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SOUTHEND-ON-SEA CITY COUNCIL

People Scrutiny Committee

Date: Tuesday, 11th October, 2022
Time: 6.30 pm
Place: Council Chamber - Civic Suite

Contact: S. Tautz (Principal Democratic Services Officer)

Email: committeesection@southend.gov.uk

AGENDA

- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Questions from Members of the Public
- 4 Minutes of the Meeting held on 31 August 2022 (Pages 1 - 4)

**** **ITEMS CALLED IN/REFERRED DIRECT BY CABINET - 29 SEPTEMBER 2022**

- 5 **Resourcing Better Outcomes – Finance and Corporate Performance Report 2022/23 – Period 4** (Pages 5 - 84)

Minute No. 314 (Cabinet Book 1, Agenda Item No. 5 refers)
Referred direct to all three Scrutiny Committees for consideration

- 6 **Options for the Procurement of the Voluntary Sector Infrastructure Contract** (Pages 85 - 92)

Minute No. 319 (Cabinet Book 3, Agenda Item No. 10 refers)
Referred direct by Cabinet

- 7 **School Admissions Arrangements for Community Schools 2024/25; the Coordinated Admission Scheme for Academic year 2024/25; and Review of the relevant area** (Pages 93 - 126)

Minute No. 323 (Cabinet Book 3, Agenda Item No. 14 refers)
Referred direct by Cabinet

- 8 **SO46 Report** (Pages 127 - 128)

Minute No. 326 (Cabinet Book 3, Agenda Item No. 17 refers)
Referred direct by Cabinet (Items 2.1 and 2.2 only)

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

None

**** **ITEMS FOR PRE-CABINET SCRUTINY**

None

**** **OTHER SCRUTINY MATTERS**

9 Community First Responder Volunteer Programme

To receive a presentation from the East of England Ambulance Service NHS Trust.

10 SEND Peer Review (Pages 129 - 134)

Report of Executive Director (Children and Public Health) attached.

11 Passenger Transport Services - Performance Monitoring (Pages 135 - 148)

At its meeting on 25 November 2021, the Council requested that a report on the monitoring of the performance of Vecteo be made to each meeting of the People Scrutiny Committee. Report of Interim Executive Director (Neighbourhoods and Environment) attached.

12 In-Depth Scrutiny Project 2022/23 - 'Providing First Class Services for Families with Children with Special Educational Needs & Disabilities'

To receive an update on the progress of the in-depth scrutiny project for 2022/23.

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

Councillor L Salter (Chair), Councillor N Folkard (Vice-Chair)
Councillors B Beggs, M Berry, T Cowdrey, T Cox, A Dear, K Evans, J Harland,
L Hyde, B Hooper, D Jones, K Murphy, M O'Connor, I Shead, M Stafford,
A Thompson

Co-opted members

Church of England Diocese

Revd. Canon L Williams (Voting on Education matters only)

Roman Catholic Diocese

VACANT (Voting on Education matters only)

Parent Governors

(i) VACANT (Voting on Education matters only)

(ii) VACANT (Voting on Education matters only)

Southend Association of Voluntary Services

A Quinn (Non-Voting)

Healthwatch Southend
O Richards (Non-Voting)

Southend Carers Forum
T Watts (Non-Voting)

Observers
Southend Youth Council

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SOUTHEND-ON-SEA CITY COUNCIL

Meeting of People Scrutiny Committee

Date: Wednesday, 31st August, 2022

Place: Council Chamber - Civic Suite

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Present: Councillor L Salter (Chair)
Councillors T Cox, A Dear, K Evans, J Harland, L Hyde, D Jarvis*,
D Jones, J Moyies*, K Murphy, M O'Connor and M Stafford
Mr O Richards, Mr A Quinn, Mr T Watts and Canon L Williams (Co-opted Members)
M Simakungwe and S Kebbell (Co-opted observers)
(*Substitute in accordance with Council Procedure Rule 31.)

In Attendance: Councillors L Burton, S George, K Mitchell and S Wakefield (Cabinet Members)
T Dafter, N Hoskins, M Marks, K Ramkhelawon, T Row, A Warburton and Mr G Shuttleworth (Vecteo)

Start/End Time: 6.30 pm - 7.40 pm

248 Apologies for Absence

Apologies for absence were received from Councillor N Folkard (Vice-Chair) (Substitute: Councillor D Jarvis), Councillor B Beggs (Substitute: Councillor J Moyies), Councillor T Cowdrey (no substitute) and Councillor I Shead (no substitute).

249 Declarations of Interest

The following interests were declared at the meeting:

- (a) Councillors L Burton, S George, K Mitchell and S Wakefield (Cabinet Members) - Interest in the called-in items; attended pursuant to the dispensation agreed at Council on 19 July 2012, under S.33 of the Localism Act 2011.
- (b) Councillor L Salter - Minute 254 (Annual Public Health Report) - Husband is a consultant surgeon at Southend Hospital; Daughter is a consultant at Basildon Hospital; Son-in-law is a general practitioner in Southend-on-Sea.
- (c) Councillor L Hyde – Minute 254 (Annual Public Health Report) – Mother works for EPUT.
- (d) Councillor K Mitchell (Cabinet Member) - Minute 254 (Annual Public Health Report) - Chair of Hamlet Court Road in Harmony Community Group working with 'A Better Start Southend' who are mentioned in the report.
- (e) Councillor K Murphy – Minute 254 (Annual Public Health Report) – Works for the NