Marital Status



Sexual Identity can be recorded, however in 2020/21 92% was not captured.

Demographics of High-Risk Victims

Multi Agency Risk Assessment Team (MARAT)

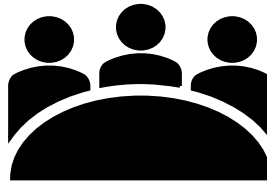
2020/21

94%

Cases were Female



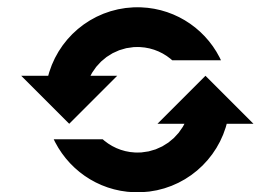
423 Referrals Received



358 Referrals heard at
Multi Agency Risk
Assessment Conference
(MARAC)

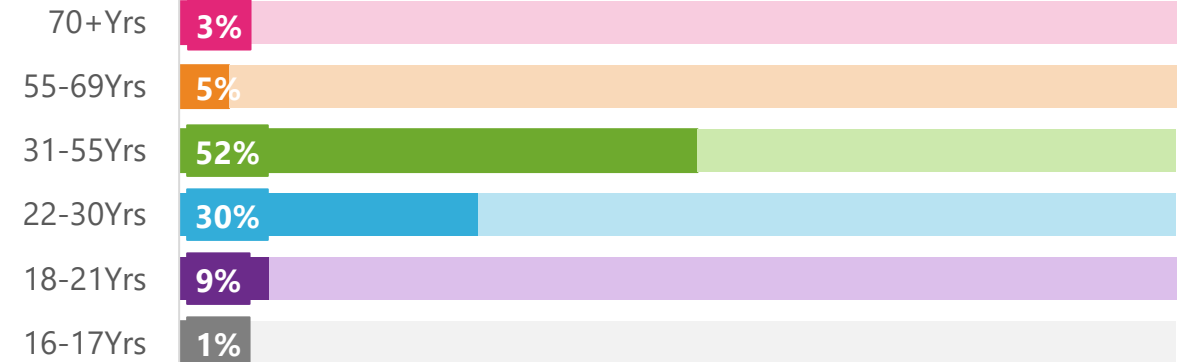


291 contained children in
the household



95 Repeat Victim in the
last 12 Months

Age Group



-11.5% decrease in referrals (compared to 2019/20). those that did not progress to MARAC were where they were not deemed to meet HR threshold, victim moved out of area or perpetrator went to prison.

-11.2% decrease in repeat victims, having been identified as HR victims in the last 12 months. This is within the Safe Lives guidance of 28-40%

31-55Years remains the highest age group referred to MARAT.

Ethnicity data is not reliable for MARAC as 123 out of the 358 the ethnicity data was not recorded at referral stage

National Data on Young People and Domestic Abuse

13 -17 Year Olds



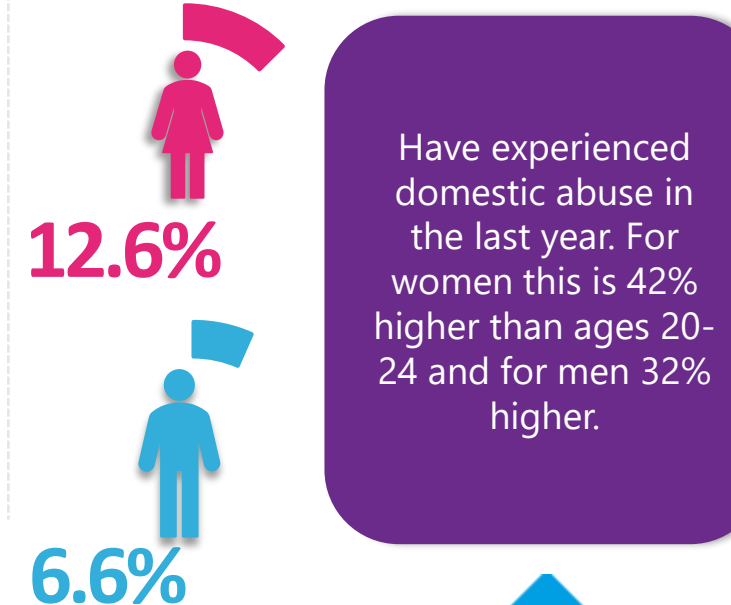
There is also the consideration of adolescent to parent violence. It is important to acknowledge that young people who harm are often victims themselves. A large % are males directing abuse to their mothers, however Dr Caroline Miles, author of research on adolescent to parent violence, highlights potential under-reporting of young women causing harm due to parents being less likely to report daughters than sons, and being less afraid of daughters.

16 and 17 Year Olds

Since 2013, 16 and 17 year olds have been entitled to access adult domestic abuse support following inclusion in the cross-governmental definition of domestic abuse. Despite the high prevalence of abuse for this age group, the rate of referrals into support services and multi-agency risk assessment conferences is lower than the percentage they make up of the population.

A blue rounded rectangle with a black pushpin icon at the top left contains the following text: 'Since 2013, 16 and 17 year olds have been entitled to access adult domestic abuse support following inclusion in the cross-governmental definition of domestic abuse. Despite the high prevalence of abuse for this age group, the rate of referrals into support services and multi-agency risk assessment conferences is lower than the percentage they make up of the population.'

16 -19 Year Olds



Southend – Young People Impacted By Domestic Abuse

62% said that if any of these things happened to them, they would know where to get help.

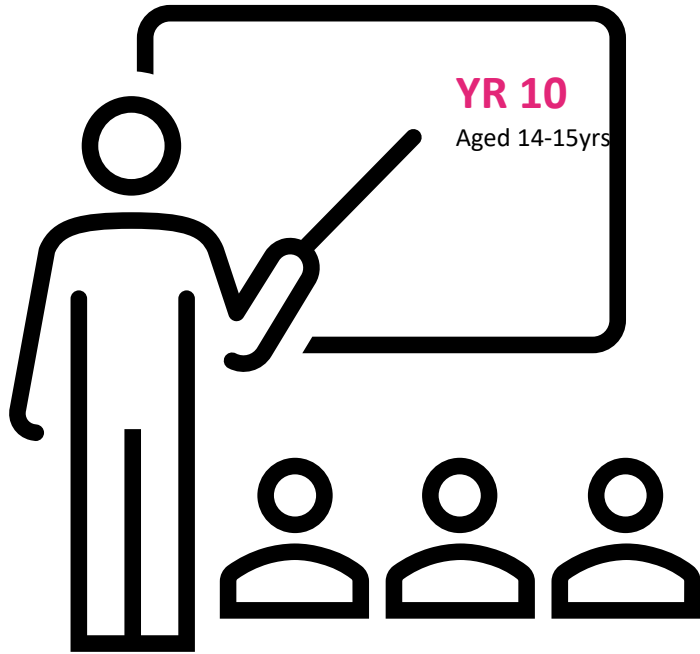
23% said that they had been in a relationship with someone who was jealous/possessive

8% said their boy/girlfriend demanded undressed/sexual photos from them

4% said their boyfriend/girlfriend forced them to do things they didn't want to do (e.g. having sex)

11% had told them who they could or couldn't see.

YR 10
Aged 14-15yrs



Schools Health Education Unit Pupil Survey 2021

1,920

5-19 Years Service, Domestic Incident Reports

69

13-15 Years referrals to Break The Cycle

19

16-19 Years referrals to Break The Cycle

Southend – 0-5 Years Impacted By Domestic Abuse

1,013
0-5 Years
Domestic
Incident
Reports

Health Visiting Service:

The health visiting service is a part of a wider 0-19 Public Health Service that supports families from the antenatal period until school entry. The service offers a range of mandated universal health and wellbeing reviews and offers personalised and specialist support when required

Family Nurse Partnership (FNP) - Family Nurse Partnership is an intensive home visiting service aimed at vulnerable first time young parents, aiming to promote self-efficacy and to improve outcomes for their children.

FNP Programme 2.5 Years Long

Caseload at anytime who are experience domestic abuse is 10-12% this is consistent for the past 5 years.

75 Clients (Young Mothers)

From February 2019- 28th April 2021, 75 clients who have experienced domestic abuse either as a child and/or with their intimate partner relationships

20 Children

Of these 75 clients, 20 of their children have gone on to experience domestic abuse within their households

Support in Southend for Children/Young Persons

Fledglings – A recovery service for 5-17 year olds exposed to Domestic Abuse.

Break The Cycle – Promoting healthy relationships between 13-19 year olds.

Prince Charming – Educating teens on unhealthy relationships

PHSE Framework in Schools

Early Years Education and Children's Centres



Operation Encompass – Police and Education early information safeguarding partnership enabling schools to offer immediate support to children 5+ years experiencing domestic abuse.

Universal Health Visiting – 0-5 years
School Nursing – 5-19 years.

These are the only agencies notified of all domestic abuse incidents in children/young persons

National Data on Sexual Orientation and Domestic Abuse

2.7% of the UK population aged 16 years and over identified as lesbian, gay or bisexual (LGB)*

Younger people (aged 16 to 24 years) were most likely to identify as LGB*

Between 2018 and 2019, the number of men identifying as LGB increased from 2.5% to 2.9% and women identifying as LGB increased from 2.0% to 2.5%*

Free to be Safe, Safe Lives**

LGBT+ victims and survivors need support tailored to their needs and circumstances

LGBT+ victims and survivors are experiencing high levels of risk and complex needs before they access support

Statutory and non-statutory services are missing opportunities to identify LGBT+ victims, survivors and perpetrators of domestic abuse.

A victim's sexual orientation or gender identity can sometimes be targeted as part of the abuse

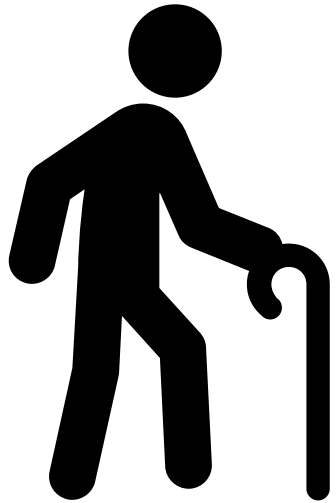
Societal attitudes and lack of inclusion are preventing LGBT+ victims and survivors from accessing the support they need to get safe and recover, and mean we aren't identifying and stopping perpetrators at the earliest opportunity.



*ONS Sexual Orientation. Released 27/05/2021

**Safelives Spotlight- Free To Be Safe, 2018

National Data - Older People and Domestic Abuse



Safe Later Lives -
Older people and
domestic abuse

61+

On average, older victims experience abuse for twice as long before seeking help as those aged under 61 and nearly half have a disability. Yet older clients are hugely underrepresented among domestic abuse services.

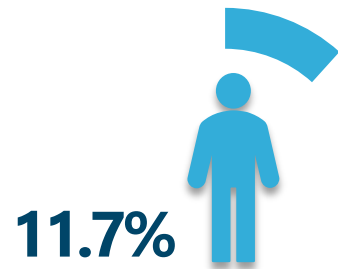
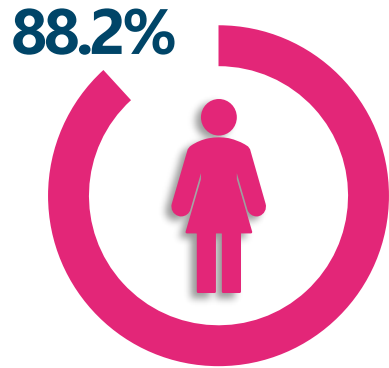
44%

Adult family member is primary abuser in 44% of over 60s, compared to 6% under 60s

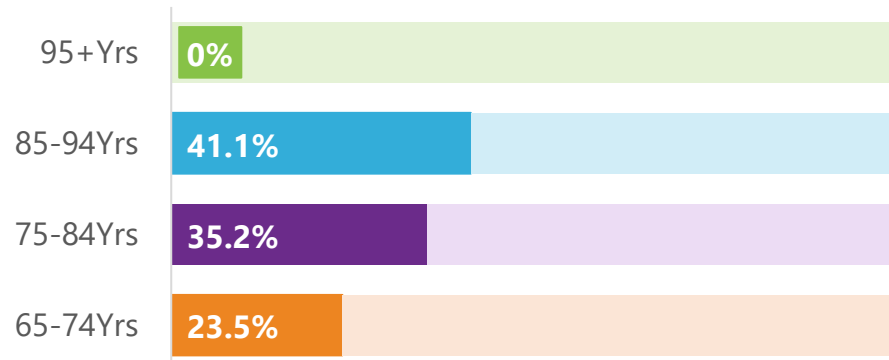
27%

Older victims are less likely to attempt to separate from their abuser – only 27% in the over 60s, compared to 68% in under 60s.

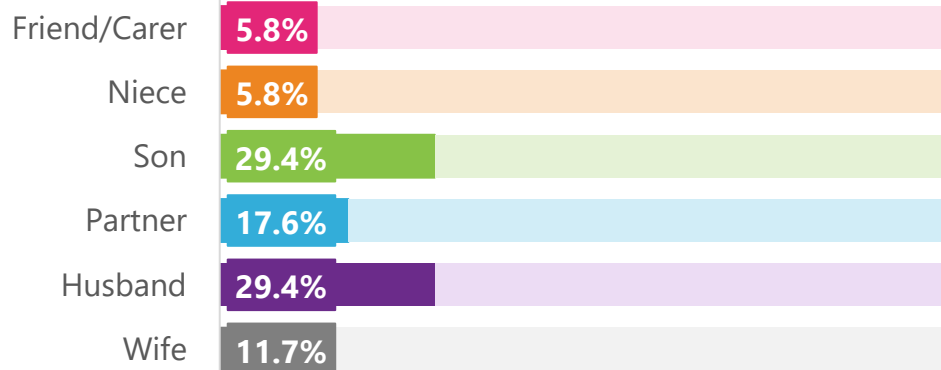
Older Age Adults – Southend Safeguarding Notifications linked to Domestic Abuse*



Victim Age Group



Alleged Perpetrator



Within this audit 52.9% of concerns were verified. A further 29.4% of investigations stopped by request of the victim.



Not all referral sources are listed, however majority of concerns are raised by a care worker/care home

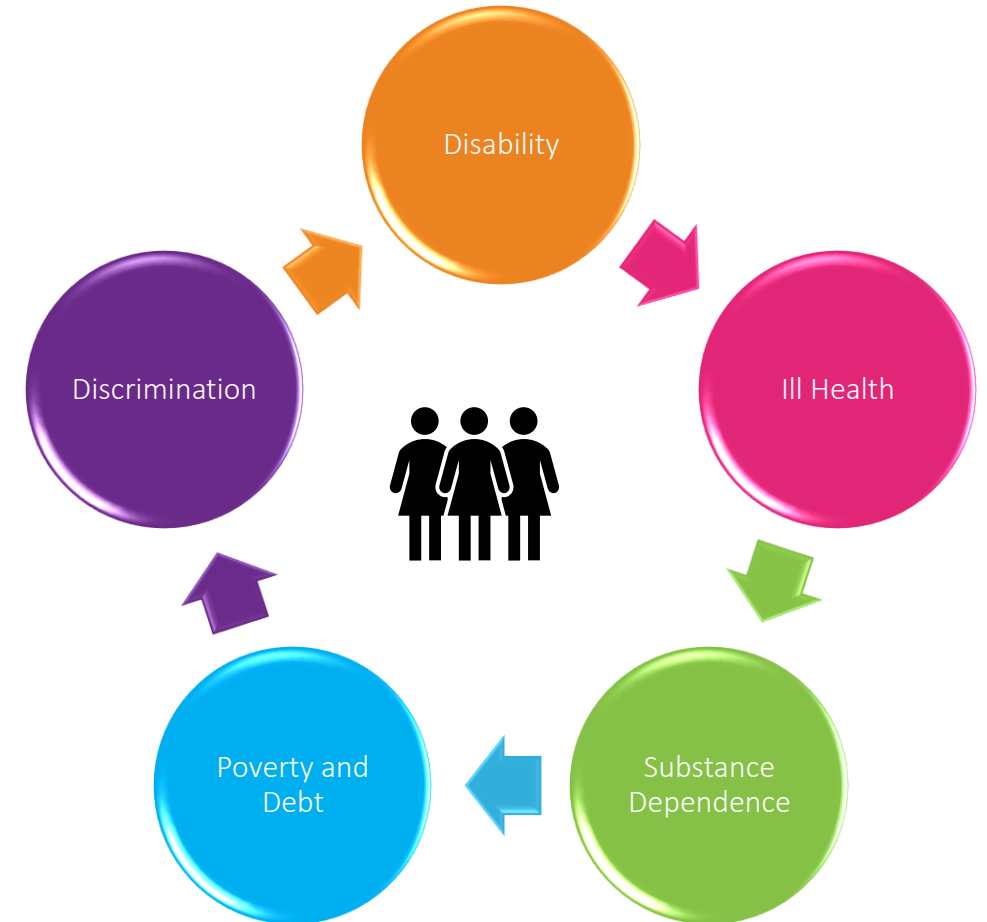


Since 2011, Southend has had 6 people die as a result of domestic abuse, of which 2 were over 60 years

*Safeguarding audit for adults aged 65 or over who have been the subject of a S42 enquiry with a risk category listed as domestic abuse that have been closed within the last 12 months

Complex Needs Experiencing Domestic Abuse

- Research shows that women with extensive experience of physical and sexual violence are far more likely to experience disadvantage in many other areas of their lives.
- Homelessness is one area of disadvantage, but others include disability and ill health, substance dependence, poverty, debt and discrimination.
- All of these can be a further barrier to gaining secure accommodation and ending the cycle.
- Research by Homeless Link finds that women experiencing complex trauma will often have trouble maintaining stable relationships, engaging in support and navigating non-clinical services
- MARAT High risk data shows that 25% of victims and 50% of perpetrators had substance misuse issues
- MARAT High risk data recorded diagnosed mental health conditions in 11% of victims and 7% of perpetrators (NB this is a diagnosed condition by a medical professional, but many refer to mental health conditions but do not seek a diagnosis)



Conclusion:

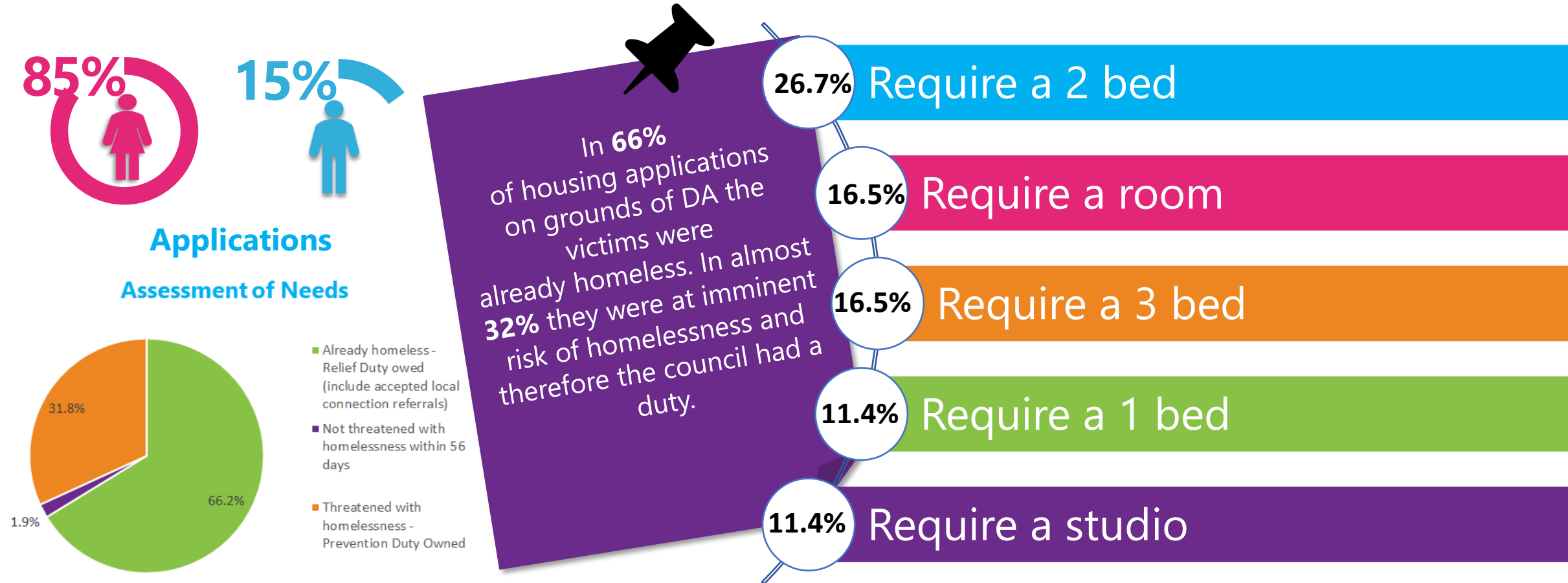
Victim Demographics

- The data collected for 2020/21 shows the largest proportion of victims reporting domestic abuse in Southend is aged between 31-55years
- A significant proportion of children within Southend are impacted by domestic abuse
- Within Southend there appears to be no coordinated approach for joint commissioning of Domestic Abuse services
- Older age groups of victims, CYP, LGBTQ and Males are underrepresented in the data collected
- **Recommendation:** Southend Council and partners to improve the recording across all services of protected characteristics, particularly ethnicity to ensure all needs are identified
- **Recommendation:** Southend Council and partners to map services provided to targeted groups for CYP, Older People, LGBTQ+ and Males

Housing and Refuge

Homeless Applications on Grounds of Domestic Abuse to Southend Council

(Received 01.02.2019-21.01.2021)



Ethnicity data is not reliable as 70.1% of ethnicity data was not recorded

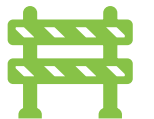
Domestic Abuse ACT 2021

Requirements specific to Local Authorities and Housing;

- Introduce a statutory duty on tier one local authorities in England to **support victims and their children in domestic abuse safe accommodation** and a duty on tier two authorities to co-operate with tier one authorities in the fulfilment of their duties.
- Amend the Housing Act 1996 to give those **who are homeless as a result of fleeing domestic abuse priority need for accommodation** secured by the local authority.
- **Protect security of tenure** for domestic abuse victims

SafeLives (2018) *Safe at Home: Homelessness and domestic abuse.*

- Government statistics in England, Wales and Scotland show that domestic abuse accounts for at least one in ten people who require local authority support for homelessness.
- We know these figures are likely to be much higher, especially for women, who are both disproportionately affected by domestic abuse and often 'hidden' from official homelessness statistics. Homelessness charity St. Mungo's report that 32% of the women they work with, and 8% of men, said domestic abuse contributed to their homelessness.
- Safelives data shows that over 10% of those supported with re-housing by a domestic abuse service were moved out of their local authority area. Data from Women's Aid's Annual Survey in 2017 shows that over two thirds of women (68.4%) in refuge had crossed local authority boundaries to access this accommodation.
- Crisis found in their mystery shopper experiment, many other barriers exist, such as not being given the opportunity to make an application or being required to 'prove' they were entitled to support.
- The level of basic customer service can also be a barrier, with applicants required to discuss their reasons for becoming homeless in a busy public environment, which can be particularly difficult for survivors of domestic abuse.














Safe Steps – Commissioned DA Refuge Service

	2019/20	2020/21	
Total number of referrals (only when a bed becomes available)	107	61	↓
Number of referrals from inside area	28	15	↓
Number of referrals from out of area	79	49	↓
Number of successful first-time referrals	24	-	↔
Most common reason for being denied access to services	No Space & Victim Declined		
Average number of referral attempts made for victim/survivor to gain access to relevant / safe accommodation	-	-	
Average length of stay in days	91	183	↓

2020/21 service user/referral numbers are not indicative due to Covid-19

Out of Area Referrals (to refuge)

London Borough of Bexley	2	
London Borough of Camden	1	
London Borough of Hackney	2	
London Borough of Haringey	1	
London Borough of Newham	1	
London Borough of Tower Hamlets	1	
London Borough of Waltham Forest	2	
Basildon Council	9	
Thurrock Council	6	
Barking and Dagenham	4	
Harlow Council	4	

Conclusion:

Housing and Refuge

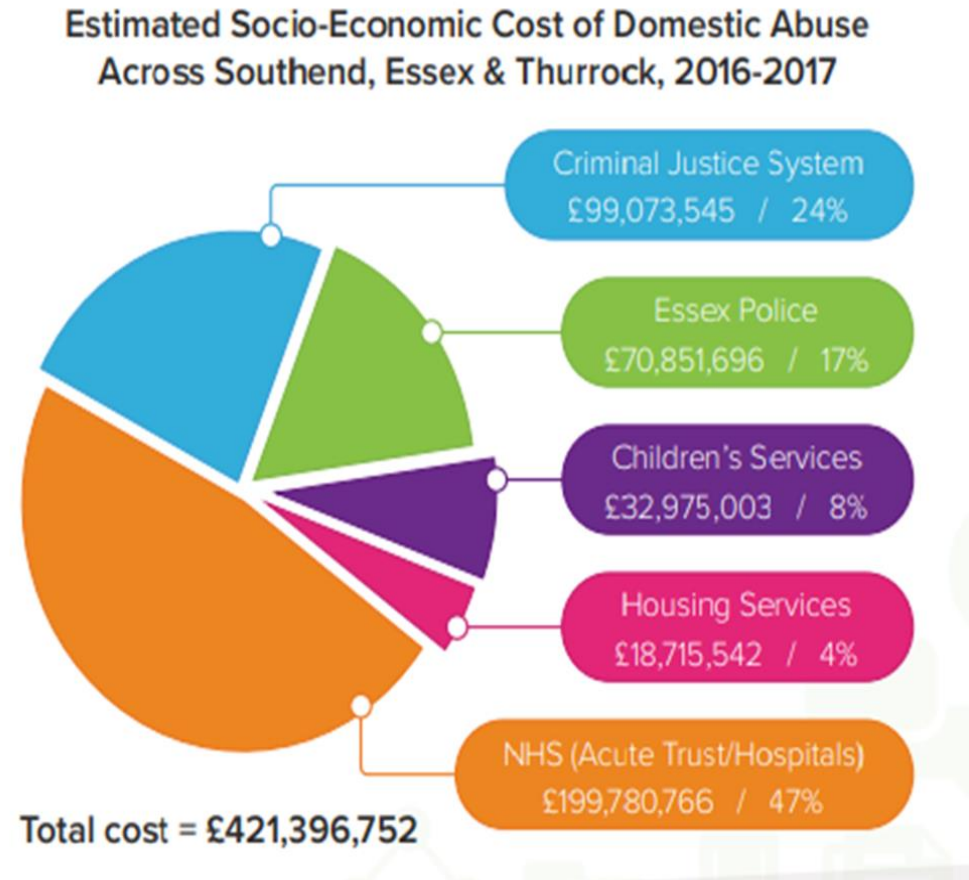
- The Council and other partners do not collect comprehensive data on the housing needs of people impacted by domestic abuse (DA), and this makes it difficult to assess the impact this has on homelessness and DA. However, In those presenting for housing support on the grounds of DA 66% were already homeless
- Within Southend there appears to be a lack of data to support and identify the levels of housing and support required. Southend currently has 7 designated beds within the refuge accommodation.
- **Recommendation:** Southend Council and partners to review current pathways and support packages to ensure individual planning of those experiencing DA and undertake more detailed work to understand what is needed across all housing, support and care pathways

Funding

Commissioning of Services

Funding Breakdown Across Southend, Essex & Thurrock 2016 - 17

The Council does not have an overall picture of overall funding for those impacted by Domestic Abuse within Southend. To address this our data requirements will need to be strengthened and we will need to review all commissioning and housing activity as it relates to those impacted by domestic abuse.



Current Funding Issues

Refuge funding is currently £255K per year with the contract ending in January 2023.

Require CSP support for funding and commissioning to be pulled together.

One DA Lead for Domestic Abuse is needed within the Council in order to work with all internal and external partners, to coordinate funding, commissioning and procurement.

Temporary new funding has been obtained of £372K for compliance with the DA Act.

Our refuge only has 7 beds. This is currently the only DA specific housing offer within the Borough.

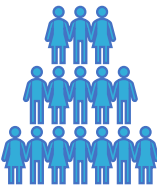
Southend Commissioning Aspirations



The Council is committed, with all partners, to delivering outcome focused services that reflect the needs and aspirations of complex groups including those impacted by Abuse, Trauma and Self-Harm.



The services that are commissioned should reflect and be informed by the multiple support needs of those who have been impacted by or are currently experiencing domestic abuse.



The Council will commission services across the full range of care and support provision, utilizing funding from across the Council in order to address the needs of this vulnerable group.



Commissioning Priorities

(DA ACT Specific Support Requirements)

- **Advocacy support** – development of personal safety plans, liaison with other services (for example, GPs and social workers, welfare benefit providers);
- **Domestic abuse-prevention advice** – support to assist victims to recognise the signs of abusive relationships, to help them remain safe (including online) and to prevent re-victimisation;
- **Specialist support for victims with relevant protected characteristics and / or complex needs**, for example, interpreters, faith services, mental health advice and support, drug and alcohol advice and support, and immigration advice;
- **Children's support** – including play therapy and child advocacy;
- **Housing-related support** – providing housing-related advice and support, for example, securing a permanent home and advice on how to live safely and independently; and
- **Counselling and therapy** for both adults and children.

Conclusion: Funding

- The new domestic abuse act will impact on the ability on service providers to access grants due to the change in statutory responsibilities of councils
- Inflationary increases are not always written into our current contracts, and this will need to be addressed going forward.
- There appear to be gaps in commissioning specifically housing, information and advice, advocacy services within children's and adult services required by the new Domestic Abuse Act
- **Recommendation:** The Council in consultation and collaboration with partners will need to undertake an audit to identify the precise gaps and identify the funding, commissioning and procurement activity that will need to take place.
- **Recommendation:** Ensuring clear operational and strategic accountability within the organisation moving forward

Survivors

Their Voice

**“I didn’t realise it was abuse
until I spoke to refuge staff”**

Survivor Quote

Survivors Voice and Their Needs

Greater awareness of DA victims and their needs

Specific DA focused services

Coordinated referral pathways

Targeted interventions at point of contact

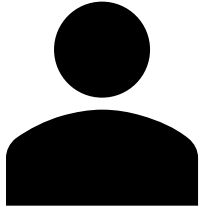
Sensitivity, empathy and understanding

Understanding domestic abuse is not always violence

NOTE: Interviews were undertaken with 4 women. All women had different experiences and were at different stages, but all experiences occurred within the last 2 years. As we have only been able to interview a small number of survivors these experiences are not representative of all survivors' unique experiences.

Survivor A

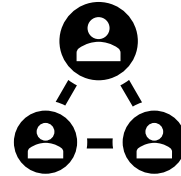
“...thought he was just being caring”



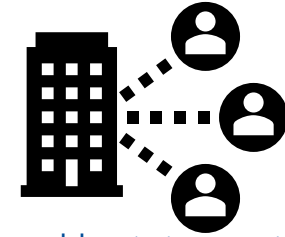
Relationship lasted 4 years, separated for 9 months before going into refuge, had 2 children together. A third from previous relationship. Survivor from another area in Essex. Her own childhood experience did not give her a good relationship to compare to her own.



In refuge felt got help and support, “it was really good to have someone always on hand to speak to or to offload to” the children had a positive experience and sometimes say they “wish we were back there” as there were so many activities for them. Survivor was given counselling but did not find that useful for herself, however the Freedom Programme Recovery toolkit were “really good”



Attended Citizens Advice ‘many times’ who suggested “mediation” before finally someone gave survivor number for Domestic Abuse Services.

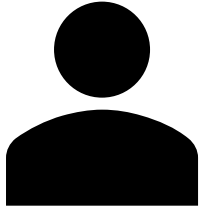


Offered space in refuge. Abuser would not stop controlling her and received threats from drug dealers. Survivor had not heard of refuge and did not think would qualify as abuser not living with her. It wasn’t until she began talking about all the “little things” that she understood it was abusive and how bad it had become. By the time she went into refuge she had become “desperate”

Survivor stated she “did not have a positive experience of Southend Housing Service” she felt they were “useless”, treated as “just another number”. No thought about difficulty living in one room with 3 children long term. They wanted to put them in hostel when out of refuge. But would have been one room again. Kept looking privately, but “impossible to find” as on benefits so landlords did not want to take her or she could not afford. After approximately 8 months in refuge she was offered temporary accommodation in 2 bedroom flat in tower block and very happy with it. She has now moved into permanent accommodation in Southend which she is very happy with again, and “it’s a nice neighbourhood”.

Survivor B

“...civil court Judge said he was happy that as a taxpayer he was paying for this stupidity”



Relationship was same sex relationship. Came from a London Borough. 1 child, abuser not birth parent of child but is on the birth certificate. Survivor receiving legal advice on access to daughter. Perpetrator took child the day survivor entered refuge.

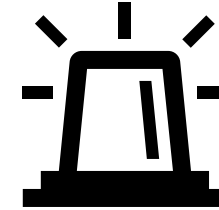


Survivor felt lack of understanding for victims of domestic abuse. “Agencies do not understand how much they have already been through, how much courage it takes to leave your home, job, just to be free of the abuse”. She felt that there are too many brick walls, a lack of empathy.

She had a bad experience at court when applying for non mol. “The judge was not nice”. He asked if she was getting ‘legal aid’ and when she replied yes, he said “he was happy that as a taxpayer he was paying for this stupidity”



Work colleague advised her to call Womens Aid for support and they found a space in Southend refuge. She did not feel discriminated against since coming to Essex, but did feel some people were “reluctant to believe me that a woman could be abusive to another woman”



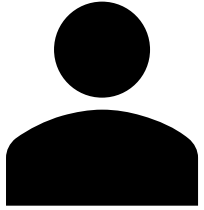
She felt that as it was psychological that she “did not think it was a crime”. “Police in Southend were amazing” really listened and understood, gave advice that coercive controlling behaviour is a crime that they can pursue, but if chose not to she can still apply for non mol order. One of the officers still checks in with her to see “how she is doing in refuge”.



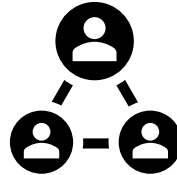
Survivor stated she had a “poor experience with housing”, not receiving any response at all for 3 months, nor from her old borough about the joint tenancy. She is currently still paying the top up for her old property as she “doesn’t wasn’t to be seen to lose the old tenancy and to have made herself homeless”, but she has been unable to get housing advice on this.

Survivor C

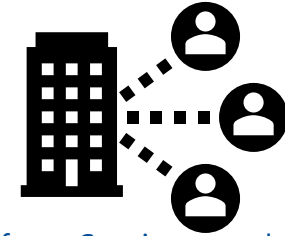
“...there is no fear anymore”



Survivor fled husband after being physically and verbally abusive to her and abusive towards their daughter. He was drinking excess alcohol and smoking cannabis. English is not the survivors first language.



Survivor approached Southend Council as was given a hostel for 1 day and then went into Southend refuge the following day.



“Support was very good” in refuge. Survivor needed an interpreter. She felt this was managed ok in refuge as she used google translate mostly when talking to staff, but refuge obtained an interpreter for her when she needed it for other agencies.



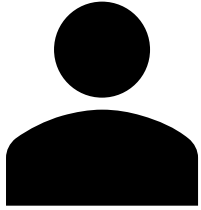
In refuge staff would find help for her, the appropriate contacts quickly, but since leaving she feels “isolated”. During the interview the survivor was told she can get outreach support from Safe Steps and she agreed she would like this. The survivor is learning English at Adult College and stated “life is very good now, she has her own place, there is no fear anymore, she feels safe and her daughter is safe”.



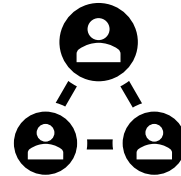
Since leaving refuge she has found keyworker in housing “not be very understanding, to be blunt and although they know English is limited they do not always make allowances for this”. There is much less support and the survivor said that she was struggling a bit.

Survivor D

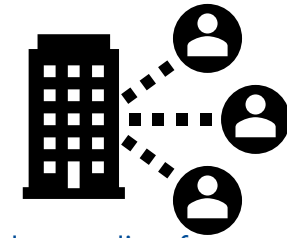
“...he attended a program at STARS briefly...when he stopped nobody enquired why”



Survivor living in Southend, has 4 children but they are currently not in her care



She felt she was held to account by social care but her partner wasn't. When he was referred for support it wasn't followed up



Survivor felt there is a lack of understanding from everyone about coercive control and emotional abuse, they think it has to be violence to be abuse



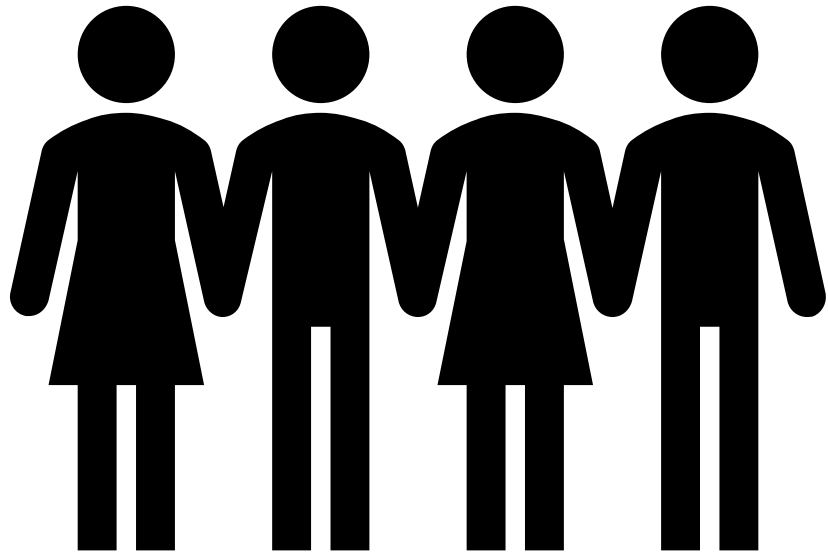
She felt supported by her children's social worker but was not always kept informed about the children.
Survivor has found support from Safe Steps and engagement in the Freedom Program beneficial



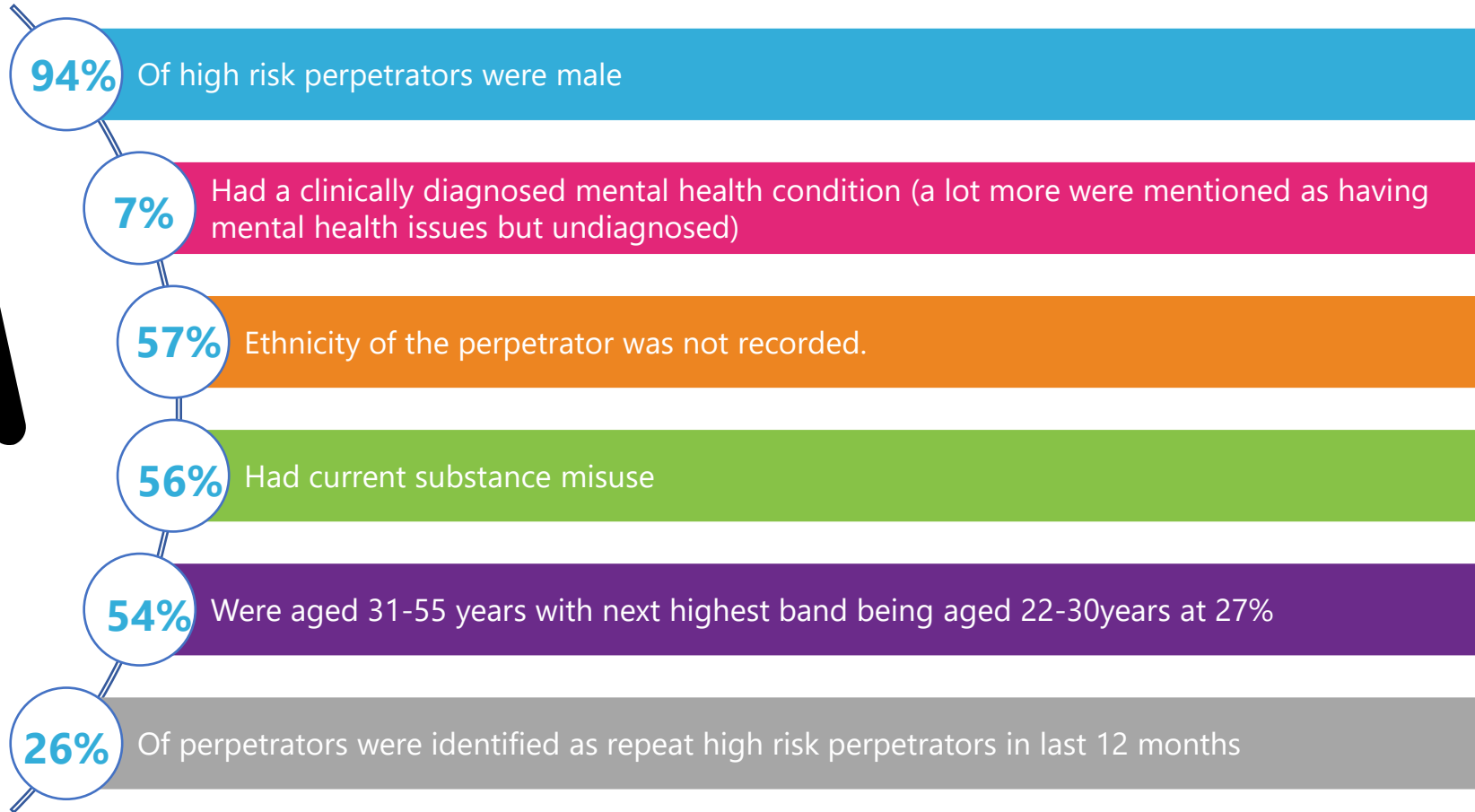
With regard to housing she has a housing officer and receives support, but initially went into bed and breakfast which was "not a good experience" for her. She is now in a Hostel and feels safe.

Perpetrators

Perpetrators Demographics – Multi Agency Risk Assessment Team (MARAT)



What do we know?



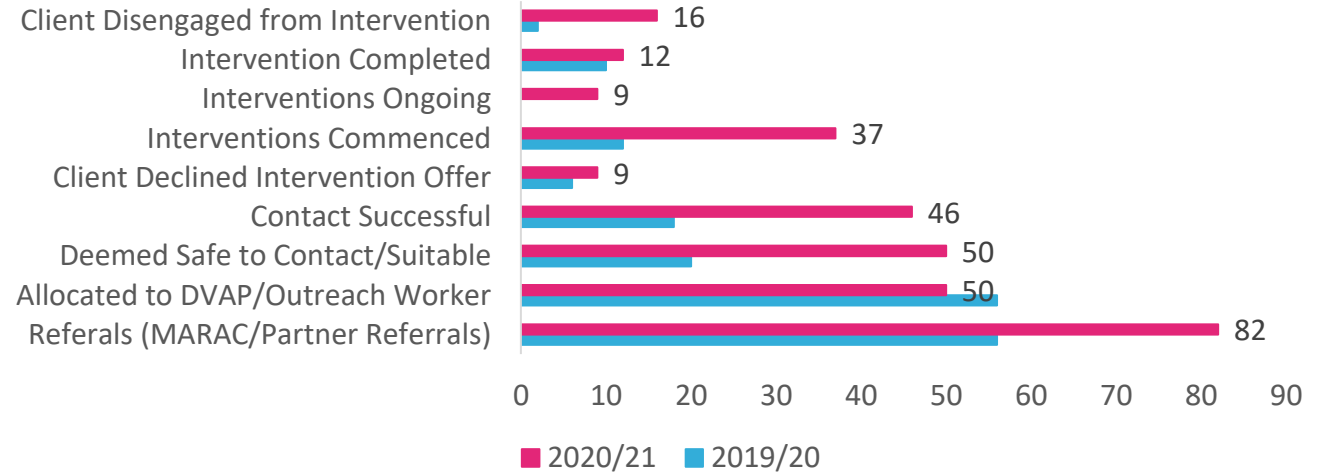
Perpetrators –The Change Hub

The Change Hub is a commissioned domestic abuse service in Essex and Southend for male and female perpetrators aged 16 and above. Perpetrators are provided with one to one support to facilitate behaviour change and this service is accredited by Respect*



2020/21 compared to 2019/20

The Change Hub



2020/21 Allocated to DVAP/Outreach worker number is lower than the previous year as cases are only allocated when deemed safe to progress. 4 cases could not be contacted due to insufficient information available; 3 were out of area; 1 was referred to the DVPP service; 22 deemed unsafe to progress; 2 deemed unsuitable in conjunction with Health due to ASD/presenting MH needs

*RESPECT, National organisation who lead the development of safe, effective work with perpetrators, male victims and those young people using violence and abuse

Operation Enforce



Police target perpetrators for enforcement action following intelligence supplied from services within the MARAC

This has resulted in notable successes such as arrest opportunities/options, intel on offending behaviour, liaison with Probation and enforcement of breaching of bail conditions or Domestic violence prevention orders.

Conclusion:

Perpetrators

- An Essex study (2021) identified 46% of perpetrators in the study cohort had other violent offences and 46% of reoffenders had multiple victims.
- Within Southend MARAT data states; 56% of perpetrators have a substance misuse. In 2020/21, 19% of perpetrators had repeated within 12 months
- There are a low number of perpetrators being referred to the Change Hub due to strict criteria (on bail or court pending at time of MARAT, plus victim must agree to perpetrator being offered). There are low numbers completing the intervention.
- **Recommendation:** Southend Council and partners to consider patterns of perpetrator behaviours in order to know what services to commission

References

References

Slide Number	Agency	Year	Title	URL
3,32	Home Office	2021	Domestic Abuse Act	https://www.gov.uk/government/publications/domestic-abuse-bill-2020-factsheets/domestic-abuse-bill-2020-overarching-factsheet
7,8	Southend Council	2021	Southend 2050	https://www.southend.gov.uk/southend2050
7,8,38	Southend, Essex & Thurrock Domestic Abuse Board	2020	SETDAB Strategy 2020-2025	https://setdab.org/wp-content/uploads/2020/01/SETDAB-Strategy-Consultation-Draft-Jan-2020.pdf
10	Office of National Statistics,	2020	ONS Population Estimates MID 2020 on 2021	https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/datasets/populationestimatesforukenglandandwalesscotlandandnorthernireland
10,16	NOMIS	2011	Local Authority Profile	https://www.nomisweb.co.uk/reports/lmp/la/1946157203/report.aspx?town=Southend
11	Essex Police	2021	District Data	
12,13	Southend Community Safety Partnership	2020/21	SIA - Domestic Abuse	
13	Essex Police	2021	Southend Indicators	
13	Office of National Statistics,	2020	Domestic Abuse in England & Wales - Data Tool	https://www.ons.gov.uk/peoplepopulationandcommunity/crimeandjustice/datasets/domesticabuseinenglandandwalesdatatool
14	Southend Council - Performance & Intelligence Unit	2021	Index of Multiple Deprivation	
15,16,19	Essex Police	2020/21	Domestic Abuse Incident Data	
15,16	Communities.Gov	2019	Indices of Deprivation 2015 and 2019	https://dclgapps.communities.gov.uk/imd/iod_index.html
20,51	Multi-Agency Risk Assessment Team	2020/21	MARAT Referrals	
21	Safe Lives	2017	Spotlight: Young People and Domestic Abuse	

References

Slide Number	Agency	Year	Title	URL
22	Southend Council - Public Health	2021	Schools Health Education Unit Pupil Survey	
22,23	Southend Council - Public Health	2020/21	Domestic Incident Referrals	
22	Safe Steps	2020/21	Break The Cycle Referrals	
23	Essex Partnership University NHS Foundation Trust	2019-21	Family Nurse Partnership	
25	Office of National Statistics,	2021	Sexual Orientation	https://www.ons.gov.uk/peoplepopulationandcommunity/culturalidentity/sexuality
25	Safe Lives	2018	Free to be Safe	
26	Safe Lives	2016	Older People and Domestic Abuse	
27	MISSING			
29	Southend Council - Adult Social Care	2020-21	Older DA - DA Needs Assessment	
31	Southend Council - Housing Services	2019-2021	Homeless Applications	
33	Safe Lives	2018	Safe at Home: Homelessness and Domestic Abuse	
34,35	Safe Steps	2019-21	Refuge Service	
45,46,47,48,49			Interviews with Survivors	
52	The Change Hub	2019-2021	Perpetrators- The Change Hub	

Southend-on-Sea Borough Council

Report of Deputy Chief Executive and Executive Director
(Growth & Housing)

To

Cabinet

On

14th September 2021

Report prepared by: Amy Roberts, Senior Planner

Agenda
Item No.

Conservation Area Appraisals

Relevant Scrutiny Committee(s): Place
Cabinet Member: Councillor C Mulroney
Part 1 (Public Agenda Item)

1. Purpose of Report

- 1.1 To present to Cabinet the Conservation Area Appraisals (**Appendix 1 to 7**) produced for the Council by independent heritage experts, Purcell, for seven of the Borough's fourteen existing Conservation Areas, following recent public consultation.
- 1.2 To seek agreement from Cabinet that the Conservation Area Appraisals for Chapmanslord, Eastern Esplanade, Leigh Old Town, Prittlewell, Shorefields, The Kursaal, and Warrior Square Conservation Areas are adopted.
- 1.3 To note that Conservation Area Appraisals for the other seven Conservation Areas were also consulted on and that work is underway to prepare these for consideration by Cabinet later this year.

2. Recommendations

- 2.1 It is recommended that the updated and new Conservation Area Appraisal documents (Appendix 1 to 7) are adopted for the established Conservation Areas at Chapmanslord, Eastern Esplanade, Leigh Old Town, Prittlewell, Shorefields, The Kursaal and Warrior Square.

3. Background

Conservation Areas

- 3.1 The Borough's 14 existing designated Conservation Areas¹ have special value for the community. They are visible links with our past and offer attractive contrasts to modern environments, so it is important to ensure the special

¹ Chapmanslord, Clifftown, Crowstone, Eastern Esplanade, Leigh, Leigh Cliff, Leigh Old Town, Milton, Prittlewell, Shoebury Garrison, Shorefields, The Kursaal, The Leas, Warrior Square

character of these areas is protected and sympathetic enhancements encouraged. Acknowledging local distinctiveness and conserving heritage can be an important factor for regeneration and helps to inspire well designed new development.

- 3.2 Section 72(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990 states that special attention should be paid to the desirability of preserving or enhancing the character or appearance of Conservation Areas.
- 3.3 The revised National Planning Policy Framework (2021) (NPPF) sets out the Government's policies for conserving and enhancing the historic environment, making clear that in considering the designation of Conservation Areas, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, ensuring that the concept of conservation is not devalued through the designation of areas that lack special interest (NPPF paragraph 191).
- 3.4 The Council has a duty to review existing conservation area designations periodically to ensure they are up to date and relevant, and to determine if any further parts of the Borough should be designated as a Conservation Area. There are currently 14 Conservation Areas designated in Southend, some of which have adopted Conservation Area appraisals to help detail and explain their architectural and historic qualities.
- 3.5 An area's status as a Conservation Area is a material consideration for planning applications and introduces some additional controls. This can include: the need to apply the conserve and enhance test as part of the decision-making process², control over demolition of unlisted buildings, control over works to trees, and limitation on the types of advertisements that can be displayed with deemed consent. It can also provide support for the use of Article 4 directions to remove permitted development rights where avoidable damage is evidenced.
- 3.6 The Council's adopted Development Plan in relation to heritage currently comprises policies within the Core Strategy, Development Management Development Plan Document and Southend Central Area Action Plan (these will be reviewed as part of the production of the Southend New Local Plan) which sets out the local approach to managing the historic environment. These policies together with national planning policy, are used to determine planning decisions relating to development in the Borough's Conservation Areas.
- 3.7 An area's status as a Conservation Area does not however prevent change from occurring, and Conservation Areas will over time be subject to many different pressures (both positive and negative) that could impact upon their character and appearance. It is, however, important that proposed alterations to properties in Conservation Areas are sympathetic to their character and have regard to Conservation Area status.
- 3.8 The Council commissioned independent heritage consultants, Purcell, to undertake a review and update of all the Borough's existing Conservation Area

² Set out in legislation and discussed further in the NPPF and the Planning Practice Guidance (PPG)

Appraisals and to produce appraisals for those Conservation Areas that do not currently have an appraisal in place.

Conservation Area Appraisals

- 3.9 The Conservation Area Appraisals (Appendix 1 to 7) present a review and update of existing Conservation Area Appraisals at Chapmanslord, Eastern Esplanade, Leigh Old Town, Prittlewell, and Warrior Square, along with new Appraisal documents to cover the Shorefields and The Kursaal Conservation Areas. They include a management plan for each area.
- 3.10 All the Conservation Area Appraisals referred to above were consulted on between November 2020 and January 2021, and comments received during the consultation have been considered during the process of preparing these documents for adoption (a summary of representations received for each Conservation Area subject of this report is included at Appendix 8). A brief overview of each Conservation Area, subject of this report, is set out below:
- 3.11 **Chapmanslord Conservation Area:** Designated in 2004 for its special interest as a planned estate developed in the 1920s by the Chapmanslord Housing Society as part of the Government's Homes for Heroes campaign after World War I. The area was last appraised in 2004. No changes to the Conservation Area boundary are proposed in the updated Appraisal. (**Appendix 1**)
- 3.12 **Eastern Esplanade Conservation Area:** Designated in 1989 and comprises a small terrace of early to mid-19th century cottages reputed to have been built for local fishermen, 40-57 (consecutive) Eastern Esplanade (40-45 Eastern Esplanade being Grade II listed). The area was last appraised in 2006. The new Appraisal does not propose any change to the Conservation Area boundary. (**Appendix 2**)
- 3.13 **Leigh Old Town Conservation Area:** Designated in 1977. The area was last appraised in 2010. The area's special interest derives from its industrial past which continues to drive the conservation area today. No changes to the Conservation Area boundary are proposed. (**Appendix 3**)
- 3.14 **Prittlewell Conservation Area:** Designated in 1995 and subsequently extended to include the surviving buildings from the former village which front the historic street. It includes buildings which illustrate the village's development through to the early 20th century, when it became part of a larger urban area. The area was last appraised (draft document) in 2003. No changes to the Conservation Area boundary are proposed. (**Appendix 4**)
- 3.15 **Shorefields Conservation Area:** Designated in 1981. The area developed in the late 19th century during the rapid expansion of Southend as a seaside resort. The area was last appraised in 2003. A minor amendment to the Conservation Area boundary is recommended to include part of a garage on Westcliff Avenue which is not shown in the current boundary. The amendment would ensure the whole garage is included. (**Appendix 5**)

- 3.16 **The Kursaal Conservation Area:** Designated in 1989, this area is associated both with Southend's origins and its later growth into a major port. It consists of The Kursaal (Grade II listed) and 1-6 Eastern Esplanade (1 and 6 being Locally Listed). The area does not currently have an appraisal in place. The new Conservation Area Appraisal does not propose any change to the Conservation Area boundary. (**Appendix 6**)
- 3.17 **Warrior Square Conservation Area:** Designated in 1990 to cover the terrace of houses to the north side of the Square plus the garden area of the square itself. The area was last appraised (draft document) in 2002. No changes to the boundary of the Conservation Area are proposed. (**Appendix 7**)

4. Other Options

- 4.1 That the Chapmanslord, Eastern Esplanade, Leigh Old Town, Prittlewell, Shorefields, The Kursaal and Warrior Square Conservation Area Appraisals are not adopted. This is not recommended however, as it would mean that each of these Conservation Areas does not have an up-to-date Appraisal and Management Plan in place. The new Conservation Area Appraisals are intended to assist in planning decisions and to help ensure that the character and appearance of these Conservation Areas are conserved and enhanced.

5. Reasons for Recommendations

- 5.1 Seven of the Borough's existing Conservation Areas have been appraised as part of this work and the Conservation Area Appraisals produced for them provide up to date evidence on each Conservation Area, any issues affecting them. They also provide a new management plan to help guide appropriate and sympathetic change within the area and highlight opportunities to enhance the character and appearance of these important heritage areas.

6. Corporate Implications

6.1 Contribution to the Southend 2050 Road Map

The Conservation Area Appraisals will contribute to the Southend 2050 Outcomes for Pride and Joy, 'there is a tangible sense of pride in the place and local people are actively, and knowledgably, talking up Southend', by focusing on the conservation of the Borough's historic environment and recognising the role heritage plays in creating a sense of pride in a place.

6.2 Environmental Impact

The Conservation Area Appraisals set out an approach for managing the historic environment, including recommendations for enhancements to the local streetscape which could lead to enhancements of the local built environment, as well as promoting the retention and appropriate use of existing historic buildings.

6.3 Financial Implications

Financial and human resource input is necessary to fulfil the requirements of all stages in the preparation and delivery of a Conservation Area Appraisal.

The costs associated with preparing Conservation Area Appraisals are met from existing budgetary resources within the service. The documents proposed for adoption do not propose any substantial changes to the existing conservation area boundaries. As such there are no significant financial implications arising from this review in relation to the ongoing management of the conservation areas themselves.

6.4 Legal Implications

Section 69 (2) of the Planning (Listed Buildings and Conservation Areas) Act 1990 (*'the Act'*) sets out that it is the duty of a Local Planning Authority from time to time to review its Conservation Areas and to determine whether any new areas should be designated as such.

Section 69 (4) of the Act sets out that the designation of any Conservation Area is considered as a local land charge. The Conservation Area Appraisals subject of this report do not propose any substantial changes to existing Conservation Area boundaries and are already recognised as a local land charge. The minor boundary change to Shorefields Conservation Area will be updated accordingly.

Section 70 (5) of the Act requires the Local Planning Authority to notify the Secretary of State in regard to the designation of any part of their area as Conservation Area under section 69 (1) or (2) and of any variation or cancellation. Section 70 (8) requires that notification of any designation, variation or cancellation is published in a local newspaper circulating in the local authority area. This will be undertaken following agreement of the Appraisals for adoption.

The revised National Planning Policy Framework (2021) (NPPF) sets out the Government's policies for conserving and enhancing the historic environment and that in considering the designation of Conservation Areas, local planning authorities should ensure that an area justifies such status because of its special architectural or historic interest, ensuring that the concept of conservation is not devalued through the designation of areas that lack special interest (NPPF paragraph 191). Due consideration has been had to this provision of the NPPF during the production of the Conservation Area Appraisals.

6.5 People Implications

Staff resources from the Strategic Planning Team have been required in order to contribute to the preparation of the Conservation Area Appraisals. Support from the Business Support Unit has also been required, particularly with regards to the public consultation process.

6.6 Property Implications

Each of the Conservation Areas included within the scope of this report include a range of privately and publicly owned buildings, including commercial and residential premises.

Conservation Areas will over time be subject to many different pressures (both positive and negative) that could impact upon their character and appearance. It is important that proposed alterations to properties in Conservation Areas are sympathetic to their character, and stricter design controls therefore apply. This may have cost implications for property owners, and could potentially make any regeneration more expensive, however Conservation Areas provide opportunity to conserve the historic character of the area and may over time help to deter inappropriate development that erodes this character. The Conservation Areas subject of this report are well established and recognised designations, but this work provides the opportunity to review these areas (in line with the requirements of national planning policy and relevant legislation) and provide an up-to-date account of their character and appearance, highlighting how this could be conserved and enhanced.

Of the seven Conservation Area Appraisals being presented as part of this report, one minor boundary change is proposed to the Shorefields Conservation Area designation. The change seeks to include part of a garage on Westcliff Avenue within the Conservation Area, to ensure the whole garage is included (a small area of the garage wasn't shown in the Conservation Area boundary).

Section 69 (4) of the Planning (Listed Buildings and Conservation Areas) Act 1990 sets out that the designation of any Conservation Area is considered as a local land charge. The Conservation Area Appraisals subject of this report do not propose any substantial changes to existing Conservation Area boundaries and are already recognised as a local land charge. The minor boundary change to Shorefields Conservation Area will be updated accordingly.

6.7 Consultation

All Conservation Area Appraisals that are subject to public consultation are consulted on in accordance with the Council's adopted Statement of Community Involvement (SCI 2019). This has included public consultation on all fourteen Conservation Area Appraisals between November 2020 and January 2021. The comments received during the public consultation have been reviewed and the Conservation Area Appraisals reviewed following this consultation and are presented for agreement for adoption. Where considered necessary minor updates have been made to the appraisals to correct typos, add in further detail regarding the history of a building/area where this was received, or to provide further clarification. A summary of representations received during the consultation period can be found in **Appendix 8**.

6.8 Equalities and Diversity Implications

Conservation Area Appraisals will provide supporting evidence for the Southend New Local Plan. An equalities impact assessment will be produced for each iteration of the Plan as part of the Integrated Impact Assessment. The public consultation on the Conservation Area Appraisals has provided the opportunity

for different sections of the community to input into the proposals. No significant equalities or diversity issues have been raised through this process.

6.9 Risk Assessment

An area's status as a Conservation Area is a material consideration for all planning applications and introduces some additional controls (including control of works to trees, control over demolition of an unlisted building, limitations on the types of advertisements that can be displayed with deemed consent). Conservation Areas provide opportunity to conserve the historic character of the area and may over time help to deter inappropriate development that erodes this character. An area's status as a Conservation Area does not prevent change from occurring and Conservation Areas will over time be subject to many different pressures. However, without Conservation Area status there is a risk that the historic character of the area could be further eroded.

6.10 Value for Money

The Conservation Area Appraisal work, which includes the review of the existing conservation area appraisals as well as the consideration of new areas for appraisal, is being undertaken by independent heritage experts, Purcell, who bring significant professional expertise to the work, and have been working with Officers who bring local knowledge and experience to the project. This approach is considered to strike the correct balance between making the best use of the available staffing resources and ensuring that this work is brought forward in good time.

6.11 Community Safety Implications

None.

7. Background Papers

7.1 Planning (Listed Buildings and Conservation Areas) Act 1990

<http://www.legislation.gov.uk/ukpga/1990/9/contents>

7.2 National Planning Policy Framework (2021)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf

7.3 Planning Practice Guidance

<https://www.gov.uk/government/collections/planning-practice-guidance>

7.4 Southend Local Planning Framework

https://www.southend.gov.uk/info/200160/local_planning_framework

7.5 Southend new Local Plan – Issues and Options

<https://localplan.southend.gov.uk/>

7.5 Southend Statement of Community Involvement (2020)

<https://localplan.southend.gov.uk/sites/localplan.southend/files/2021-03/Southend%20SCI%202020.pdf>

7.6 Southend 2050
<https://www.southend.gov.uk/southend2050/>

7.7 Southend Conservation Areas
<https://www.southend.gov.uk/conservation-areas>

8. Appendices

Appendix 1: Chapmanslord Conservation Area Appraisal

Appendix 2: Eastern Esplanade Conservation Area Appraisal

Appendix 3: Leigh Old Town Conservation Area Appraisal

Appendix 4: Prittlewell Conservation Area Appraisal

Appendix 5: Shorefields Conservation Area Appraisal

Appendix 6: The Kursaal Conservation Area Appraisal

Appendix 7: Warrior Square Conservation Area Appraisal

Appendix 8: Summary of Consultation Feedback

Southend-on-Sea Borough Council

Report of the Executive Director Growth and Housing

To

Cabinet

On

14th September 2021

Report prepared by: Emma Cooney Director of Regeneration and Growth and Scott Dolling Director of Culture and Tourism

**Agenda
Item No.**

Bid for City Status

Policy and Resources Scrutiny Committee

Cabinet Member: Councillor Ian Gilbert

Part 1 (Public Agenda Item)

1. Purpose of Report

- 1.1 The purpose of the report is to seek agreement to the preparation and submission of a bid for City Status, for the Borough of Southend-on-Sea, as part of the Platinum Jubilee Civic Honours Competition.

2. Recommendations

It is recommended that:

- 2.1 **Cabinet agree to the preparation and submission of a City Status bid for the Borough of Southend-on-Sea, as part of the Platinum Jubilee Civic Honours Competition**

3. Background

- 3.1 Her Majesty The Queen will be the first British monarch to have reached 70 years on the throne. The Platinum Jubilee celebrations will reflect on Her Majesty's reign, and her impact on the UK and the world since 1952. As part of these celebrations, there will be a civic honours competition. This includes competitions for City Status. Any local authority in any part of the United Kingdom, a Crown Dependency or an Overseas Territory, which considers that its area deserves to be granted the rare honour of City Status on this very special occasion is welcome to enter the competition.
- 3.2 While previous applications for City Status have not been successful, Southend has much to recommend itself as a city and our 2050 ambition sets out an aspiration to be a city – keeping in sight what makes Southend special while leading the way in how to grow a sustainable, inclusive city.

- 3.3 The bidding guidance seeks a concise overview of the place's distinct identity; civic pride; cultural infrastructure, interesting heritage, history and traditions; vibrant and welcoming community; record of innovation; sound governance and administration; associations with Royalty; and other particularly distinctive features, age, residents or communities who have made widely recognised significant contributions to society and cultural infrastructure. Alongside this it seeks to understand the place through a profile of the resident population of the area, economic activity, public green spaces, sport and leisure facilities and shopping areas, and local authority support for the voluntary sector.
- 3.4 The proposal to apply for City Status is supported by both Sir David Amess MP and James Duddridge MP and Sir David has recently convened a committee, consisting of stakeholders from voluntary, business, creative and education sectors across Southend, ready to support preparation of the application. Further and wide ranging engagement would be a key aspect of the preparation of a City Status bid.
- 3.5 The deadline for submission is 8th December 2021 at 4pm with results to be announced in 2022. The guidance does not state how many places City Status may be awarded to as part of the competition.

4. Other Options

- 4.1 Cabinet could decide not to pursue preparation and submission of a bid for City Status. This would prevent Southend-on-Sea Borough Council from applying as applications must be made by the relevant Local Authority.

5. Reasons for Recommendations

- 5.1 It is recommended that an application for City Status is made in recognition not only of Southend's rich heritage and what Southend has to offer now as a 'city by the sea', but also its shared future ambition and the city it aspires to become. Securing City Status brings with it prestige, standing and an opportunity to lever investment.

6. Corporate Implications

6.1 Contribution to the Southend 2050 Road Map

- 6.1.1 The 2050 ambition clearly articulates a desire for Southend to be a city. It refers to being *"prosperous and connected, but with a quality of life to match. Southend-on Sea has led the way in how to grow a sustainable, inclusive city that has made the most of the life enhancing benefits of new technologies."* This aspiration runs through all the 2050 themes with ambitions to be a digital city; a green city; a successful and prosperous city; a city that a thriving, active and involved community feel invested in; and a city that Southenders are fiercely proud of.

6.2 Financial Implications

6.2.1 The Government does not want local authorities to incur any undue expense entering the competition. It is the quality of the contents of the application, taken as a whole, that will be assessed, rather than the standards of presentation. While every effort will be made to minimise financial costs of the bid development through making use of existing events and pieces of work as well as the stakeholders committed to supporting the work, it is likely that there will be some costs incurred. Therefore, it is proposed that a sum of £20k is set aside to support the bid and funded from the Council's corporate contingency.

6.3 Legal Implications

6.3.1 The decision on the award of City Status is entirely at the discretion of Her Majesty The Queen, and there are no formulaic criteria. Therefore, there are no strict legal criteria to meet, just the preparation of a robust bid that fulfils the criteria as detailed in the weblink as referred in the Background papers, below.

6.4 People Implications

6.4.1 Officer time and capacity is required to support the development of the bid. As far as possible this will coincide with existing work already underway but may require the reprioritisation of work in order to meet the 8th December deadline.

6.5 Property Implications

6.5.1 There are no property implications of preparing and submitting a City Status bid.

6.6 Consultation

6.6.1 A wide ranging engagement, co-production and awareness raising campaign is envisaged as part of the bid development. This will seek to engage residents, businesses, voluntary sector, education and political representatives as well as drawing on recent consultations such as those undertaken by Concrete Culture.

6.7 Equalities and Diversity Implications

6.7.1 There are no equality and diversity implications of developing and submitting a bid for City Status. A bid would seek to identify and celebrate the diversity of Southend's population and its aspiration for an inclusive, thriving city in the future.

6.8 Risk Assessment

6.8.1 The primary risks relating to this bid for City Status are:

- Not meeting the deadline – this is being mitigated through the convening of a committee to share the work involved and early commencement of this work.
- Not getting support – there may be people who wouldn't support Southend becoming a city. This will need to be considered through the consultation and engagement process.
- Not securing City Status – this is a competitive process and a number of other locations have confirmed that they will also be submitting a bid for City Status. Even if the bid were not to be successful, the process of

developing a submission for Southend will provide rich data and further engender civic pride.

6.9 Value for Money

6.9.1 City Status does not carry a direct financial reward. However, it is recognised as a tool for leveraging investment.

6.10 Community Safety Implications

6.10.1 There are no community safety implications of preparing and submitting a City Status bid. Figures relating to community safety may be included in the bid submission.

6.11 Environmental Impact

6.11.1 There are no environmental implications of preparing and submitting a City Status bid. Information about the Declaration of a Climate Change Emergency and corresponding Green City Action Plan may be included in the bid setting out the kind of city Southend aspires to be.

7. Background Papers

7.1 Entry guidelines and background papers for the Platinum Jubilee Honours Competition can be found here:
<https://www.gov.uk/government/publications/platinum-jubilee-civic-honours-competition>

8. Appendices

None.

Southend-on-Sea Borough Council

Agenda
Item No.

Report of Executive Director (Children and Public Health)

to
Cabinet

on

14 September 2021

Report prepared by:

Catherine Braun, Head of Access and Inclusion

Chrissy Papas, Place Planning and Admission Compliance Manager

School Admissions Arrangements for Community Schools 2023/24; the Coordinated Admission Scheme for Academic year 2023/24; and Review of the relevant area

People Scrutiny Committee
Executive Councillor: Councillor Anne Jones
Part 1 (Public Agenda Item)

1. Purpose of Report

- 1.1. To confirm the admission arrangements for community schools for the academic year 2023/24.
- 1.2. To confirm the Coordinated Admissions Scheme for 2023/24.
- 1.3. To review and agree to the relevant area

2. Recommendations

- 2.1. **To approve the proposed Admissions Arrangements for Community Schools for the academic year 2023/24 as set out in Appendix 1**
- 2.2. **That consultation with governing bodies of community schools takes place on the published admission number (PAN) for community infant, junior and primary schools for September 2023 as set out in the Admission Arrangements in Appendix 1**
- 2.3. **To approve the proposed Coordinated Admissions Scheme for 2023/24 onwards, as set out in Appendix 2 and Appendix 3; with any changes after School Governor consultation be ratified by the Executive Director for Children and Public Health in December for publication as required by law, 1 January 2022**
- 2.4. **That the relevant area for schools is reviewed and agreed as follows: Southend, Castle Point and Rochford for the years 2023 and 2024 (item 6 below).**

3. Background

Statutory Framework

- 3.1. The Council has the responsibility to determine the following in relation to school admissions:

- a) the Admission Arrangements for Community Schools (admission numbers, admission criteria and catchment areas); and
 - b) the Coordinated Admissions Scheme, which sets out the way in which admissions for all schools (including academies and other own admission authority schools) will operate.
- 3.2 The local authority (as the admission authority for all community schools) **must** consult on the admission arrangements for community schools, if it proposes to make any changes to the existing arrangements or, at least every seven years, even if there are no changes.
- 3.3 Own Admission Authorities, (academy, foundation and voluntary aided schools) have the responsibility to consult on and determine their own admission arrangements including catchment areas.
- 3.4 The Admissions Code 2021 determines that the official window for formal consultation on final proposed arrangements for admissions (including catchment areas) is between 1 October and 31 January and the consultation must last for a minimum of 6 weeks.
- 3.5 Admission arrangements for Community Schools in Southend must be determined by 28th February 2022 and included in a composite prospectus for all schools by 15th March 2022. These are statutory deadlines and must be adhered to by all admission authorities.
- 3.6 The current admission arrangements for Community Schools (including catchment areas) were last consulted on and approved by the Council for the admissions in the academic year 2022/23.
- 3.7 The local authority (as the admission authority for community schools) must consult the governing body of each community school where it proposes either to increase or keep the same published admission number (PAN).
- 3.8 The Council must balance the duty to ensure sufficient school places alongside its duty to make efficient use of resources. The DfE recommends Councils have a surplus of around 5% within each planning cluster. Where surplus becomes too low or too high consideration is needed to either increase or reduce the number of available places in the town. This results in changes to some school PANs. **The proposal is to keep the same PAN for all community schools for 2023/24.**
- 3.9 Schemes for coordinating all admission applications to schools must be formulated and submitted to the Department for Education (DfE) by 1 January in the determination year. For the school year commencing September 2023, submission to the DfE must be submitted by 1 January 2022. Consultation on the scheme is mandatory every seven years or where substantial changes are being made. **Southend-on-Sea Borough Council will consult admission authorities in the borough to ensure cohesion of the coordinated admissions round. Consultation will run from 1 November to 7 December 2021.**
- 3.10 The School Admissions guidance requires Local Authorities to determine every two years a “relevant area” for the purposes of admissions. This defines the area in which admission authorities consult on admission arrangements. The area of Southend, Castle Point and Rochford has been in place for many years and is most appropriate for consultation given that a significant number of pupils access provision in schools in those areas.

Admission Arrangements for 2023/24

Admission/oversubscription Criteria

- 3.11 There are no proposed changes from the previously consulted 2022/23 admission arrangements. There is therefore no requirement to consult for 2023/24. The admission criteria for community primary schools for September 2023/24 are shown in **Appendix 1**

Catchment Areas

- 3.12 The proposed catchment areas for primary schools for September 2023 are identified within the Admission Arrangements in **Appendix 1**. **There are no proposed changes from the last full public consultation for 2022/23.**

Primary and Secondary Co-ordinated Admissions Scheme 2023

- 3.13 Consultation rules for coordinated arrangements require the local authority to consult with other admission authorities in the area and other local authorities if there are changes from the previous year's scheme. Changes are proposed for the coordinated scheme for 2023 as provided in summary in **Appendix 3**.
- 3.14 The coordinated admission scheme has not changed significantly from the version adopted for 2022, schools in the borough and the CSSE will be consulted and feedback will be sought.
- 3.15 It is not anticipated that there will be significant comments for changes to the coordinated admission scheme from schools and therefore it is requested that the final version is ratified by the Executive Director for Children and Public Health in December for publication as required by law, 1 January 2022.

Background information on the relevant area

- 3.16 The "relevant area" for Southend, must include all of the Borough of Southend but may include parts of Essex. An area could be included in more than one "relevant area", which would be the case if any part of Essex were included.
- 3.17 In view of the considerable cross border movement it is recommended that the "relevant area" for Southend includes the areas of Castle Point and Rochford in addition to the Borough of Southend-on-Sea.

4 Other Options

- 4.1 The Council could decide to change the admission arrangements for the community/LA Maintained schools. This would require full public consultation. This would add undue pressure on a small number of local schools for 2023, where no need for change has been identified.
- 4.2 Not undertaking a public consultation does not change the requirement that Southend-on-Sea Borough Council must consult admission authorities on the proposed Coordinated Admission Scheme 2022 to ensure the delivery of school places, as required by law.
- 4.3 Not undertaking a public consultation does not change the requirement that Southend-on-Sea Borough Council must consult Governors of community schools on their PAN and inform schools of the minor changes to the coordinated scheme.

5 Reasons for Recommendations

- 5.1 The Council is not proposing any changes for admission criteria, PAN or catchment areas for community schools.
- 5.2 The Council will consult individually the Governing Bodies of community schools as required for increased or unchanged PAN's.

- 5.3 The Council is required to publish the Co-ordinated Admissions Scheme 2023/24, by 1 January 2022. Cabinet is asked to approve the proposed scheme.
- 5.4 The relevant area will be adopted as proposed, no consultation required.
- 5.5 A report will be presented to the January Cabinet to formally approve the PAN's and to formally determine the admission arrangements.

6 Corporate Implications

6.1 Contribution to the Southend 2050 Road Map

These arrangements will assist pupils within the Borough to access quality learning opportunities to achieve the best possible outcomes for all children. It fits well into the ambition of opportunity and prosperity, in that it supports sharing our prosperity amongst all of our people. It further supports the ambition in that our children are school and life ready and our workforce is skilled and job ready.

6.2 Financial Implications

There are no direct financial implications for the Council. The administration of school admission, and core revenue funding for the running of a School is funded through the Dedicated Schools Grant.

6.3 Legal Implications

The determination of admission arrangements for community schools and the provision of a coordinated admissions scheme is a statutory requirement.

6.4 People Implications

The proposed changes to one schools PAN have been considered in line with the pupil product for the schools catchment area. Based upon historical admission trends and numbers of births that have declined in the area, the changes are not expected to impact catchment residents negatively.

6.5 Property Implications

None

6.6 Consultation

The local authority (as the admission authority for community schools) must consult the governing body of each community school where it proposes either to increase or keep the same published admission number (PAN). **As no changes are proposed there is no required to consult for 2023/24.**

Schemes for coordinating all admission applications to schools must be formulated and submitted to the Department for Education (DfE) by 1 January in the determination year. For the school year commencing September 2023, submission to the DfE must be submitted by 1 January 2022. Consultation on the scheme is mandatory every seven years or where substantial changes are being made.

Southend-on-Sea Borough Council will consult admission authorities in the borough to ensure cohesion of the coordinated admissions round. Consultation will run from 1 November to 7 December 2021.

6.7 Equalities and Diversity Implications

A coordinated admissions scheme and clear oversubscription criteria are necessary to ensure fair access to school places. Admission Arrangements for Community Schools and the Coordinated Admission Scheme for Southend Schools have been written in line with mandatory requirements set by the Admissions Code 2021. The code determines that authorities must ensure that the practices and criteria used to decide

the allocation of school places are fair, clear and objective and that parents should be able to easily understand how places are allocated.

In line with the Equality Act 2010, the arrangements and scheme are reviewed annually against an expanded list of protected characteristics as identified within the Admission Code: disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

The proposed Scheme, arrangements and decisions made through their administration are clear that there is no discrimination on the grounds of disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; or sexual orientation, against a parent who is applying for a school place or offered admission as a pupil.

There are limited exceptions to the prohibition of discrimination on grounds of religion or belief and sex. Schools designated by the Secretary of State as having a religious character are exempt from some aspects of the prohibition of discrimination on the grounds of religion or belief and this means they can make a decision about whether or not to admit a child as a pupil on the basis of religion or belief. Single-sex schools are lawfully permitted to discriminate on the grounds of sex in their admission arrangements.

6.8 Risk Assessment

The need to reduce PANs in the Borough is based upon an assessment of forecast need inclusive of surplus places. The risks to a small number of schools becoming financially unviable to continue in the long run is great if nothing is done to reduce excessive surplus places. Discussions with other cluster schools to gain agreement to consult on lowering PANs, has also been undertaken and Trust and Governing Bodies are considering consulting in the Autumn as well.

If the Council does not agree a scheme, one will be imposed by the DfE, and the Council's reputation will suffer.

6.9 Value for Money No direct implications.

6.10 Community Safety Implications None envisaged.

6.11 Environmental Impact None envisaged

7 Background Papers

7.1 [School Admissions Code 2021](#) [School Admission Appeals Code 2012](#)

8 Appendices

8.1 Appendix 1 - Proposed Admissions Arrangements for Community Schools for September 2023 including Published Admission Numbers on Page 2.

8.2 Appendix 2 - Proposed Co-ordinated Admissions Scheme for September 2023 onwards.

8.3 Appendix 3 - Explanatory note to highlight changes on the Co-ordinated Admission Scheme 2023/24

This page is intentionally left blank

Determined Admissions Arrangements for Community Schools

For September 2023/24 round of admissions

For office use – statutory process: The School Admissions Code 2021

Key Dates	Task
September 2021	Cabinet with no consultation proposal as no changes
19 th Sept – 31 st October 2021	PAN consultation with Governing Bodies for community schools
January - 28 th February 2022	Final Determined Admission Arrangements by Cabinet (post PAN consultation)
15 th March 2022	Publication of Composite Prospectus of Determined Arrangements
16 th March – 15 th May 2022	Window for Objections to the School Adjudicator.
12 th September 2022	Final arrangements for 2023 are published in the Primary booklet

CONTENTS

1.	Introduction	4
2.	Community Schools Published Admissions Number 2022/23	4
3	Oversubscription criteria for community schools	4
	Barons Court Primary School & Nursery	5
	Chalkwell Hall Infant School	5
	Chalkwell Hall Junior School	5
	Earls Hall Primary School	5
	Edwards Hall Primary School	5
	Fairways Primary School	5
	Heycroft Primary School	5
	Leigh North Street Primary School	7
	West Leigh Infant School	7
4.	Explanatory notes, including maps, apply to all community schools in Southend-on-Sea	7
4.1	Pupils in public care and children that were previously in public care	7
4.2	Pupils with Education, Health and Care Plans	8
4.3	Pupils eligible for pupil premium (West Leigh Infant and West Leigh Junior Schools)	8
4.4	Pupils of staff of the school	8
4.5	Distance	9
4.5.1	Tie-Break	9
4.6	Distance where parents have separated	9
4.7	Infant to partner Junior admissions	10
4.8	Siblings	10
4.9	Waiting lists	10
4.10	Over and Under age applications	10
4.11	Admission of children below compulsory school age and deferred entry to school	11
4.13	In-year admissions	11
4.14	Home Address	12
5.	Catchment Map	13

1. Introduction

Southend-on-Sea Borough Council is the admission authority for all community schools in the borough. This document sets out the formal policies for all borough community schools. The arrangements below, including the explanatory notes, are in line with government legislation and guidance (School Admissions Code and School Admissions Appeals Code) and designed to ensure there is a fair, clear and reasonable admissions procedure for all applicants, and to help guide parents through the application process.

These arrangements apply to all admissions, including in-year admissions for the admission year 2023 and are delivered under the terms of the Determined Coordinated Admission Scheme 2023.

2. Community Schools Published Admissions Number 2023/24

Community Primary Schools	Proposed admission limit for 2022/23, for each year group
Barons Court Primary School & Nursery	35
Chalkwell Hall Infant School	90
Chalkwell Hall Junior School	120
Earls Hall Primary School	90
Edwards Hall Primary School	60
Fairways Primary School	60
Heycroft Primary School	60
Leigh North Street Primary School	90
West Leigh Infant School	120

3. Oversubscription criteria for community schools

Criteria are set for each individual school below and apply to all year groups for the year 2023.

Explanatory notes, below, apply to all community school arrangements. The published admission limit for community schools is provided above.

If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted to a community school; places will be allocated using the admission criteria as below. This will not apply to children with a statement of special educational needs (SEND) or Education, Health and Care (EHC) plans as the plan/statement names the school and therefore the child must be admitted to the named school. The admission criteria are listed below by school with explanatory notes following:

Barons Court Primary School & Nursery

1. Looked after children and previously looked after children
 2. Pupils who live in the catchment area who have a sibling attending the school
 3. Pupils who live in the catchment area
 4. Pupils who live outside the catchment area who have a sibling attending the school
 5. Pupils of staff at the school
 6. Pupils who live outside the catchment area
- (for all criteria, catchment area map and additional information please see explanatory notes and maps below)

Chalkwell Hall Infant School

1. Looked after children and previously looked after children
 2. Pupils who live in the catchment area who have a sibling attending the school or Chalkwell Hall Junior School
 3. Pupils of staff at the school
 4. Pupils who live in the catchment area
 5. Pupils who live outside the catchment area who have a sibling attending the school or Chalkwell Hall Junior School
 6. Pupils who live outside the catchment area
- (for all criteria, catchment area map and additional information please see explanatory notes and maps below)

Chalkwell Hall Junior School

1. Looked after children and previously looked after children
 2. Pupils attending year 2 at Chalkwell Hall Infant School
 3. Pupils who live in the catchment area who have a sibling attending the school or Chalkwell Hall Infant School
 4. Pupils of staff at the school
 5. Pupils who live in the catchment area
 6. Pupils who live outside the catchment area who have a sibling attending the school or Chalkwell Hall Junior School
 7. Pupils who live outside the catchment area
- (for all criteria, catchment area map and additional information please see explanatory notes and maps below)

Earls Hall Primary School

1. Looked after children and previously looked after children
2. Pupils who live in the catchment area who have a sibling attending the school
3. Pupils of staff at the school
4. Pupils who live in the catchment area
5. Pupils who live outside the catchment area who have a sibling attending the school
6. Pupils who live outside the catchment area

(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

Edwards Hall Primary School

1. Looked after children and previously looked after children
2. Pupils who live in the catchment area who have a sibling attending the school
3. Pupils who live in the catchment area
4. Pupils of staff at the school
5. Pupils who live outside the catchment area who have a sibling attending the school
6. Pupils who live outside the catchment area

(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

Fairways Primary School

1. Looked after children and previously looked after children
2. Pupils who have a sibling attending the school
3. Pupils who live in the catchment area
4. Pupils of staff at the school
5. Pupils who live outside the catchment area

(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

Heycroft Primary School

1. Looked after children and previously looked after children
2. Pupils who live in the catchment area and have a sibling attending the school
3. Pupils who live in the catchment area
4. Pupils who live outside the catchment area who have a sibling attending the school
5. Pupils of staff at the school
6. Pupils who live outside the catchment area

(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

Leigh North Street Primary School

1. Looked after children and previously looked after children

2. Pupils who live in the catchment area who have a sibling attending the school
3. Pupils of staff at the school
4. Pupils who live in the catchment area
5. Pupils who live outside the catchment area who have a sibling attending the school
6. Pupils who live outside the catchment area

(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

West Leigh Infant School

1. Looked after children and previously looked after children
2. Pupils who live in the catchment area who have a sibling attending the school or West Leigh Junior School
3. Pupils of staff at the school
4. Pupils eligible for pupil premium who live in the catchment area
5. Pupils who live in the catchment area
6. Pupils who live outside that catchment area who have a sibling attending the school or attending West Leigh Junior School
7. Pupils who live outside the catchment area

(for all criteria, catchment area map and additional information please see explanatory notes and maps below)

4. Explanatory notes, including maps, apply to all community schools in Southend-on-Sea

Parents must make a separate application for transfer from nursery to primary school and from infant to junior school. Parents must complete a Southend-on-Sea Common Application Form (CAF) for applications to year reception and year 3 between 14th September and 15th January.

4.1 Pupils in public care and children that were previously in public care

Changed to: Pupils in public care and children that were previously in public care (including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted)

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Refer to section 14A of the Children Act 1989 which defines a 'special Guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

4.2 Pupils with Education, Health and Care Plans

An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child. All children whose statement of special educational needs (SEND) or Education, Health and Care (EHC) plan names the school must be admitted. Children with a statement or a plan will follow a different process for admission. Further information can be found on

[Special Educational Needs and Disabilities \(SEND\)](#)

[Local Offer](#)

4.3 Pupils eligible for pupil premium – Early years pupil premium (West Leigh Infant School)

Nurseries and schools are given a pupil premium/early years pupil premium for children who have qualified for free school meals at any point in the past six years. Parents will need to tick on the application form and/or supplementary information form or notify the Local Authority in writing if they are eligible or registered for pupil premium. Any disclosure for pupil premium will be used only to rank applications against the admission criteria and will not be held for any other purpose.

Parents can check their eligibility by filling out the [LA online form](#)

Parents that are in receipt of one of the following may be eligible for pupil premium:

- Income Support
- Income-based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed Element of State Pension Credit
- Child Tax Credit (if they not entitled to Working Tax Credit and have an annual income under £16,190)
- Working Tax Credit 'run-on' - the payment someone may get for another 4 weeks after they stop qualifying for Working Tax Credit and Universal Credit

4.4 Pupils of staff of the school

Children will be ranked in this admission criteria if they are children of staff at the school under the following circumstances: -

- a. where the member of teaching staff (including, staff that are at the school in positions, such as: Senior Leadership Team/level, Head of Year Group, Head of Department, Office Manager or SENCo) that has been employed at the school for two or more years at the time at which the application for admission to the school is made,

and/or

- b. the member of staff is recruited to fill a vacant post for which there is a demonstrable specialist skill shortage and
- c. are the children of the member of staff, living permanently with the member of staff at the same address. The member of staff must be working at the school at the time of application and expected to continue with their employment at the school during the application and allocation process.

4.5 Distance

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

4.5.1 Tie-Break

To be used to decide between two applications that cannot otherwise be separated: If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council / governing body). In the case where the last child offered is a twin or sibling of a multiple birth sibling both/all children will be offered and the sibling will be an ‘excepted pupil’.

4.6 Distance where parents have separated

The distance is measured the same for all applications. Only one application can be received. The LA should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- an application is made that both parents agree to; or
- written agreement is provided from both parents; or
- a court order is obtained confirming which parent's application takes precedence’.

Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child’s normal place of residence is applicable for the purposes of the application.

4.7 Infant to partner Junior admissions

Parents must apply in the main round to transfer from an infant school to the junior school. Parents must use the Council common application form (CAF) and submit the application between 14th September to 15th January. The Council offers a full coordinated process for admission to year 3.

4.8 Siblings

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

In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together and in line with the School Admissions Code 2014, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

4.9 Waiting lists

Children's names will automatically be on the waiting list for schools that are higher on the rank list and for which they do not receive an offer (for years Reception and year 3).

Parents can appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter. Parents can access the information on appeals and submit an appeal online on the council's web site www.southend.gov.uk/admissions or email admissions@southend.gov.uk to request an appeal application form. All appeals are considered by an Independent Appeals Panel.

Waiting lists for all year groups for community schools are closed at the end of each school year.

4.10 Over and Under Age Applications

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group—to reception rather than year 1.

Applications for over or under age applications in-year are handled in line with the School Admissions Code 2014, 2.17 (a & b).

Such requests for Schools in Southend-on-Sea are directly to the school and the school advises the LA of their decision. Requests for year 6 must have been submitted by the parent and considered by the admission authority before the closing date for applications to year 7, i.e. 31st October of any given year. Admission authorities must make decisions based on the circumstances of each case and in the best interests of the child concerned.

When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision. (2.17a School Admissions Code 2014)

In circumstances where a child transfers from another school already 'outside of normal age group', community schools and the LA will support any over or under age application where the above has been met and the LA is satisfied that the child should continue to be educated out of normal age group.

Parent can not apply for admission to a different year group on account the year group has a vacancy and the normal age group does not have a vacancy

4.11 Admission of children below compulsory school age and deferred entry to school.

Most children start school on a full time basis, however parents can request that their child attends part time until reaching compulsory school age (the term after their 5th birthday). Once parents receive an offer and accept a place for their child during the normal admission round, they can ask to defer the admission until later in the same academic year. Schools must accommodate these requests where it appears to be in the best interest of the child. Parents wishing their child to attend part time must discuss this with the headteacher of their allocated school. The approved deferment means that the place is held open and is not offered to another child and the parents must take up the place full time by the start of the Summer Term in April. Part-time agreements should include core teaching.

In the case of children born prematurely or the late summer months parents may request admission outside the normal age group so that their child starts school the September after their 5th birthday. Such requests for Schools in Southend-on-Sea are directly to the school and the school advises the parent of their decision. Parents must notify the LA and provide any letters relating to this matter.

Parents submitting a request for admission outside the normal age group must also complete the Single application Form during the main admission round, 14th September – 15th January for the 'usual age group for their child'.

4.12 In-year admissions

As permitted by law parents can make an application at any time to any school outside the normal admissions. Where places are available applicants will be offered. Where there are no places applicants will be refused and can join the waiting list for the school. Waiting lists are ranked according to the admission criteria for the school. In some cases where a child is already on a school roll locally the place may be offered for the start of the next term.

To apply for reception after the normal admission cycle or for admission into Years 1-6, parents will need to complete an In-Year application form which is available from the Council's offices and the website, www.southend.gov.uk/admissions and admissions@southend.gov.uk

Parents can apply for the next school year anytime in the summer term, i.e. after Easter of any given year and not before.

Applications in the current school year are processed within a maximum of 10 school days, applications for the next school year are processed in the late summer months and outcomes are communicated in the early Autumn term at the latest.

Pupils that are refused a place and added to the waiting list and remain on the waiting list until 30 June of any given year. Waiting lists close on 30 June of any given year and new waiting lists are created for the next academic year (from the applications for the next school year). Waiting lists from previous years are not rolled over to the next. Parents wishing to continue on a waiting list for a following year are required to make a fresh application.

As required by the School Admissions Code parents will be notified within 10 school days of the outcome of their application and will be sent a written outcome, with a reminder of the right of appeal, within 15 School Days. Applications are shared with the allocated school and with a school that is a preference and is its own admission authority.

4.13 Right of Appeal

Main round appeals (reception and year 3): Parents can appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter. Appeals must be heard within 40 school days of the deadline for lodging appeals. Parents can access the information on appeals and submit an appeal online on the council's web site www.southend.gov.uk/admissions or email admissions@southend.gov.uk to request an appeal application form. All appeals are considered by an Independent Appeals Panel.

Main round appeals (in-year R-6): Parents can appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter. For applications for in-year admissions, appeals must be heard within 30 school days of the appeal being lodged. Parents can access the information on appeals and submit an appeal online on the council's web site www.southend.gov.uk/admissions or email admissions@southend.gov.uk to request an appeal application form. All appeals are considered by an Independent Appeals Panel.

4.14 Home Address

For all applications, the address used will be the child's habitual normal place of residence as at the closing date for applications, i.e., 15th January (reception and year 3). Changes to address can be accommodated up to a month after the closing date. Where the address change cannot be accommodated within the reasonable period, parents will be advised, and changes will be updated after all on time applications have been processed.

4.15 Catchment area

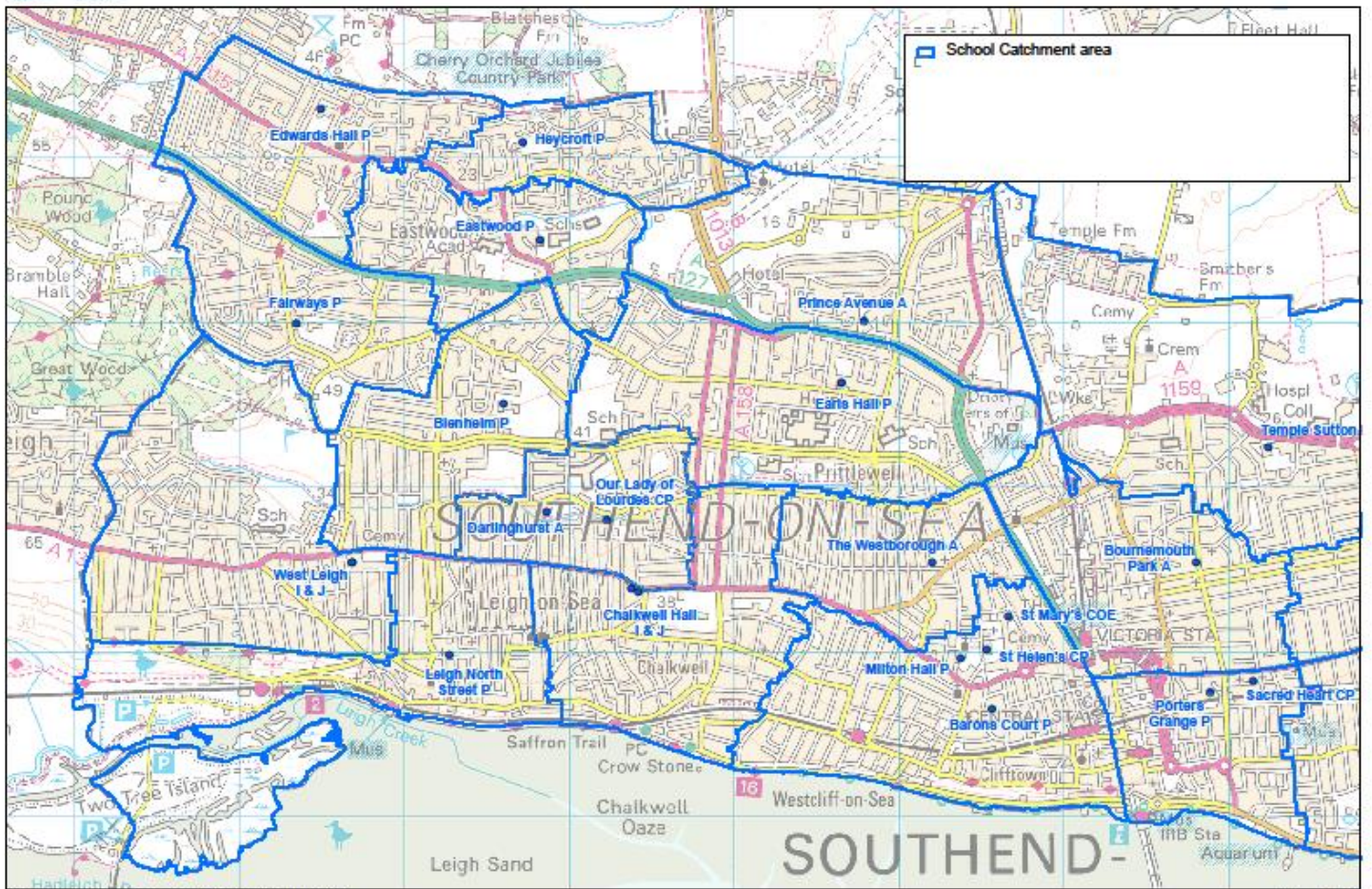
The catchment area is provided in the [catchment map](#) look up facility and also copied below.

The relevant Coordinated Admissions Scheme and Primary Admission booklets should be read in conjunction to the Determined Admission Arrangements for all schools in the Borough of Southend-on-Sea. The Primary Admission booklet contains further details, provides more information and is written to support parents through the rounds.

5. Catchment Map



Infant, Junior and Primary School catchment areas – Southend-on-Sea



© Crown copyright and database rights 2018 Ordnance Survey 100019680

Scale 1:30,000

This page is intentionally left blank

Southend-on-Sea Borough Council Determined Co-ordinated Admissions Scheme 2023/24

Publication Due: 1 January 2022

Approval Route	Key Dates
Cabinet:	September 2021
Consultation with schools:	2 November – 1 December 2021
Approved by Executive Directors delegated authority:	10 December 2021
Published: Council Web site	December 2021 (before 1 Jan 2022)

1 Table _ Office Use table with key dates for the process

Introduction

The School Admissions Code 2021 requires a single arrangement for co-ordinating all applications to state schools from parents in their area. In the Borough of Southend-on-Sea, the scheme applies to admissions into reception, year 3 and year 7. It also includes arrangements for In-year admissions from 1 September 2021, as required by the changes in the School Admissions Code. This document must be published by 1 January of each year.

1.Aims and scope of the scheme

- 1.1 To assist the offer of one school place to each pupil.
- 1.2 To simplify the admission process for parents.
- 1.3 To co-ordinate with other local authorities and admission authorities.

2.Key Aspects of the Scheme

- 2.1 The Council processes applications for all schools in the area.
- 2.2 The Council will send offers of places to Southend residents even if the school is in another local authority.
- 2.3 Only the Council will know the ranking of the parental preferences. Parental preferences may be shared with Admission Authorities for the purposes of admission appeals. This will be after offer day.
- 2.4 The Council will provide each school with a breakdown of preferences for their own school as on offer day.
- 2.5 In all cases admission authority schools are responsible for applying the admission criteria. Schools are responsible for appeals unless they agree with the Council otherwise.
- 2.6 Admission authorities must confirm by 1 February of each year if they wish for the Council to run appeals.

3.General details of the scheme

- 3.1 Primary and secondary admissions up to the offer date.
- 3.2 Parents will complete a Common Application Form on which they will be able to put forward 3 primary schools in order of priority; or 5 secondary schools in order of priority
- 3.3 Parents will be advised to apply on-line for a school place at Southend Admissions but will be able to complete a paper form if they wish.
- 3.4 All application forms must be sent to the Council.
- 3.5 Lists of pupils that have not applied will be made available. School or early years providers that do not share data with the Council will need to provide the admissions team with a list of pupils. The team can then check on who has not yet applied.
- 3.6 Parents can add schools in another local authority on their application form. The offer of a place at a school in another local authority will be made by the Council. Similarly, other local authorities will offer places to their residents on behalf of Southend schools.
- 3.7 The Council considers all preferences against the admissions criteria for each school.
- 3.8 Supplementary Information Forms must be sent back to the school. These forms are not application forms and parents must complete the application form.
- 3.9 The Primary and Secondary Booklets are available electronically and can be provided in print on request from parents.
- 3.10 There is a national closing date for application forms. The deadline for receipt of any Supplementary Information Forms is set by individual schools and the Consortium of Selective Schools in Essex. Supplementary Information Forms submitted after the closing date may not be used until after national offer day.
- 3.11 Parents must ensure these additional forms are provided in good time to the school or the consortium.
- 3.12 Initial lists will be shared with voluntary aided schools. These can be used to check application forms against Supplementary Information Forms submitted.

- 3.13 On-line applications will be imported to the admissions database. The Council will input into the admissions database all information shown on any paper application forms, including any reasons for the application, and will provide details to all schools.
- 3.14 The Council will share files with other local authorities as required.
- 3.15 The Council pre-ranks all lists for all non-faith schools and the Consortium for SBC preferences. Schools and the Consortium, are responsible to rank/check ranking in order of the respective criteria, for all pupils who have applied to their school. Ranked lists must be returned to the Council by the agreed date. Applications that do not have a Supplementary Information Form must still be ranked.
- 3.16 Pupils with plans will be accommodated if the named school is in the final Education, Health and Care Plan by 3 February for Secondary and 3 March for Primary (or next working day) of any given year.
- 3.17 Certain pupils may need to be admitted over number and the Council will manage the school back to the admission limit until the last week of August. The Council will match the parental preferences against the rank order lists returned by Southend schools
- 3.18 Ranked lists for own admission authority schools remain the responsibility of the admission authority.
- 3.19 The scheme works with the order in which parents select preferences. The order of preferences should reflect the order parents wish to be offered a place. If for example parents are unsuccessful in gaining a place for the first preference school, they are not disadvantaged in obtaining their second preference or their third preference etc. The process will continue until all preferences are used.
- 3.20 It is a parental responsibility to inform the Council of a sibling at the school and any change of circumstance during the round, such as change of address (1 Sept to 22 Aug)
- 3.21 The Council will provide any other local authorities with details of any pupils resident in their area who can be offered places at schools in the Borough (and vice versa).
- 3.22 Where possible the Council will share allocation lists to schools and the Consortium as appropriate before offer day. This will be dependent on the process being complete before offer day. Schools will be notified if it is not possible to send the lists to them. When lists can be sent, schools will be reminded of section 2.10 of The School Admissions Code 2021. School must not contact parents about the outcome of the applications until after these offers have been received.
- 3.23 The Council will send an offer of a single place to pupils applying for a school places on the offer day.
- 3.24 Parents who completed an online application will be advised of the outcome of their application by email on offer day, unless they indicate on the application form that they would prefer a response by letter.
- 3.25 Parents who completed a paper application form will be advised of the outcome of their application by email on offer day. Where no email address is provided letters will be posted using 2nd class envelopes.
- 3.26 Offers are automatically recorded as 'accepted'.
- 3.27 Refusals must be received in writing from the applicant to the Council, refusals sent to the schools cannot be actioned by the Council until confirmation is received by the parent or the home LA if an out of area pupil.
- 3.28 The Council will not log a refusal unless the parents can provide details of the educational arrangements, they are putting in place for their child.
- 3.29 Schools must refer children that do not take up places, and that have not responded to further tracing, in early September as children missing education.
- 3.30 The Council will not accept refusal of places without information. The Council will refer pupils as appropriate, to the elective home education team where parents have confirmed they will be electively home educating. This will only be where the parent has confirmed this in writing.
- 3.31 Where no offer is possible the Council will offer a place at a school in the Borough nearest to the home address with vacancies at that time. Such offers will not be made to selective or faith schools (unless arranged with the school/s).
- 3.32 Offer letters for the main round to years R, 3 and 7 will remind parents not to call schools on offer day and to call the Council.
- 3.33 Only the Council will inform parents of offers and waiting list positions to parents until the last week in August. As lists are updated schools might not have accurate information.

- 3.34 Schools that send welcome letters/packs will only do so four weeks after offer day to provide parents with the opportunity to consider offer and allow for any post offer day activity at the Council.
- 3.35 Any places will be reallocated if parents advise the Council that they no longer require a place. The Council will ensure child is tracked and monitor parents that choose to home educate.
- 3.36 The Council will send allocation lists, waiting lists and withdrawn lists on the prescribed timetable and not on demand.

4. Summer Born Children

- 4.1 In the case of children born prematurely or late summer months parents may ask for admission to reception a year later. The child would be aged five.
- 4.2 The decision to admit outside of a child's normal age group is made based on the circumstances of each case. Parents must submit requests directly to schools and schools must decide.
- 4.3 Parents submitting a request for admission outside the normal age group must also complete the Common Application Form. Parents can decide which admission year they wish to apply for once they have an outcome from schools. Admission cannot be delayed further than the term after the child turns five. Parents that apply a year later will need to use a paper application form.

5. Co-ordination of pupil admissions to Year 3 of Southend junior schools 2022/23

- 5.1 Applications will not be necessary for children moving from Year 2 to Year 3 in their existing primary school. However, parents of children in Year 2 of an infant school must apply for transfer to year 3.
- 5.2 The closing date for completing a common application form for a Year 3 place is 15 January 2022
- 5.3 The Council will write to all year 2 parents advising 4.3.1.
- 5.4 The Council will work with infant schools in the area to assist the transfer of pupils to the Junior school.
- 5.5 The Council will provide an initial list of application received via common applications forms to all junior schools by 26 January 2022
- 5.6 The Council will provide a list of all applications received via common application forms to all junior schools by 9 February 2022
- 5.7 Schools must rank applications according to their admission criteria and return the ranked list to the Council on the agreed dates. 26 February 2022.
- 5.8 Ranking must only be based on the highest qualifying admission criterion, and not all criteria as this skews the ranking.
- 5.9 For all applications received by the closing date, from parents of Year 2 children (including children attending year 2 in an infant school), the Council will inform parents of the outcome of that application on National offer day.
- 5.10 There is full co-ordination for admission to year 3 as a normal admission round. This is because we have infant and junior schools in the borough and additional places at Bournes Green Junior School and West Leigh Junior School.
- 5.11 Applications submitted for children that are in the primary school that wish to remain in the same school will be withdrawn and parents will be advised that no application is required.

6. Co-ordinated arrangements between the offer date and start of autumn term.

- 6.1 The council will continue to coordinate admissions until the last week in August of each year.
- 6.2 Late and new preferences/applications will be slotted into the waiting lists by the Council in line with school admission arrangements. This will include using new address details where relevant and re-ranking applications to appropriate positions.
- 6.3 Where parents have refused the offer of the place then the vacant place will be offered in strict order of the waiting list until the place is accepted. This does not apply to Eastwood Academy, who advise on place to be offered due to their admission arrangements.

- 6.4 The offer of school places as they become available will continue to be made by the Council.
- 6.5 Once the final list is sent to schools on 22 August the coordination procedures for reception year, year 3 and year 7 will close. The Council will continue to administer waiting lists and in-year admissions for all Community and identified Own Admission Authority schools as agreed. Admission Authorities wishing to manage their own waiting lists will do so from 22 August onwards. Waiting lists must be held at least until the end of the first term (December 2022).

7. Year 7 - Under and over age applicants

- 7.1 Parents must direct their request for under or over age matters directly to the school.
- 7.2 Any decisions made must be well documented and meet the requirements of the School Admission Code in that they are in the 'best interest of the child'.
- 7.3 Once a child, has started the year and completed at least one term as an out of normal age group, they cannot apply for a second opportunity to year 7. Admission mid-year to move from year 7 back to year 6 is not usually in the best interest of a child.
- 7.4 Schools must keep a record of the decision to admit out of normal age group and be able to provide reasons for decision to the Council.

8. Applications from children whose parents are living abroad

- 8.1 Parents who are living abroad and who wish their child to apply for a Southend school have no home authority. They can apply through what is a proxy home authority (i.e., the Council area in which they intend to buy a house or settle the child with relatives). However, although they may apply in this way, no place will be offered until they can provide clear evidence of residency.

9. New applications, late applications, changes of preferences and additional applications

- 9.1 New applications: Applications from parents moving into the area, who in the view of the Council could not have made an application by the closing date, will be slotted into the system when received. These applications might only be processed after all on time offers are made. These will be regarded as new applications and will only apply for parents that could not have applied on time such as moving into the country. Exceptional circumstances will be considered at the discretion of the Council.
- 9.2 Change of address: Addresses for schools in Southend-on-Sea are as per the child's normal place of residence on 30 November, for Secondary Admissions. And for Infant, Junior and Primary Admissions as at 15 February (both rounds up to a month after the closing date). Any change of addresses that could not have reasonably been made by these dates would be at the discretion of the Council. Any addresses after these dates are updated after offer day for the transfer group (i.e., 1 March or 17 April) and the applications re-ranked accordingly. Parents that could not have applied by the deadlines for the main rounds will be considered under 4.7.1.
- 9.3 Late applications: Applications received after the closing date, will be regarded as late. They will not be considered until all "on time" applications have been considered. The Council will be the final arbiter, under the coordinated scheme, as to whether an application is late or not.
- 9.4 Changes in preference
Changes in the order of preferences already expressed will not be accepted after the closing dates unless, the circumstances are deemed to be exceptional and the changes can be accommodated. Change of preference for schools under another local authority will be consulted on with the appropriate local authority. Changes received after the closing date will be considered after the appropriate national offer date.
- 9.5 Additional preferences: any additional preferences received after the closing dates will be considered after the offer date.
- 9.6 Checks will be made with other departments in the Council and, where it is suspected that the family live outside Southend, contact will be made with the relevant Council. Where there is

reasonable doubt as to the validity of a home address, the Council reserves the right to take additional checking.

- 9.7 Changes of address between offer day and the last week of August will be checked by the Council. Parents will need to provide proof of the home address in the form of; a house purchase; exchange of contracts, or a long-term letting agreement. In all situations, the Council must be satisfied that it is the child's normal/habitual place of residence.
- 9.8 Places can be withdrawn up to the end of December / or first term in the situation where an offer is made in error or the application has been found to be fraudulent. Admission Authorities must inform the Council of any places withdrawn for the coordinated round up to December of each year and vice versa.
- 9.9 Schools must inform the Council of address, sibling, or any other differences in ranking lists.
- 9.10 Applications made online, via the parent portal that are unsubmitted will not be processed.

10. Supplementary Information Forms

- 10.1 In order that they may seek further information to apply their admission criteria, the following schools require parents to complete a Supplementary Information form.

Primary School	Details
Our Lady of Lourdes Catholic Primary	For all applications
Sacred Heart Catholic Primary	For all applications
St George's Catholic Primary	For all applications
St Helen's Catholic Primary	For all applications
St Mary's, Prittlewell, C of E Primary	For all applications

Table 2 Primary Schools and Supplementary forms

Secondary School	Details
St Bernard's High School	For all applications
St Thomas More High School	For all applications
Shoeburyness High School	For year 7 applications for selective places
Southend High School for Boys	For all applications for selective places
Southend High School for Girls	For all applications for selective places
The Eastwood School	For year 7 applications for Sport / Performing Arts places
Westcliff High School for Boys	For all applications for selective places
Westcliff High School for Girls	For all applications for selective places

Table 3 Secondary Schools and Supplementary forms

11. Waiting lists

- 11.1 On offer day the Council will have a waiting list for each Southend school. In most cases the Council will be able to rank pupils that apply late, for example using distance. Depending on the admission criteria a new application would be added into the waiting list.
- 11.2 The Council will maintain the waiting list as ranked by schools. Where any new pupil, such as a late application, is added to the waiting list the Council should be advised within 10 working days of where such pupils fit in relation to other pupils on the waiting list.
- 11.3 Where a vacancy does arise the place will be offered by the Council to the pupil at top of the waiting list.
- 11.4 A parent of a child at the top of the waiting list offered a place must confirm, within 10 working days, whether they wish to accept the place. During the 10 days the child would hold two offers.
- 11.5 The Council will keep waiting lists for all community schools in the Borough for the full school year. Waiting lists will be maintained strictly in accordance with the admission criteria of the school concerned.

- 11.6 The Council will remove pupils from the waiting list who are offered and accept a place at a school that is a higher preference.
- 11.7 The Council will rank pupils with address changes, late and new applications after all on time offers are made or on the waiting list as appropriate.
- 11.8 All admission authorities must specify, in their arrangements, the period a child remains on a waiting list for each school year.

12. Appeals

- 12.1 When a local authority or an admission authority informs a parent of a decision to refuse their child a place at a school for which they have applied, it must include the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents must be informed that, if they wish to appeal, they have to set out their grounds for appeal in writing. Admission authorities must not limit the grounds on which an appeal can be made.
- 12.2 Own admission authorities must inform the Council no later than 1 October before a main round if it requires the Council to present their appeals. The Council might not be able to support schools with appeals without agreement. The Council does not present appeals for in year processes where it is not the administrator.
- 12.3 Schools will send lists of submitted appeals to the Council. The Council will record the appeal against the admission record and provide the school with all relevant documentation.
- 12.4 School must inform the Council within 5 school days of the outcome of any appeal.
- 12.5 Having received notification from the school, parents will have 5 school days to confirm in writing to the Council which place they wish to accept following the outcome of any appeals. Once a place is released that place will be reallocated.
- 12.6 Admission authorities must comply with the School Admissions Appeals Code 2012 and must record all appeals and provide the data to the Council after all appeals are heard.

13. Atypical Admissions

- 13.1 The Council will execute instruction from the Department for Education in relation to admission related matters including but not limited to;
- 13.2 By 30 September of each year the Council will write to all year 9 pupils to advise of alternative education opportunities that are available for year 10 pupils within a reasonable distance;
- 13.3 All schools have a statutory duty to secure impartial careers guidance for all Year 8 to Year 13 students to inspire their young people to fulfil their potential and to make them aware of all opportunities open to them. We strongly recommend that your child discuss their options with a Careers Adviser in their current school or college. The careers advisor will also be able to advise of UTCs further away that might offer different specialities.

14. In Year

- 14.1 Own Admission Authorities must inform the Council by 1 August at the latest of each year whether they intend to be part of the Council's in-year co-ordination scheme for the following 1 September to 31 August or whether they will be managing their own in-year admissions.
- 14.2 The Council will publish information on its website by 31 August to explain how in-year applications will be made and how they will be dealt with from 1 September onwards.
- 14.3 The Council will provide a suitable application form for parents to complete when applying for a school place for their child for a school for which it coordinates in year admissions. Where the Council receives an in-year application for a school which manages its own in-year admissions, it must promptly forward the application to the relevant admission authority, which must process it in accordance with its own in-year admission arrangements.

- 14.4 Own Admission authorities must follow the requirements of the Code.
- 14.5 All schools must provide the Council with available places/vacancies via the weekly email request.
- 14.6 The Council and Own Admission Authorities must inform a parent of the outcome of an application within 10 school days, and in writing no later than 15 school days.
- 14.7 Own admission authorities must inform the Council of all in-year applications and their outcome within 2 days of receipt of the application.
- 14.8 Own Admission Authorities must follow Children Missing Education protocol where appropriate

15. Annual Review of the Scheme

- 15.1 Each year all local authorities must formulate and publish on their website a scheme by 1 January in the relevant determination year to co-ordinate admission arrangements for all publicly funded schools within their area.
- 15.2 Local Authorities must consult admission authorities for schools affected by the scheme and other Local Authorities every 7 years as a minimum.
- 15.3 A local authority must inform the Secretary of State whether they have agreed a scheme by 15 April. If this is not achieved the Secretary of State may impose a scheme.

16. List of schools

The list of schools that are included in this agreement

Secondary Schools

School Name	Number
Belfairs Academy	5434
Cecil Jones Academy	4001
Chase High School	4000
Shoeburyness High School	4034
Southchurch High School	4002
Southend High School for Boys	5446
Southend High School for Girls	5428
St Bernard's High School	5465
St Thomas More High School	5447
The Eastwood Academy	5414
Westcliff High School for Boys	5401
Westcliff High School for Girls	5423

Table 4 Secondary School

Primary Schools

School Name	Number
Barons Court Primary School & Nursery	2124
Blenheim Primary School	2387
Bournemouth Park Academy	3822
Bournes Green Infant School	2128
Bournes Green Junior School	2123

School Name	Number
Chalkwell Hall Infant School	2022
Chalkwell Hall Junior School	2019
Darlinghurst Academy	2127
Earls Hall Primary School	2023
Eastwood Primary School	3825
Edwards Hall Primary School	3826
Fairways Primary School	2407
Friars Primary School & Nursery	3824
Greenways Primary School	2104
Hamstel Infant School	2093
Hamstel Junior School (partner school)	2092
Heycroft Primary School	2126
Hinguar Community Primary School	2094
Leigh North Street Primary School	2096
Milton Hall Primary School and Nursery	5273
Our Lady of Lourdes Catholic Primary School	2002
Porters Grange Primary School & Nursery	2001
Prince Avenue Academy	2000
Richmond Avenue Primary School	3823
Sacred Heart Catholic Primary School & Nursery	3326
St George's Catholic Primary School	3329
St Helen's Catholic Primary School	3327
St Mary's Prittlewell Church of England Primary School	3325
Temple Sutton Primary School	2132
Thorpedene Primary School	5225
Westborough Academy	2004
West Leigh Infant School	2109
West Leigh Junior School (partner school)	2108

Table 5 Primary Schools

17.Key dates – Infant, Primary and Junior admissions September 2023

Date	Actions
1st January 2022	Date for formulation of scheme
September- October 2022	Publish Admissions Information Advertisements, fliers, and letters to registered parents of early years children
14 September 2022	Admission round opens for applications
Early October 2022	Distribution of year 3 “letter/fliers” to year 2 pupils
Mid December 2022	Preliminary lists to faith schools for Supplementary Information Form follow up
14 September – 22 January	the Council admissions team verifying applications, which continues right up to end of coordination for late applications.
15 January 2023	Closing date for admission applications (address changes up to a month will be accommodated)
22 January 2023	Follow up list to faith schools for Supplementary Information Form follow up
31 January 2023	Initial list of preferences sent to admissions authorities and other local authorities for ranking. Initial list is a pre-ranked list.
3 February 2023	SEN pupils will be accommodated if the named school is identified in the finalised Education, Health and Care Plan. Post this date pupils will be admitted over the PAN but managed back to PAN until coordination ceases
9 February 2023	Final list of preferences sent to admissions authorities
26 February 2023	Closing date for schools to return ranked preferences
End February 2023	Closing date for on-time summer born requests
16 April 2023	Where possible, final offer lists and offer data will be sent to schools under embargo.
17 April 2023	National Offer Day (16 April – next working day) (Easter bank holidays 7 April and 10 April 2023)
30 April 2023	Closing date for responses to offers (refusals)
16 May 2023	Closing date for appeal forms (reference to the code 2.3 of School Admissions Appeals Code 2012 – must be submitted up to 20 days for one time appeals after offer day – date is in outcome letter to applicants)
16 July 2023	All on-time appeals completed
22 August 2023	The administration of waiting lists for years R and 3 and all in-year admissions handed over to academy, voluntary aided, and foundation schools. Coordination ceases

Table 6 Key Dates - Infant, Primary and Junior Admissions September 2023

18. Key dates – Secondary admissions September 2023

Date	Action
1 week in July 2022	Publication of Secondary Admissions Information (booklet) Admissions information distribution to year 5 pupils. Open evenings at schools that admit pupils because of testing / auditions
1 July – 7 September 2022	Registration for testing / audition
1 September 2022	Opening of on-line admissions facility for transfer to secondary school
Week beginning 1 September 2022	Distribution of reminder flier /booklet to year 6 pupils
XX September 2022*	11+ test (to be confirmed by the Consortium – dates will be available in the Admissions booklets)
XX September 2022*	Alternative test date (for religious, illness or exceptional circumstances) 11+ test (to be confirmed by the Consortium – dates will be available in the Admissions booklets)
5 October 2022	List of pupils not applied will be made available to current primary/junior schools to identify any barriers preventing on-time applications being submitted.
XX October 2022*	Testing results to be sent to parents by Consortium / schools (to be confirmed by the Consortium – dates will be available in the Admissions booklets)
w/c 19 October 2022	Follow up list of pupils not applied will be made available to current primary/junior schools to identify any barriers preventing on-time applications being submitted.
w/c 19 October 2022	Preliminary list to be sent to faith schools for Supplementary Information Form follow up
31 October 2022	Closing date for admission applications (address changes up to a month will be accommodated)
w/c 9 November 2022	Follow up list to be sent to faith schools for Supplementary Information Form follow up.
w/c 23 November 2022	List of preferences to be sent to schools and other authorities for ranking.
w/c 4 January 2023	Closing date for schools to return ranked preferences
15 February 2023	SEN pupils will be accommodated if the named schools are identified in the finalised EHSP by 15 February
1 March 2023	Where possible, final offer lists and offer data will be sent to schools and Consortium under embargo.
1 March 2023	National Offer day
1 March 2023	Year 6 destination lists sent to primary/junior schools under embargo.
15 March 2023	Closing date for parents to refuse offer in writing.
w/c 22 March	Updated lists sent to secondary school's post offer responses.
After 1 April	Secondary schools to send welcome letter/packs a month after offer day
1 April 2023	Closing date for appeal forms (reference to the code 2.3 of School Admissions Appeals Code 2012 – must be submitted up to 20 days for one time appeals after offer day – date is in outcome letter to applicants)

Date	Action
w/c 24 May 2023	Updated lists sent to secondary schools and primary/junior schools for year 6 transfer.
14 June 2023	All on-time appeals completed – refer to School Admissions Appeals Code 2012 (reference to the code 2.3 of School Admissions Appeals Code 2012 – must be heard within 40 days for one time appeals after 1 April)
w/c 21 June 2023	Updated lists sent to secondary schools and primary/junior schools for year 6 transfer.
22 August 2023	The administration of waiting lists handed over to academy, voluntary aided, and foundation, free schools.

7 Key Dates - Secondary Admissions Sept 2023

Southend-on-Sea Borough Council | Education and Early Years | Access & Inclusion Team

Queries to or copies can be requested from: Chrissy Papas, School Place Planning & Admission Compliance Manager, SBC, chrissypapas@southend.gov.uk

Summary of proposed changes to the Co-ordinated Admission Scheme 2023/24

Cabinet Due September 2021

The following provides an updated summary of proposed changes from the Coordinated Admission Scheme 2022/23, proposed for 2023/24

Item on scheme	Proposed addition or change
Introduction	Addition It also includes arrangements for In-year admissions from 1 September 2021, as required by the changes in the School Admissions Code.
1.Aims and scope of the scheme	For clarity 1.3..... and admission authorities.
3.15	Clarity and what is in practice 3.15 The Council pre-ranks all lists for all non-faith schools and the Consortium for SBC preferences. Schools and the Consortium, are responsible to rank/check ranking in order of the respective criteria, for all pupils who have applied to their school. Ranked lists must be returned to the Council by the agreed date. Applications that do not have a Supplementary Information Form must still be ranked.
3.16	Change dates due to impact on process 3.16 Pupils with plans will be accommodated if the named school is in the final Education, Health and Care Plan by 3 February for Secondary and 3 March for Primary (or next working day) of any given year.
3.25	Clarity and what's in place for a number of years 3.25 Parents who completed a paper application form will be advised of the outcome of their application by email on offer day. Where no email address is provided letters will be posted using 2 nd class envelopes.
3.36	Clarity and what's in place for a number of years 3.36 The Council will send allocation lists, waiting lists and withdrawn lists on the prescribed timetable and not on demand.
9.2	9.2 Change of address: Addresses for schools in Southend-on-Sea are as per the child's normal place of residence on 30 November, for Secondary Admissions. And for Infant, Junior and Primary Admissions as at 15 February (both rounds up to a month after the closing date). Any change of addresses that could not have reasonably been made by these dates would be at the discretion of the Council. Any addresses after these dates are updated after offer day for the transfer group (i.e., 1 March or 16 April) and the applications re-ranked accordingly. Parents that could not have applied by the deadlines for the main rounds will be considered under 4.7.1.
13	Clarity and what's in place for a number of years

	<p>13. Atypical Admissions</p> <p>13.1 The Council will execute instruction from the Department for Education in relation to admission related matters including but not limited to;</p> <p>13.2 By 30 September of each year the Council will write to all year 9 pupils to advise of alternative education opportunities that are available for year 10 pupils within a reasonable distance;</p> <p>13.3 All schools have a statutory duty to secure impartial careers guidance for all Year 8 to Year 13 students to inspire their young people to fulfil their potential and to make them aware of all opportunities open to them. We strongly recommend that your child discuss their options with a Careers Adviser in their current school or college. The careers advisor will also be able to advise of UTCs further away that might offer different specialities</p>
14	<p>New section in line with new regulation</p> <p>14. In Year</p> <p>14.1 Own Admission Authorities must inform the Council by 1 August at the latest of each year whether they intend to be par of the Council's in-year co-ordination scheme for the following 1 September to 31 August or whether they will be managing their own in-year admissions.</p> <p>14.2 The Council will publish information on its website by 31 August to explain how in-year applications will be made and how they will be dealt with form 1 September onwards.</p> <p>14.3 The Council will provide a suitable application form for parents to complete when applying for a school place for their child for a school for which it coordinates in year admissions. . Where the Council receives an in-year application for a school which manages its own inyear admissions, it must promptly forward the application to the relevant admission authority, which must process it in accordance with its own in-year admission arrangements.</p> <p>14.4 Own Admission authorise must follow the requirements of the Code.</p> <p>14.5 All schools must provide the Council with available places/vacancies via the weekly email request.</p> <p>14.6 The Council and Own Admission Authorities must inform a parent of the outcome of an application within 10 school days, and in writing no later than 15 school days.</p> <p>14.7 Own admission authorities must inform the Council of all in-year applications and their outcome within 2 days of receipt of the application.</p> <p>14.8 Own Admission Authorities must follow Children Missing Education protocol were appropriate</p>
17 & 18	Details and dates updated

END

Southend-on-Sea Borough Council

Report of the Chief Executive

to

Cabinet

on

14 September 2021

Report prepared by:

John Williams, Executive Director (Legal and Democratic Services and
Senior Information Risk Owner (SIRO))

Val Smith, Knowledge and Data Privacy Manager, Corporate Strategy
Group

Cabinet Member – Cllr Gilbert

Information Governance Update and Senior Information Risk Owner (SIRO) Annual Report 2020/21 Policy & Resources Scrutiny Committee

A Part 1 Public Agenda Item

1. Purpose of Report

- 1.1 To provide a summary of the Council's key actions in regard to information governance and management during 2020/21.
- 1.2 To report on opportunities and challenges in regard to information governance during 2021/22.
- 1.3 To comply with the requirement for the Senior Information Risk Owner (SIRO) to provide an annual report.

2. Recommendations

- 2.1 That the SIRO's report on Information Governance for 2020/21 (Section 4 of this report) be noted.
- 2.2 That the key actions taken during 2020/21, and the opportunities and challenges for 2021/22 be noted.

3. Background

- 3.1 The Council's Information Management Strategy was agreed by Cabinet in June 2016 and sets out the Council's vision for managing information, the principles supporting the vision and the context and challenges faced by the Council.
- 3.2 It also describes the related governance arrangements and action plan to progress the Council's approach and is complemented by a range of other strategies, policies and processes, notably Data Protection policies and procedures.
- 3.3 The Council's SIRO has overall responsibility for the Council's information management framework and acts as the champion for information risk within the Council. The SIRO for the Council is the Executive Director (Legal and Democratic Services).
- 3.4 The SIRO is responsible for producing an annual report on information governance. The report provides an overview of developments in relation to information governance, related work undertaken since April 2020 as well as outlining the strategic direction the Council has adopted. It should provide assurance that the Council's arrangements ensure personal data is held securely, information is disseminated effectively and that the Council is compliant with the legal framework - notably the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018.

4. SIRO Annual Report – 2020-21

4.1 Leadership and Governance

- 4.1.1 The SIRO has to ensure that identified information threats and vulnerabilities are followed up for risk mitigation, and that perceived or actual information incidents are managed in accordance with Council's Risk Management Framework.
- 4.1.2 The SIRO's role is supported by:
- Two Privacy Officers (Data Controllers) - the Executive Director (Transformation), and the Director of ICT and Digital
 - The Caldicott Guardian - the Director of Children's Services
 - The Information Asset Owners (nominated officers)
 - The Council's Data Protection Officer – Knowledge and Data Privacy Manager in the Corporate Strategy Group.
- 4.1.3 With regard to cyber security, the SIRO is supported by the Head of IT Security and Compliance. The ICT nominated cyber security specialists monitor developments; safeguard corporate systems and provide advice and training to the organisation concerning the responsibility of all staff to be aware of and to guard against cyber security threats. They also risk assess those aspects of Data

Protection Impact Assessments which involve the procurement and use of such technology.

- 4.1.4 The Data Protection Officer (DPO) and their team assist the organisation in monitoring internal compliance, informing and advising on data protection obligations, providing advice, assistance and training on data protection matters and act as a contact point between the Information Commissioner and the Council. It is a statutory requirement that the DPO reports to the highest management level. Usually this is the Good Governance Group (GGG) but on occasions it will be the Corporate Management Team (of which the SIRO is also a part).
- 4.1.5 The DPO's team also manages Data Protection and Freedom of Information central records, monitors performance and compliance with legislation and leads on records management.
- 4.1.6 Leadership and governance of information management is provided by the Good Governance Group (GGG) whose remit includes information management along with the promotion of simple and effective governance.
- 4.1.7 The GGG is chaired by the SIRO, with membership including the SIRO, the Privacy Officers, the Caldicot Guardian and the DPO.
- 4.1.8 The Council is a signatory to the Whole Essex Information Sharing Framework (WEISF). The associated forum is known as the Wider Eastern Information Stakeholder Forum and is regularly attended by the Information Governance Advisor. Membership assists the Council in sharing best practice and in the appropriate sharing of personal data with public, third sector and contracted private organisations across Essex in a lawful, safe and informed way.
- 4.1.9 The Council is also a member of the Essex On-line Partnership which as part of its remit supports cyber security and the Information Governance Networking Group, a collection of data protection specialists who share practical advice and support in an informal environment. Additionally, the partnership plays a critical role in the Essex Resilience Forum cyber framework for Incident Response planning and exercising.

4.2 Training and Awareness

- 4.2.1 Data Protection training continues to feature as a key part of ensuring staff are aware of their responsibilities.
- 4.2.2 During 2020/21 training was primarily through an e-learning platform with modules covering data protection and cyber security. For those with minimal personal data involved in their role, alternative provision is made to ensure that a level of understanding is reached appropriate to responsibilities.
- 4.2.3 When examining data protection security incidents, the Data Protection Advisory Service routinely consider resultant training needs and bespoke training is provided as required.

- 4.2.4 Messages through a variety of communication channels are provided to staff alerting them to the need to protect personal data and use it appropriately.
- 4.2.5 In addition to the above, ICT have delivered training and awareness sessions specifically relating to cyber security and regular cyber security messages are issued by ICT to staff.

4.3 General Data Protection Regulation and Data Protection Act 2018

- 4.3.1 On the UK's exit from the EU on 31 December 2020, the UK GDPR and an amended Data Protection Act 2018 (DPA 2018) became the primary pieces of legislation regulating data protection in the UK.
- 4.3.2 Following the changes, key data protection principles, rights and obligations have remained the same, but the UK has the independence to keep its data protection framework under review.
- 4.3.3 Countries in the European Economic Area (EEA) remain subject to the EU GDPR and EU Law Enforcement Directive. To allow data to continue to flow without additional safeguards, a temporary arrangement known as 'the bridge' was agreed pending an 'adequacy decision'.
- 4.3.4 On 28 June 2021 EU-UK adequacy decisions were published by the EU Commission designating the UK as adequate (and able to be sent data without additional safeguards). There are exceptions for immigration data. The adequate designation is expected to last until 27 June 2025 with a possible maximum extension of four years. The EU will monitor data protection developments in the UK and adequacy could be withdrawn if it was considered appropriate.
- 4.3.5 Throughout this process, the adequacy position and the possible implications for the Council's data flows has been monitored by the data protection service, updating the Council's EU Exit group and Good Governance Group as required.

4.4 Data Security and Protection Toolkit

- 4.4.1 The Data Security and Protection Toolkit is an online tool that enables organisations to measure their performance against data security and information governance requirements which reflect legal rules and Department of Health policy. The Toolkit requires the Council to measure its performance against the National Data Guardian's 10 data security standards.
- 4.4.2 All organisations that have access to NHS patient data and systems must use this toolkit to provide assurance that they are practising good data security, that personal information is handled correctly, and they can consequently be trusted to maintain the confidentiality and security of personal information, in particular health and social care personal records.

- 4.4.3 The 2020/21 Toolkit was successfully completed. The Toolkit requires an independent audit of the Council's self-assessment. This was conducted in May 2021 with the outcome that there is substantial assurance that the necessary standard is met.

4.5 Freedom of Information/Environmental Information

- 4.5.1 Under the Freedom of Information Act (FOIA) and Environmental Information Regulations (EIR), individuals are entitled to ask the Council for a copy of information it holds.
- 4.5.2 962 requests were received in 2020/21, compared to 1227 in 2019/20. The number of requests received declined sharply during the first six months of the pandemic but are now increasing almost to previous levels).
- 4.5.3 In 2020/21 the Council replied to 926 requests, 69% within the required 20 working days. Although the volume of requests declined because of the pandemic, so too did officer availability to source data for the responses, primarily because of altered priorities, staff absence and redeployment.

4.6 Subject Access Requests

- 4.6.1 Under data protection legislation, individuals are entitled to ask the Council for a copy of the personal data it holds about them. This is known as a Subject Access Request (SAR).
- 4.6.2 There were 79 SARs received in 2020/21 and 81 were completed. Some SARs are highly complex as they involve weighing the data protection rights of multiple data subjects within a record and may involve hundreds of documents. Responding within the required one month (or three months for complex cases) continues to be a challenge.

4.7 Requests for Data Sharing

- 4.7.1 In 2020/21 a total of 358 individual requests for data sharing were received. Such requests are mostly received from the Police, for third party information. These requests are generally received through Legal and Democratic Services, Revenues and Benefits, Counter Fraud and Investigation and the Corporate Strategy Group.
- 4.7.2 Requests are centrally recorded to provide an audit trail in the event of a query regarding the appropriateness of data sharing.
- 4.7.3 Where information sharing is a regular occurrence, the Data Protection Advisory Service works with service areas to introduce formal Information Sharing Agreements to promote clarity of responsibilities between all parties.

4.8 Data Security Incidents

- 4.8.1 In 2020/21 no data security incidents required notification to the Information Commissioner.
- 4.8.2 All reported incidents are investigated. Even where there is no breach, incidents can provide valuable insight into training requirements and processes and procedures which may need to be strengthened as a preventative measure.

4.9 Information Security (including Cyber Security)

- 4.9.1 The enhanced organisation of the security function and operating model introduced in 2019/20 as part of the restructuring of the ICT service continues to offer the necessary support to the organisation.
- 4.9.2 A cyber security strategy for SBC was presented and approved by the Good Governance Group in October 2020 and the head of ICT and IT Security and Compliance provide updates and reports to the Good Governance Group at each meeting.
- 4.9.3 During the reporting period there have been significant technology changes and uplifts which have enhanced the Council's security capabilities, for example:
- Microsoft Enterprise Licensing uplifted to the most comprehensive E5 Security services and tools.
 - Laptop and Desktop modernisation and standardisation with enhanced security lockdown and controls.
 - Upgraded email and web content filtering and threat protection.
 - Enhanced encryption on devices and email.
 - Ransomware containment solution, currently in delivery and testing.
 - Enhancements to identity and access security and associated monitoring.
- 4.9.4 The cyber security threat landscape is actively monitored, and emerging risk is identified and mitigated. To aid with this, intelligence is obtained from the National Cyber Security Centre (NCSC), Cyber Information Sharing Partnership (CISP) and Warning, Advice and Reporting Point (WARP) services.
- 4.9.5 Through the Local Government Association (LGA), Essex Online Partnership (EOLP) and NCSC networks, the Council has had the opportunity to capitalise on grants, and funded initiatives as well as the full suite of NCSC services, for example:
- LGA grant for Cyber Security training and certification
 - Metacompliance Phishing simulations and learning materials
 - Network Early Warning System – vulnerability scans by NCSC

4.10 Records Management

- 4.10.1 With increasing public access to Council records, it is important that necessary documents are retained and that records are destroyed as part of a managed process that is adequately documented. Therefore, services must have in place

clearly defined arrangements for the assessment and selection of records for disposal, and for documenting this work. All record keeping procedures must comply with the Council's Document Retention and Disposal Policy.

- 4.10.2 The Council has an Information Asset Register which acts as a mechanism for understanding and managing the Council's information assets and the risks to them.

5. Strategic Direction - Future Programme of Work

- 5.1.1 The COVID-19 pandemic is expected to continue to affect information governance priorities during 2021/22.
- 5.1.2 Reliable and secure remote access to Council systems remains a necessity as is video conferencing which is now a regular feature of working lives.
- 5.1.3 Supporting the data protection element of new roles and responsibilities arising from Coronavirus activities continues to be of importance.
- 5.1.4 Arrangements for the handling of data protection support, Freedom of Information and Subject Access Requests will be reviewed as part of the Business Support redesign process.
- 5.1.5 Through 2021/22 ICT will continue to focus on adoption of Microsoft 365 technologies, along with the security and information governance improvements this will bring. Continuation of cloud first ICT and application migration to Azure will also bring cyber and data security benefits. Cyber resilience plans will be exercised to ensure we have prepared for emergency and crisis situations.
- 5.1.6 Following the May 2021 local elections all councillors were provided with specific cyber security briefing and skills workshops. All staff have received email Phishing attack simulations to exercise and educate staff on the risks presented through email based attacks.
- 5.1.7 A report to Audit Committee covering in more detail all aspects of the Council's cyber programme risks and developments is in production.
- 5.1.8 An independent assessment of the Council's cyber security capabilities took place in July 2021. This was by an external company on behalf of Internal Audit and once finalised will be reported through the relevant democratic process.

6. Other Options

- 6.1 It is a requirement of the Council's Information Management Strategy that an annual report is made to councillors.

7. Reason for Recommendation

- 7.1 To ensure that the Council holds personal data securely; disseminates information effectively; is transparent and enabling in its handling of information and operates within the necessary legal framework.

8. Corporate Implications

8.1 Contribution to Southend 2050 Road Map

Many aspects of the Southend 2050 Road Map will be underpinned by technology and data. Sound information management and the proper protection of personal data therefore contributes to all aspects of the Southend 2050 work. Providing reliable information management which is trusted will contribute to the safety of residents and enabling technological advancements will contribute to making Southend a leading digital city.

8.2 Financial Implications

Any financial implications arising from this work will be considered through the normal financial management processes. Proactively managing information can result in reduced costs to the Council by reducing exposure to potential loss (such as fines from the Information Commissioner which could be up to £17million).

8.3 Legal Implications

Information management and data protection are subject to a range of legislation, including the UK General Data Protection Regulation and Data Protection Act 2018 as amended, as detailed in this report.

8.4 People Implications

Any people implications will be considered through the Council's normal business management processes.

8.5 Property Implications

None

8.6 Consultation

Internal

8.7 Equalities and Diversity Implications

Data Protection Policies and Procedures are available on the Council's website and transactional forms are included in MySouthend. Alternative channels remain available for those customers who may not be able to access or use digital services, and reasonable adjustments for disability are made where required.

8.8 Risk Assessment

Non-compliance with the law would adversely affect the Council's reputation in the community, reduce public trust and could lead to regulatory penalties and disruption to business continuity.

8.9 **Value for Money** – None identified

8.10 **Community Safety Implications** – None identified

8.11 **Environmental Implications** – None identified

9. **Background Papers** - None

10. **Appendices** - None

This page is intentionally left blank

Southend-on-Sea Borough Council

Report of Executive Director (Legal and Democratic Services)

To

Cabinet

On

14th September 2021

Report prepared by: John Williams and Tessa O'Connell

Agenda
Item No.

The Regulation of Investigatory Powers Act 2000 (RIPA)

Policy & Resources Scrutiny Committee

Cabinet Member: Councillor Gilbert

Part 1 (Public Agenda Item)

1. Purpose of Report

To report on the use of powers available to the Council under the Regulation of Investigatory Powers Act 2000 (RIPA) during the financial year 2020/21.

To recommend minor amendments to the Delegation Scheme in Part 3 Schedule 3 of the Constitution.

To provide an update on staff training & awareness and CCTV activities.

2. Recommendations

2.1 To note that the Council has used the surveillance powers available to it under RIPA on one occasion during the period 1 April 2020 – 31 March 2021, but it has not used any covert human intelligence source (CHIS).

2.2 To recommend to Council that minor amendments be made to section 5.1 of the Delegation Scheme in Part 3 Schedule 3 of the Constitution as set out in section 3.3 of this report.

2.3 To note the staff training undertaken in 2020/21 and proposed for 2021/22 in connection with RIPA.

2.4 To note details of the regulation of CCTV activities as detailed in the report.

3. Background

3.1 Directed Covert Surveillance and RIPA

If the Council wants to carry out directed covert surveillance, then:

- (a) It must be in connection with the investigation of a criminal offence which attracts a maximum custodial sentence of 6 months or more or involves the underage sale of alcohol or tobacco.
- (b) It must not be intrusive surveillance (only the Police can carry out intrusive surveillance inside a house or vehicle).
- (c) Such surveillance must be properly authorised internally. In particular authorising officers must be formally designated and trained – and only authorised and trained officers should carry out surveillance.
- (d) A Justice of the Peace must make an Order approving the grant of authorisation referred to in (c) above.
- (e) There must be compliance with the Codes of Practice issued by the Home Office, the Investigatory Powers Commissioner's Office (IPCO) (formerly the Office of Surveillance Commissioners OSC) – and the Council's own Policy & Procedures (see 3.3 below).

3.2 CHIS and RIPA

Similar requirements to those set out in 3.1 above apply if the Council wants to use a covert human intelligent source (CHIS).

The requirement for the use of CHIS is that it relates to the prevention and detection of crime or disorder; there is no requirement for the offence to have a 6-month sentence.

3.3 Council Policy and Procedures for undertaking Directed Covert Surveillance and the use of a CHIS

To ensure that the Council acts legally and properly and complies with RIPA, it has put in place "*Policy and Procedures for undertaking Directed Covert Surveillance and the use of Covert Human Intelligence Sources (CHIS)*".

The Policy & Procedures are regularly updated to ensure they are fit for purpose and incorporate legislative, procedural and staff changes. The Policy & Procedures were subject to a major update in 2019, these being approved at Council on 24 October 2019. There is no need for any further changes for this year.

However, the following minor amendments are recommended to section 5.1 of the Delegation Scheme in Part 3 Schedule 3 of the Constitution for the purposes of clarification and to reflect current job titles:

5.1 Regulation of Investigatory Powers Act 2000

5.1.1 All Chief Officers, **the Head of Regulatory Services, the Head of Internal Audit and the Head of Community Safety** and the following the Group Managers in the Department for Place (Regulatory Services, Waste & Environmental Care and Partnership Manager, Community Safety) are Authorising Officers for directed surveillance or CHIS activity under the Regulation of Investigatory Powers Act 2000 provided they have received appropriate training and comply with the Council's RIPA Policies & Procedures. **(Note: Directed Surveillance and CHIS activity must also be authorised by the Magistrates' Court as required by the Protection of Freedoms Act 2012)**

5.1.2 Any Council Officer who has received appropriate training may carry out directed surveillance authorised under 5.1.1. Such Officer shall be known as an "Investigating Officer" and must comply with the Council's RIPA Policies and Procedures.

5.1.3 All Chief Officers, **the Head of Regulatory Services and the Head of Internal Audit** the Group Manager Regulatory Services (Place) and the Assistant Director for Crime, Fraud & Investigation (Finance & Resources) shall each act as Designated Person to submit applications to the National Anti-Fraud Network (NAFN) and to the Magistrates Court for Communications Data, provided they have received appropriate training and comply with the Council's RIPA Policies & Procedures.

3.4 Use of surveillance powers available under RIPA in 2020/2021

The Council has used the surveillance powers available to it under RIPA on one occasion during the period 1 April 2020 - 31 March 2021. This was in connection with an investigation carried out by Regulatory Services.

The Council has not used any CHIS during the period 1 April 2020 - 31 March 2021.

3.5 Training

It is important that Council officers who are, or could be, involved with surveillance receive proper training.

In 2020/2021 training was provided via an online course on social media in the workplace with specific guidance on RIPA and the regular RIPA refresher training event is planned for 2021/22.

3.6 CCTV

The Council's CCTV System helps to provide a safe and secure environment in the Town Centre and other parts of the town covered by the cameras. It therefore contributes to the continuing safety and vitality of those areas, for the benefit of all those living, working and visiting there.

The control room is manned twenty-four hours a day 365 days a year by Security Industry Authority (SIA) trained operators and is fully compliant with the guidelines laid down by IPCO and the Surveillance Camera Commissioner (SCC).

However, it should be noted that overt CCTV does not require a formal RIPA authority.

In 2020/21 the control room was involved in 5150 incidents that were covered by CCTV and some 535 arrests resulted. This highlights the value of the CCTV System.

3.7 Oversight

The Investigatory Powers Commissioner's Office (IPCO) provides independent oversight of the use of investigatory powers by intelligence agencies, police forces and other public authorities. The Council is subject to inspection by IPCO to ensure compliance with the statutory provisions which govern surveillance.

It is also important that councillors should review the Council's use of RIPA and its policies & procedures on an annual basis, hence the need for this report.

4. **Other Options**

None

5. **Reasons for Recommendations**

To comply with the Home Office Codes of Practice and IPCO Guidance on RIPA.

6. **Corporate Implications**

6.1 Contribution to Southend 2050 Road Map

Sound policies and procedures in respect of surveillance contribute to various aspects of the Southend 2050 Road Map, particularly the objective in Safe & Well that people in all parts of the Borough always feel safe and secure.

Such policies and procedures also demonstrate the importance which the Council attaches to good governance.

6.2 Financial Implications

None

6.3 Legal Implications

This report has been prepared to comply with Home Office and IPCO Guidance on RIPA.

6.4 People Implications

None

6.5 Property Implications

None

6.6 Consultation

Internal only

6.7 Equalities and Diversity Implications

None

6.8 Risk Assessment

Having up to date RIPA Policy and Procedures and a staff training programme, ensures any risks associated with surveillance or the use of a CHIS are minimised.

6.9 Value for Money

N/A

6.10 Community Safety Implications

N/A

6.11 Environmental Impact

N/A

7. Background Papers

None

8. Appendices

None

This page is intentionally left blank

Southend-on-Sea Borough Council

Report of Executive Director (Finance & Resources) to Cabinet

on
14 September 2021

Report prepared by: Caroline Fozzard
Group Manager – Financial Planning and Control

Agenda
Item No.

Treasury Management Report – Quarter One 2021/22

Policy and Resources Scrutiny Committee

Cabinet Member: Councillor Paul Collins

A Part 1 Public Agenda Item

1. Purpose of Report

- 1.1. The Treasury Management Report for Quarter One covers the treasury management activity for the period from April to June 2021 and compliance with the treasury management strategy for that period.

2. Recommendations

That the following is approved:

- 2.1. The Treasury Management Report for Quarter One 2021/22.

That the following is noted:

- 2.2. Treasury management activities were carried out in accordance with the CIPFA (The Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management in the Public Sector during the period from April to June 2021.
- 2.3. The loan and investment portfolios were actively managed to minimise cost and maximise interest earned, whilst maintaining a low level of risk.
- 2.4. £0.376m of interest and income distributions for all investments were earned during this three month period at an average rate of 0.97%. This is 1.05% over the average 7 day LIBID (London Interbank Bid Rate) and 0.87% over the average bank rate. Also the value of the externally managed funds increased by a net of £0.734m due to changes in the unit price, giving a combined overall return of 2.85%. (Section 8).
- 2.5. The level of borrowing from the Public Works Loan Board (PWLb) (excluding debt relating to services transferred from Essex County Council on 1st April 1998) remained at £310.3m (HRA: £75.0m, GF: £235.3m) during the period from April to June 2021.

- 2.6. During the quarter the level of financing for 'invest to save' schemes decreased from £8.53m to £8.52m.

3. Background

- 3.1. This Council has adopted the 'CIPFA Code of Practice for Treasury Management in the Public Sector' and operates its treasury management service in compliance with this code. The code recommends that local authorities submit reports regularly as part of its Governance arrangements.
- 3.2. Current guidance is that authorities should report formally at least twice a year and preferably quarterly. The Treasury Management Policy Statement for 2021/22 set out that reports would be submitted to Cabinet quarterly on the activities of the treasury management operation. This is the first quarterly report for the financial year 2021/22.
- 3.3. Appendix 1 shows the in-house investment position at the end of quarter one of 2021/22.
- 3.4. Appendix 2 shows the treasury management performance specifically for quarter one of 2021/22.

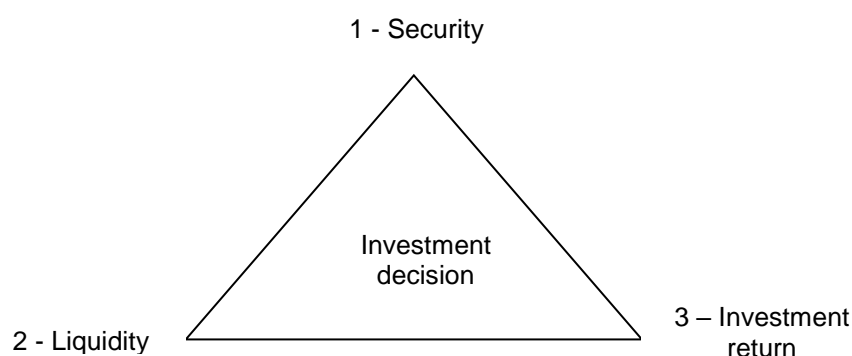
4. National Context

- 4.1. Following the easing of coronavirus (COVID-19) restrictions UK gross domestic product (GDP) is estimated to have increased by 4.8% in the quarter from April to June 2021. There have been increases in services, production and construction output over the quarter. However, the level of GDP is now 4.4% below where it was pre-coronavirus pandemic (for the quarter October to December 2019).
- 4.2. The unemployment rate for the quarter from April to June 2021 was 4.7%. With the relaxation of coronavirus restrictions, total hours worked increase on the quarter, however it is still below pre-pandemic levels. The redundancy rate decreased on the quarter and has returned to pre-pandemic levels.
- 4.3. The Consumer Prices Index including owner occupiers' housing costs (CPIH) was at 1.6% in April, at 2.1% in May and 2.4% in June. Prices for food, second-hand cars, clothing and footwear, eating and drinking out, and motor fuel rose in 2021 but mostly fell in 2020, resulting in the largest upward contributions to the change in the CPIH 12-month inflation rate between May and June 2021. Although CPIH was down to 2.1% in July the Bank of England expects inflation to increase further in the short term before falling back close to the target of 2%.
- 4.4. The Bank of England kept the bank base rate at the historically low value of 0.10% throughout the quarter and maintained their Quantitative Easing (QE) programme at £875bn.
- 4.5. The economic situation together with the financial market conditions prevailing throughout the quarter continued to provide challenges for treasury management activities. Whether for instant access, notice or fixed term deposit accounts, low

interest rates prevailed throughout the quarter from April to June 2021 and this led to low investment income earnings from in-house investments.

5. Investments

- 5.1. A prime objective of our investment activities is the security of the principal sums invested. To ensure this security before an in-house deposit is made an organisation is tested against a matrix of credit criteria and then other relevant information is considered. During the period from April to June 2021 investment deposits were limited to those who met the criteria in the Annual Treasury Management Investment Strategy when the deposit was placed.
- 5.2. Other investment objectives are to maintain liquidity (i.e. adequate cash resources to allow the council to operate) and to optimise the investment income generated by surplus cash in a way that is consistent with a prudent level of risk. Investment decisions are made with reference to these objectives, with security and liquidity being placed ahead of the investment return. This is shown in the diagram below:



Security:

- 5.3. To maintain the security of sums invested, we seek to lower counterparty risk by investing in financial institutions with good credit ratings, across a range of sectors and countries. The risk of loss of principal of all monies is minimised through the Annual Treasury Management Investment Strategy.
- 5.4. Pie chart 1 of Appendix 1 shows that at the end of quarter one; 49% of our in-house investments were placed with financial institutions with a long term credit rating of AAA, 18% with a long term rating of A+ and 33% with a long term rating of A.
- 5.5. As shown in pie chart 2 of Appendix 1 these monies were with various counterparties, 51% being placed directly with banks and 49% placed with a range of counterparties via money market funds.
- 5.6. Pie chart 3 of Appendix 1 shows the range of countries where the parent company of the financial institution with which we have monies invested is registered. For money market funds there are various counterparties spread across many countries.

Liquidity:

- 5.7. At the end of quarter one £55.5m of our in-house monies were available on an instant access basis, £22.5m were held in notice accounts and £20m was invested in fixed term deposits. The table below shows the fixed term deposits during the period April to June 2021.

Table 1: Fixed Term Deposits

Counterparty	Date of Deposit	Return Date	Number of days	Interest rate (%)	Amount (£m)
Santander UK plc	12/08/2020	12/08/2021	365	0.55	5
Santander UK plc	14/08/2020	16/08/2021	367	0.55	10
Goldman Sachs International	27/05/2021	28/02/2022	277	0.275	5

- 5.8. The maturity profile of our in-house investments is shown in pie chart 4 of Appendix 1.

Investment return:

- 5.9. During the quarter the Council used the enhanced cash fund manager Payden & Rygel to manage monies on its behalf. An average balance of £5.1m was invested in these funds during the quarter. The table below shows the movement in the fund value over the quarter, the income distributions for that quarter, the returns both for each element and the combined return. See also Table 3 of Appendix 2.

Table 2: Payden Sterling Reserve Fund

Quarter 1	£m	Investment return (%)
Value of fund at start of quarter	5.098	
Increase/decrease in fund due to value of unit price	(0.0001)	(0.01)
Value of fund at end of quarter	5.098	
Income distributions	0.005	0.38
Combined investment income (income distribution plus change in fund value due to unit price)	0.005	0.37

- 5.10. The Council had an average of £108.8m of investments managed in-house over the period from April to June 2021, and these earned an average interest rate of 0.15%. Of the in-house managed funds:
- an average of £10.1m was held in the Council's main bank account. Over the quarter no interest was earned as the rate is at a margin below the base rate of 0.10%. These monies were held in this account to ensure adequate cash resources to allow the council to operate.
 - an average of £67.0m was held in money market funds earning an average of 0.05% over the quarter. These work in the same way as a deposit account but the money in the overall fund is invested in a number of counterparties, therefore spreading the counterparty risk.

- an average of £14.8m was held in notice accounts earning an average of 0.29% over the quarter;
- an average of £16.9m was held in fixed term deposits and earned an average return of 0.52% over the quarter;

- 5.11. In accordance with the Treasury Management Strategy the performance of investments managed in-house during the quarter is compared to the average 7-day LIBID. Throughout the quarter performance was higher than the average 7 day LIBID (London Interbank Bid Rate). The bank base rate remained at 0.10% throughout the period from April to June 2021, and the 7 day LIBID rate fluctuated between -0.087% and -0.079%. Performance is shown in Graph 1 of Appendix 2.
- 5.12. As investment balances fluctuate, all investment returns quoted in this report are calculated using the average balance over the period and are quoted as annualised returns.

6. Short Dated Bond Funds

- 6.1. During the quarter two short dated bond funds were used for the investment of medium term funds: Royal London Investment Grade Short Dated Credit Fund and the AXA Sterling Credit Short Duration Bond Fund.
- 6.2. The monies are invested in units in the fund, the fund is then invested as a whole by the fund managers into corporate bonds in the one to five year range. An income distribution will be generated from the coupon on the bond and income distributions are paid to the Council. The price of units can rise and fall, depending on the price of bonds in the fund so these funds are invested over the medium term with the aim of realising higher yields than short term investments.
- 6.3. In line with the capital finance and accounting regulations the Council's Financial Instrument Revaluation Reserve will be used to capture all the changes in the unit value of the funds. Members should be aware that investment returns in some quarters will look very good and in other quarters there may be losses reported, but these will not impact the revenue account as only the distributions paid to the Council will impact that and not the change in the unit price.
- 6.4. An average of £7.7m was managed by AXA Investment Managers UK Limited. The table on the next page shows the movement in the fund value over the quarter, the income distributions for that quarter, the returns both for each element and the combined return. See also Table 2 of Appendix 2.

Table 3: AXA Sterling Credit Short Duration Bond Fund

Quarter 1	£m	Investment return (%)
Value of fund at start of quarter	7.733	
Increase/decrease in fund due to value of unit price	0.007	0.38
Value of fund at end of quarter	7.740	
Income distributions*	0.026	1.35
Combined investment income (income distribution plus change in fund value due to unit price)	0.033	1.73

* This income distribution is an estimate and will be confirmed and distributed in quarter 2.

- 6.5. An average of £7.8m was managed by Royal London Asset Management. The table below shows the movement in the fund value over the quarter, the income distributions for that quarter, the returns both for each element and the combined return. See also Table 2 of Appendix 2.

Table 4: Royal London Investment Grade Short Dated Credit Fund

Quarter 1	£m	Investment return (%)
Value of fund at start of quarter	7.813	
Increase/decrease in fund due to value of unit price	0.016	0.80
Value of fund at end of quarter	7.829	
Income distributions	0.042	2.18
Combined investment income (income distribution plus change in fund value due to unit price)	0.058	2.98

7. Property Funds

- 7.1. Throughout the quarter long term funds were invested in two property funds: Patrizia Hanover Property Unit Trust and Lothbury Property Trust.
- 7.2. The monies are invested in units in the fund, the fund is then invested as a whole by the fund managers into properties. An income distribution is generated from the rental income streams from the properties in the fund. Income distributions are paid to the Council. There are high entrance and exit fees and the price of the units can rise and fall, depending on the value of the properties in the fund, so these funds are invested over the long term with the aim of realising higher yields than other investments.
- 7.3. In line with the capital finance and accounting regulations the Council's Financial Instrument Revaluation Reserve will be used to capture all the changes in the unit value of the funds. Members should be aware that investment returns in some quarters will look very good and in other quarters there may be losses reported, but these will not impact the revenue account as only the distributions paid to the Council will impact that and not the change in unit price.

- 7.4. An average of £13.7m was managed by Patrizia Property Investment Managers LLP. The table below shows the movement in the fund value over the quarter, the income distributions for that quarter, the returns both for each element and the combined return. See also Table 1 of Appendix 2.

Table 5: Patrizia Hanover Property Unit Trust

Quarter 1	£m	Investment return (%)
Value of fund at start of quarter	13.663	
Increase/decrease in fund due to value of unit price	0.379	11.12
Value of fund at end of quarter	14.042	
Income distributions	0.169	4.96
Combined investment income (income distribution plus change in fund value due to unit price)	0.548	16.08

- 7.5. An average of £12.9m was managed by Lothbury Investment Management Limited. The table below shows the movement in the fund value over the quarter, the income distributions for that quarter, the returns both for each element and the combined return. See also Table 1 of Appendix 2.

Table 6: Lothbury Property Trust

Quarter 1	£m	Investment return (%)
Value of fund at start of quarter	12.876	
Increase/decrease in fund due to value of unit price	0.332	10.27
Value of fund at end of quarter	13.208	
Income distributions	0.094	2.89
Combined investment income (income distribution plus change in fund value due to unit price)	0.426	13.16

8. Overall Investment Position

- 8.1. An average of £108.8m of investments were managed in-house. These earned £0.040m of interest during this three month period at an average rate of 0.15%. This is 0.23% over the average 7-day LIBID and 0.05% over the average bank base rate.
- 8.2. An average of £5.1m was managed by an enhanced cash fund manager. During this three month period this earned £0.005m from income distributions at an average rate of 0.38% and the value of the fund decreased by £0.0001m at an average rate of -0.01%, giving a combined return of 0.37%
- 8.3. An average of £15.5m was managed by two short dated bond fund managers. During this three month period these earned £0.068m from income distributions at

an average rate of 1.77% and the value of the funds increased by £0.023m at an average rate of 0.59%, giving a combined overall return of 2.36%.

- 8.4. An average of £26.6m was managed by two property fund managers. During this three month period these earned £0.263m from income distributions at an average rate of 3.95% and the value of the funds increased by £0.711m at an average rate of 10.71%, giving a combined overall return of 14.66%.
- 8.5. The total for interest and income distributions in paragraphs 8.1 to 8.4 above is £0.376m. The total change in external fund values due to the unit price is a net increase of £0.734m, which is set out in the table below:

Table 7: Externally managed funds – changes in unit price

Fund	Table Number	Amount (£m)
Payden Sterling Reserve Fund	2	(0.001)
AXA Sterling Credit Short Duration Bond Fund	3	0.007
Royal London Investment Grade Short Dated Credit Fund	4	0.016
Patrizia Hanover Property Unit Trust	5	0.379
Lothbury Property Trust	6	0.332
Total net increase due to changes in unit price		0.734

9. Borrowing

PWLB and short term borrowing

- 9.1. The Capital Financing Requirement (CFR) is the Council's theoretical need to borrow but the Section 151 Officer can manage the Council's actual borrowing position by either:
- 1 - borrowing to the CFR;
 - 2 – choosing to use temporary cash flow funds instead of borrowing (internal borrowing) or;
 - 3 - borrowing for future increases in the CFR (borrowing in advance of need).
- 9.2. The Council began 2021/22 in the second of the above scenarios, with actual borrowing below CFR.
- 9.3. This, together with the Council's cash flows, the prevailing Public Works Loans Board (PWLB) interest rates and the future requirements of the capital investment programme, were taken into account when deciding the amount and timing of any loans. During the quarter no new PWLB loans were taken out, no loans matured and no debt restructuring was carried out.

- 9.4. The level of PWLB borrowing (excluding debt relating to services transferred from Essex County Council on 1st April 1998) remained the same at £310.3m during quarter one. The average rate of borrowing at the end of the quarter was 3.76%. A profile of the repayment dates is shown in Graph 2 of Appendix 2. A £3m loan taken out in March 1992 at 10.625% is due to mature in March 2022.
- 9.5. The table below summarises the PWLB activities during the quarter:

Table 8: PWLB borrowing during quarter 1

Quarter	Borrowing at beginning of quarter (£m)	New Borrowing (£m)	Re-financing (£m)	Borrowing repaid (£m)	Borrowing at end of quarter (£m)
April to June 2021	310.3	0	0	(0)	310.3
<i>Of which:</i>					
General Fund	235.3	0	0	(0)	235.3
HRA	75.0	0	0	(0)	75.0

All PWLB debt held is repayable on maturity.

- 9.6. The level of PWLB borrowing at £310.3m is in line with the financing requirements of the capital investment programme and the revenue costs of this borrowing are fully accounted for in the revenue budget. The current level of borrowing is also in line with the Council's prudential indicators and is Prudent, Affordable and Sustainable.
- 9.7. These figures exclude debt held by Essex County Council of £10.2m relating to assets transferred on 1st April 1998, which this Council is responsible for servicing. The debt is recognised as a deferred liability on our balance sheet.
- 9.8. Interest rates from the PWLB fluctuated throughout the quarter in response to economic events: 10 year PWLB rates between 1.64% and 1.84%; 25 year PWLB rates between 2.03% and 2.27% and 50 year PWLB rates between 1.82% and 2.05%. These rates are after the PWLB 'certainty rate' discount of 0.20%.
- 9.9. No short term loans for cash flow purposes were taken out or repaid during the quarter. See Table 4 of Appendix 2.

Funding for Invest to Save Schemes

- 9.10. Capital projects have been completed on energy efficiency improvements at the Beecroft Art Gallery, replacement lighting on Southend Pier, draughtproofing of windows, lighting replacements at University Square Car Park and Westcliff Library which will generate on-going energy savings. These are invest-to-save projects and the predicted revenue streams cover as a minimum the financing costs of the project.

- 9.11. To finance these projects in total the Council has taken out interest free loans of £0.161m with Salix Finance Ltd which is an independent, not for profit company, funded by the Department for Energy and Climate Change that delivers interest-free capital to the public sector to improve their energy efficiency and reduce their carbon emissions. The loans are for a period of four and five years with equal instalments to be repaid every six months. There are no net revenue budget implications of this funding as there are no interest payments to be made and the revenue savings generated are expected to exceed the amount needed for the repayments. £0.010m of these loans were repaid during the period from April to June 2021.
- 9.12. At the meeting of Cabinet on 23rd June 2015 the LED Street Lighting and Illuminated Street Furniture Replacement Project was approved which was to be partly funded by 25 year reducing balance 'invest to save' finance from L1 Renewables Finance Limited. The balance outstanding at the end of quarter one was £8.46m. There were no repayments during the period from April to June 2021.
- 9.13. Funding of these invest to save schemes is shown in table 5 of Appendix 2.

10. Compliance with Treasury Management Strategy

- 10.1. The Council's investment policy is governed by the CIPFA Code of Practice for Treasury Management in the Public Sector, which has been implemented in the Annual Treasury Management Investment Strategy approved by the Council on 25 February 2021. The investment activity during the quarter conformed to the approved strategy and the cash flow was successfully managed to maintain liquidity. See Table 7 of Appendix 2.

11. Other Options

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

12. Reasons for Recommendations

- 12.1. The CIPFA Code of Practice on Treasury Management recommends that Local Authorities should submit reports regularly. The Treasury Management Policy Statement for 2021/22 set out that reports would be submitted to Cabinet quarterly on the activities of the treasury management operation.

13. Corporate Implications

- 13.1. Contribution to Council's Ambition & Desired Outcomes

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

13.2. Financial Implications

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

13.3. Legal Implications

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

13.4. People Implications

None.

13.5. Property Implications

None.

13.6. Consultation

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

13.7. Equalities and Diversity Implications

None.

13.8. Risk Assessment

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

13.9. Value for Money

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

13.10. Community Safety Implications

None.

13.11. Environmental Impact

None.

14. Background Papers

None.

15. Appendices

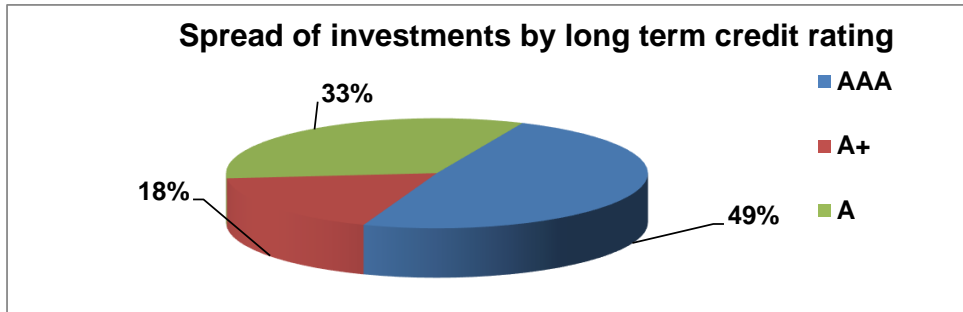
Appendix 1 – In-house Investment Position as at 30 June 2021

Appendix 2 – Treasury Management Performance for Quarter One - 2021/22

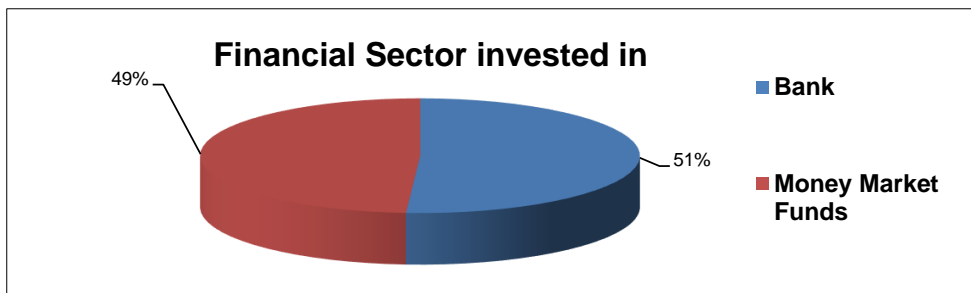
In-house Investment Position as at 30 June 2021

INVESTMENTS - SECURITY AND LIQUIDITY

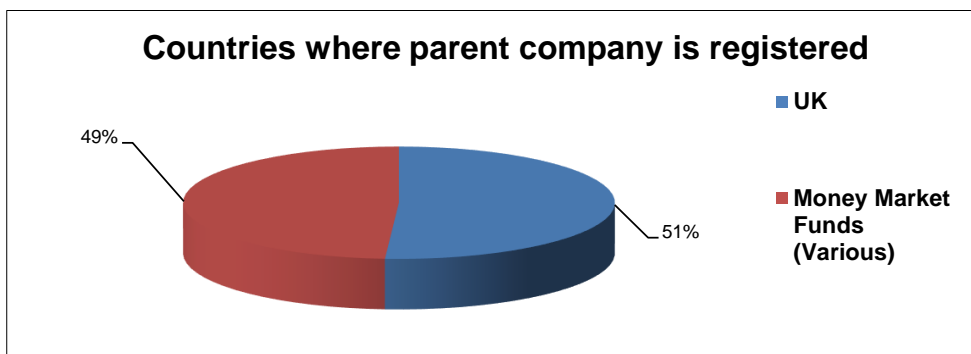
Pie chart 1



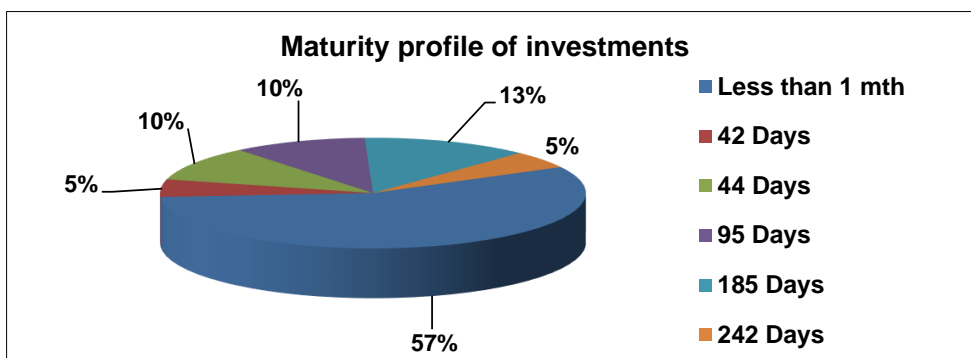
Pie chart 2



Pie chart 3



Pie chart 4



This page is intentionally left blank

TREASURY MANAGEMENT PERFORMANCE FOR QUARTER ONE - 2021/22

GRAPH 1 - INVESTMENT RETURN

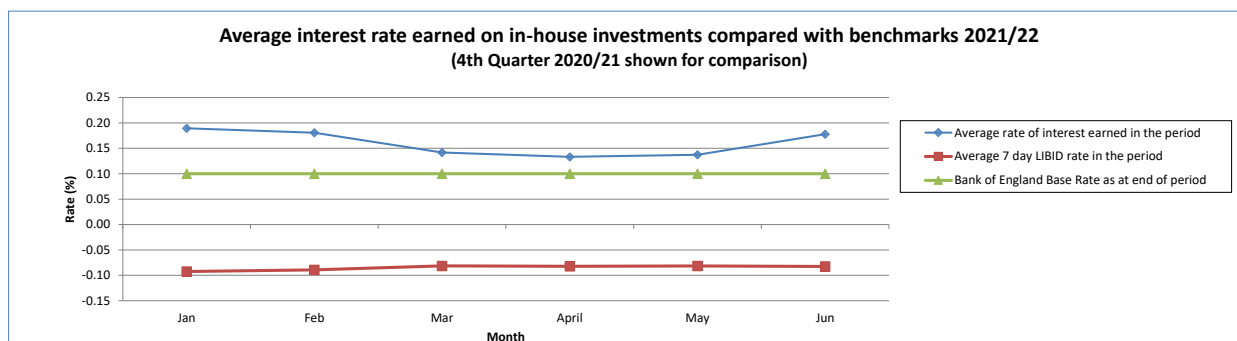


Table 1 - Property Funds

Financial Institution	Quarter	Value of fund at the start of the Qtr £	Number of units in the Qtr Units	Increase / (Decrease) in fund value £	Value of fund at end of the Qtr £	Income Distribution for the Qtr £	Combined Interest Rate %
Patrizia(Rockspring) Hanover Real Estate Management Limited	1	13,662,888.00	997	378,860.00	14,041,748.00	168,922.66	16.08
Lothbury Investment Management - Property Fund	1	12,876,047.20	6844.1438	332,151.77	13,208,198.97	93,396.10	13.16

Table 2 - Short Dated Bond Funds

Financial Institution	Quarter	Value of fund at the start of the Qtr £	Number of units in the Qtr Units	Increase / (Decrease) in fund value £	Fund Value at end of the Qtr £	Income Distribution for the Qtr £	Combined Interest Rate %
Royal London	1	7,813,278.58	7,751,286.43	15,502.54	7,828,781.12	42,647.48	2.98
AXA	1	7,732,779.57	7,406,876.9870	7,406.88	7,740,186.45	26,000.00	1.73

Table 3 - Enhanced Cash Fund

Financial Institution	Quarter	Value of fund at the start of the Qtr £	Number of units in the Qtr Units	Increase / (Decrease) in fund value £	Fund Value at end of the Qtr £	Income Distribution for the Qtr £	Combined Interest Rate %
Payden & Rygel	1	5,098,475.41	501,591.3477	(150.47)	5,098,324.94	4,865.44	0.37

BORROWING

Table 4

SHORT TERM BORROWING	Counterparty	Rate %	Amount £	From	To
In place during this Quarter	None				
Taken Out This Quarter	None				

Table 5 - Invest to Save Funding

Financial Institution	Date	Period of loan	Final Repayment date	Amount borrowed £	Amount Repaid to Date £	Closing Balance Qtr 1 £	Rate of interest %
Salix Finance Ltd Energy Efficiency Programme	23/03/2017	5 Years	01/04/2022	82,017	(65,613.60)	16,403.40	0
	22/02/2019	5 Years	01/02/2024	64,148	(25,659.20)	38,488.80	0
	25/11/2019	5 Years	01/11/2024	8,200	(2,460.00)	5,740.00	0
	02/07/2020	5 Years	01/06/2025	6,171	(1,234.18)	4,936.72	0

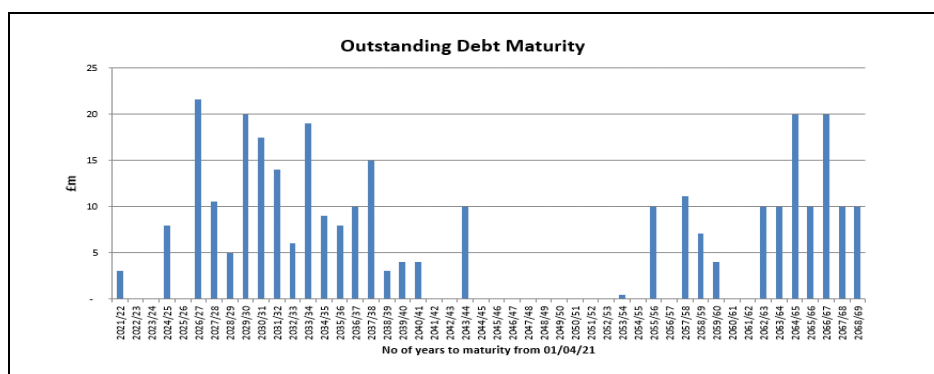
L1 Renewables Finance Ltd

- 25 year reducing balance finance
- balance of £8.5m outstanding at the end of quarter one
- there were no repayments in this quarter

TREASURY MANAGEMENT PERFORMANCE FOR QUARTER ONE - 2021/22

Table 6 PWLB BORROWING

GRAPH 2 - LONG TERM BORROWING - PWLB

**New this quarter**

None

Repaid this quarter

None

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

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

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

LowestHighest

1.64

1.84

2.03

2.27

1.82

2.05

TABLE 7 - COMPLIANCE WITH TREASURY MANAGEMENT STRATEGY

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

Southend-on-Sea Borough Council

Agenda
Item No.

Report of Executive Director Finance & Resources

To

Cabinet

on

14th September 2021

Report prepared by: Richard Campbell
Council Tax Manager

Debt Management - Position to 31st July 2021

Policy and Resources Scrutiny Committee
Cabinet Member : Councillor Gilbert

A Part 1 Public Agenda Item

1. Purpose of Report

1.1 The purpose of this report is to apprise Cabinet of the following:

- The current position of outstanding debt to the Council, on 31st July 2021.
- Debts that have been written off, or are recommended for write off, in the current financial year on 31st July 2021;
- Obtain approval for the write off of irrecoverable debts that are over £25,000.

2. Recommendation

That Cabinet:-

- 2.1 Notes the current outstanding debt position on 31st July 2021 and the position of debts written off to 31st July 2021 as set out in **Appendices A & B**.
- 2.2 Requesting the approval of three write offs for debts that exceed £25,000, as shown in **Appendix B**.

3. Background

- 3.1 It was agreed by Cabinet on 19th March 2013 that the S151 Officer would submit regular reports to Cabinet on all aspects of the Council's outstanding debt, along with the required write off position. This is the first report for the financial year 2021/22.

- 3.2 Southend-on-Sea Borough Council is made up of several service areas responsible for the collection and administration of outstanding debt. The main areas are Accounts Receivable and Revenues which are linked to the billing and collection of the vast majority of debts that fall due to be paid to the Council for chargeable services, such as social care (see Section 4.5) and statutory levies such as Council tax and Non-Domestic Rates (Business Rates).

There are also other areas of debt that are included in this report, namely recovery of Housing Benefit Overpayments, Parking and Enforcement penalties and library fines. In addition, there are also debts for the Housing Revenue Account for rent arrears and service charges.

- 3.3 The process and legislative framework for the collection and write off of debt was detailed in the report to Cabinet on 17th September 2013. It is worth highlighting that the Council has a good success rate in collection of debt. The collection targets are agreed annually as part of the Councils service and financial planning process.
- 3.4 Debts are only considered for write off where all other courses of recovery available have been undertaken or explored and the debt is considered irrecoverable.

4. Councils Debt Types

4.1 Council Tax

£106.8m of Council Tax is due to be collected in 2021/22, with a collection target of 97.5%. On the 31st of July 2021 the Council has collected £38.5m (36.1%), this reflects a 0.2% increase in the collection target profile. The Council continue to work towards the end of year collection profile and have confidence that the end of year collection target will be achieved this year as we continue with the recovery from the Covid pandemic.

Collection also continues for the outstanding arrears for that year and for previous years. The chart below shows the actual in year collection rate over the past 4 years, and the collection rate of each year's charge to date, including debts that have been written off.

	Council Tax Performance	
	On 31st March of relevant year	On 31st July 2021
1st April 2017 - 31st March 2018	97.5%	99.4%
1st April 2018 - 31st March 2019	97.5%	99.0%
1st April 2019 - 31st March 2020	97.5%	98.4%
1st April 2020 - 31st March 2021	96.7%	97.4%

4.2 Non Domestic Rates (Business Rates)

£31.9m of Non-Domestic Rates is due to be collected in 2021/22, with a collection target of 98.3%. On 31st of July 2021 the Council has collected £10.6m (33.3%), this reflects a 6.0% decrease in the collection target profile, this is largely due to a change in the regulations from 1st July 2021 which has seen £8.2m of the total debt for the year raised within the last month. The Council continue to work towards the end of year collection profile and have every confidence of reaching the desired end of year collection target.

Collection is continuing for outstanding arrears for previous financial years. The chart below shows the actual in year collection rate over the past 4 years, and the collection rate of each year's charge to date, including debts that have been already written off.

	Non-Domestic Rates Performance	
	On 31st March of relevant year	On 31 st July 2021
1st April 2017 - 31st March 2018	98.0%	99.9%
1st April 2018 - 31st March 2019	98.6%	99.9%
1st April 2019 - 31st March 2020	98.3%	99.4%
1st April 2020 - 31st March 2021	90.6%	93.1%

4.3 Housing Benefit Overpayment

This is any entitlement to a rent allowance or rent rebate that a person has received but is not entitled to. Most commonly this accumulates when there is a change to a person's circumstance, and they fail to notify us in good time. The overpayment will be invoiced unless they are in receipt of Housing Benefit in which case their benefit entitlement is reduced to enable recovery of the overpayment. The vast majority of Housing Benefit overpayment is due to claimant error.

4.4 Libraries

Library debt is made up of overdue fines and replacing lost or non-returned books.

4.5 Adult Services

Adult Services make charges for the following services:

- Contributions to residential accommodation
- Charges for non-residential services i.e. Home Care, Community Support, Day Services and transport to services

- Charges to other local authorities
- Charges to National Health Service

The total Adult Social Care debt on 31st July 2021 was £5,117,000

It should be noted that of the total amount outstanding:

£2.5million is debt deferred against property:
£278 thousand is under 30 days old.

4.6 **Parking**

The recovery of unpaid Penalty Charge Notices is undertaken by semi-judicial process under the current Traffic Management Act 2004.

From 1st April 2021 to 31st July 2021 a total of 17,397 Penalty Charge Notices (PCNs) have been issued identifying a projected income of £528,120.00. It should be noted that PCNs are issued at a higher rate and lower rate (£70.00 and £50.00 respectively) depending on the seriousness of the parking contravention. PCNs may be paid at a discounted rate of 50% of the charge if paid within 14 days of the date of issue.

This value is continuously being amended as payments are received and it should be recognised that payments made at the 50% discount amount will reduce the projected income level. Generally, 75% of paid PCN's are paid at the discounted payment.

The value of cancelled notices is £69,904.00 and cases written off where no keeper has been identified totals £0.00

4.7 **Miscellaneous Income**

This will include a range of services that the Council will charge for including such areas as rental income on commercial properties, recharges to other bodies for services we have provided, and recovering overpaid salaries from staff that have left.

It is important to note that collection can vary month by month depending on the value of invoices raised as a reasonable period needs to be allowed for payment to be made.

4.8 **Housing**

Under the management of South Essex Homes there are the arrears of outstanding debt of Rent and Service Charges. The cost of any write-offs for this category of debt is specifically charged to the Housing Revenue Account and not to Council Taxpayers.

5. Write-Off Levels

Write off approval levels currently in place are shown in the tables below, which are in accordance with the Financial Procedure rules set out in the Constitution and the latest corporate debt recovery policy.

Debt Type: Accounts Receivable/Adult Services/ Housing and Council Tax Benefit

Designation	Amount
Team leader	Up to £5,000
Manager	Up to £10,000
Executive Director (Finance & Resources)	Between £10,000 and £25,000
Cabinet	£25,000 and above

Debt Type: NNDR (Non-Domestic Rates) and Council Tax

Designation	Amount
Senior Officer	Up to £2,000
Team Leader	Up to £5,000
Manager	Up to £10,000
Executive Director (Finance & Resources)	Between £10,000 and £25,000
Cabinet	£25,000 and above

Debt Type: Parking

Designation	Amount
Team Leader	Up to £5,000
Head of Parking	Up to £10,000
Jointly - Head of Parking and Executive Director (Finance & Resources)	Between £10,000 and £25,000
Cabinet	£25,000 and above

Debt Type: Housing Rents and Service Charges

South Essex Homes, as managing agent, submit proposed write-offs to the Council, following which the following approval levels are exercised.

Designation	Amount
Head of Service	Under £25,000
Cabinet	£25,000 and above

6. Council Debt Position (as at 31st July 2021)

6.1 **Appendices A and B** show the current debt position within each service area, and the amount that has been written off in the current financial year 2021/22.

- 6.2 For Council Tax and Non-Domestic rates there is a net collectable debt at the beginning of the year. Although this can change depending on changes to liability or property being removed or introduced to the lists, it tends to be reasonably consistent. Other service areas may see greater fluctuations as new debts are created during the financial year.
- 6.3 The Council's debt position across all services on 31st July 2021 was £118.7million in comparison to the position on 31st July 2020 of £108.4million. This shows an increase of £10.3million, circa 9.4% for the same period in the last financial year.
- 6.4 The largest fluctuation in the debt position is that of Business Rates, which has seen a rise in the debt due to be collected in the sum of £8.8million, a rise from £15.4million on 31st July 2020 to £24.2million on 31st July 2021. This is due to a change in the legislation from 1st July 2021 with retail businesses receiving a 66% reduction via way of relief. Prior to this as a response to the Covid-19 pandemic these same businesses had been able to claim 100% relief from 1st April 2020 until 30th June 2021.
- 6.5 Council Tax also have a large increase in debt outstanding with an additional £3.5million outstanding in comparison to the previous financial year. A total of £76.4m remains outstanding on 31st July 2021 in comparison to the £72.9million that was outstanding on 31st July 2020. This is mainly due to the Council Tax increase within this financial year which has resulted in an additional £4.6million due to be collected over the course of the year.
- 6.6 No library fines were issued during the entirety of the previous financial year, and this has continued in this financial year.
- 6.7 The Council have returned to instigating Court action for non-payment of debts, where legislation permits, from July 2021. Additionally, cases are now being issued to Enforcement Agents for collection where payment cannot be induced from the debtor.

7 Covid-19 Pandemic

The Council has quite rightly prioritised support for local residents, tenants and businesses by not issuing any recovery documentation, no enforcement action by agents and no summons were issued during the previous financial year. After review however the Council have returned to instigating Court action for non-payment of debts, where legislation permits, from July 2021. Additionally, cases are now being issued to Enforcement Agents for collection where payment cannot be induced from the debtor.

8. Other Options

This is a report notifying members of the current position of the Council's debt and related write offs, and therefore there are no other options.

9. Reasons for Recommendations

All reasonable steps to recover the debt have been taken, and therefore where write off is recommended it is the only course of action that is left available.

If the Council wishes to pursue debts for bankruptcy proceeding, it will follow the agreed and published recovery policy that covers this.

10. Corporate Implications

10.1 Contribution to the Southend 2050 Road Map

Efficient write off of bad and irrecoverable debts, where appropriate, is good financial practice and reduces the bad debt provision and financial impact in the Authority's accounts and helps towards financial self-sustainability of the organisation.

10.2 Financial Implications

Debts that are written off will have been provided for within the Councils bad debt provision and as such there should be no specific financial implications. However it is possible that unforeseen and unplanned additional write offs occur, which could lead to the value of debts written off in any year exceeding the bad debt provision.

Where this is likely to happen, this report will act as an early warning system and will enable additional control measures to be agreed and undertaken to either bring the situation back under control, or to make appropriate adjustments to the bad debt provision.

Relevant service areas are aware that they have to bear the cost of any debts that are written off within their budget.

10.3 Legal Implications

If there are debts to be written off that exceed the level at which officers have delegated powers to deal with the matter, authorisation is required from Cabinet.

10.4 People Implications

The people implications have been considered and there are none relevant to this report.

10.5 Property Implications

The property implications have been considered and there are none relevant to this report.

10.6 Consultation

Consultation is not required for write off of debt.

10.7 Equalities and Diversity Implications

Debt Collection is managed through a Corporate Debt Management Policy and is based on an approach of “Can’t Pay Won’t Pay”. Each write-off is considered on an individual basis through a standard consistent approach.

10.8 Risk Assessment

There is a financial implication to the bad debt provision if write offs are not dealt with within the current financial year.

10.9 Value for Money

It is a matter of good financial practice and good debt management to regularly report on the value of debt outstanding, collected and written off.

10.10 Community Safety Implications

There are no Community Safety Implications.

10.11 Environmental Impact

There is no environmental impact.

10.12 Background Papers

Full details of recovery action against each recommended write-off are held within the services computer systems.

11. Appendices

Appendix A Summary of outstanding debt

Appendix B Summary of Write offs

Summary of Outstanding Debt**Outstanding Debt pre 1st April 2021 (arrears)**

Debt pre 1/4/2021	Council Tax (a)	Business Rates (a)	Housing Benefit Overpayments (b)	Adult Services	Miscellaneous Income	HRA (Care Line/Service Charges)	Parking (c)	Libraries (d)	HRA Current Tenants (e)	HRA Former Tenants (e)
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Net Collectable Debt	9,153	4,090	5,046	6,507	12,615	249	789	n/a	n/a	357
Amount Paid @ 31.07.2021	1,068	1,141	915	2,544	9,739	28	166	568	n/a	86
Number of Accounts	18,929	750	1,530	2,261	1,777	175	n/a	n/a	n/a	420
Total Outstanding	8,085	2,949	3,489	3,963	2,876	221	623	n/a	n/a	271

Current Year Debt (Debt raised in respect of 2021/22)

Debt post 1/4/2021	Council Tax (a)	Business Rates (a)	Housing Benefit Overpayments (b)	Adult Services	Miscellaneous Income	HRA (Care Line/Service Charges)	Parking (c)	Libraries (d)	HRA Current Tenants (e)	HRA Former Tenants (e)
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Net Collectable Debt at 31.07.2021	106,880	31,954	605	4,556	12,550	1,395	643	0	10,812	107
Amount Paid @31.07.2021	38,560	10,629	915	3,402	9,804	367	336	2	10,713	7
Number of Accounts	74,559	2,360	480	926	574	558	n/a	0	1,644	92
Total Outstanding	68,320	21,333	530	1,154	2,746	1,028	307	0	713	100

Total Debt	Council Tax (a)	Business Rates (a)	Housing Benefit Overpayments (b)	Adult Services	Miscellaneous Income	HRA (Care Line/Service Charges)	Parking (c)	Libraries (d)	HRA Current Tenants (e)	HRA Former Tenants (e)
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Total Net Collectable Debt at 31.03.2021	116,033	36,044	11,094	11,063	25,165	1,644	1,432	0	10,812	464
Total Amount Paid @31.03.2021	39,628	11,770	18,308	5,946	19,543	395	502	570	10,713	93
Total Number of Accounts	93,488	3,110	2,010	3,187	2,351	733	n/a	0	1,644	512
Total Debt Outstanding	76,405	24,282	8,798	5,117	5,622	1,249	930	0	713	371

NOTES

- (a) Council Tax and Business Rates includes adjustments for write offs, credits and outstanding court costs.
- (b) HB Overpayment is not attributable to a financial year in the same way that Council Tax or NDR are i.e. a yearly debit is not raised. It is also not feasible to state when a payment is made which age of debt it has been paid against. For these reasons the outstanding amounts in the report reflect the actual outstanding debt at the date requested, it does not reflect the outstanding debt against current year and previous year debts.
- (c) Parking total outstanding is net of PCNs cancelled and written off.
- (d) The figure of £564k relates to total payments received since January 2005 until 31/03/2020.
- (e) HRA tenancy debts (residential rent accounts) are rolling amounts, with no breaks in years or rollovers. Any cash received is applied to the oldest rent week outstanding. The figures shown are total arrears outstanding, and therefore include arrears still outstanding from prior years.

Summary of Write Off's

Debts written off in 2021/22

Period 1 April 2021 – 31 July 2021 relating to any year

Write Offs	Council Tax £	Business Rates £	Housing Benefit Overpayment £	Adult Services £	Miscellaneous Income £	HRA (Care Line/Service Charges) £	Parking £	Libraries £	HRA Tenants £
Under £5k	37,182.86	9,464.86	50,111	17,353	3,722	0	45,624.00	3,433	65,570.72
£5k-£25k	0.00	46,700.27	20,537	25,872	0	0	0.00	0.00	6,547.77
Over £25k	0.00	0.00	0	0	0	0	0.00	0.00	0
Total	37,182.86	56,165.13	70,648	43,225	3,722	0	45,624.00	3,433	72,118.49

No Write off's greater than £25,000 are required for this period.

Amount to write off		Service Area
£75,523.06	<p>None.</p> <p>Non-Domestic Rates debt to be written off as company was dissolved on 5th January 2021. Debt relates to the period 1st May 2019 until 31st March 2020 which is the financial year 2019/20.</p> <p>Following investigation and on receipt of significant information an account was created, and a demand was issued for Non-Domestic Rates on 30th May 2019 for the balance of £77,311.12.</p> <p>A NNDR reminder notice was served on 18th July 2019 for the instalment of £8,591.12. As no monies were received a summons was served on 12th August 2019 and a liability obtained on 4th September 2019. This added costs of £95.00 costs to the account.</p> <p>On 25th October 2019 the case was issued to our enforcement officers. The agent was successful in collecting a total of £1,788.06 prior to the case being returned.</p> <p>After extensive investigations we were notified that the lease had been terminated and the account closed. Alternative addresses were searched but to no avail.</p> <p>The company was then dissolved on 5th January 2021 with no assets to collect the debt.</p>	Business Rates

<p>£60,826.81</p>	<p>Non-Domestic Rates debt to be written off as company was dissolved on 20th October 2020. Debt relates to the period 6th July 2018 to 3rd November 2020 which is the financial years 2018/19, 2019/20 and 2020/21.</p> <p>Following investigation and on receipt of significant information an account was created, and a demand was issued for Non-Domestic Rates on 19th July 2019 for the balance of £22,042.62.</p> <p>A NNDR reminder notice was served on 21st December 2018 for the instalment of £3,148.62. As no monies were received a summons was served on 5th November 2018 and a liability obtained on 28th November 2018. This added costs of £95.00 costs to the account. On 25th January 2019 the account was issued to our enforcement agents. Later that day the director contacted and made an arrangement to clear the debt and the account was put on hold with our enforcement agents. On further contact or payments were made and the enforcement agents continued action.</p> <p>Our enforcement agents visited the property and levied on their equipment, but evidence was supplied that any assets on site were owned by a 3rd party and could not be seized. Further visits were made but the enforcement agents were unable to recovery the debt.</p> <p>On 8th March 2019 a demand for issued for £28,476.00 in relation to the financial year 2019/20. As no monies were received a reminder was issued on 18th April 2019, a summons on 21st May 2019 and a liability order granted on 12th June 2019. This was also issued to our enforcement agents where they visited the property on several occasions.</p> <p>On the 4th September 2019, we worked with other Council departments who confirm that the business had closed. As there was an active lease for 10 years an exemption was applied but liability remained the same.</p> <p>A demand was issued on 13th March 2020 for £28,928.00 in relation to the financial year 200/21</p> <p>Different agencies and Local Authorities were contacted to establish an alternative address, but no further address was found. Investigations were carried up to wind the company up, so the lease could be terminated and prevent further business rates falling due, but due to the covid pandemic liquidations were ceased by the Central Government.</p> <p>The company was then dissolved on 20th October 2020. As there was an active lease a Bona Vacantia had to be raised with Central Government so the lease could be disclaimed. A disclaimer was received on 4th November 2020 and the account was ceased.</p>	<p>Business Rates</p>
--------------------------	--	------------------------------

<p>£36,418.83</p>	<p>Non-Domestic Rates debt to be written off as company was dissolved on 4th February 2020. Debt relates to the period 1st September 2018 until 30th April 2019 which is the financial years 2018/19 and 2019/20.</p> <p>Following investigation and on receipt of significant information an account was created, and a demand was issued for Non-Domestic Rates on 25th September 2018 for the balance of £34,253.00.</p> <p>A NNDR reminder notice was served on 21st December 2018 for the instalment of £12,695.68. As no monies were received a summons was served on 28th January 2019 and a liability obtained on 20th February 2019. This added costs of £95.00 costs to the account. On the 21st January 2019, we were informed that the property was being emptied of stock but as we did not have a liability order we were unable to take control of goods. An exemption was awarded, and the account closed.</p> <p>The landlords disputed the end date of the account and supplied information showing James Fashion Limited had a legal responsibility for the property until 30th April 2019. The account was subsequently amended, and a demand was issued on the 23rd January 2020 for the balance of £2,070.83.</p> <p>Since this date we have on several occasions tried to establish a valid alternative address so we could commence further recovery action. This was to no avail.</p> <p>The company was then dissolved on 4th February 2020 with no assets to collect the debt.</p>	<p>Business Rates</p>
--------------------------	--	------------------------------

This page is intentionally left blank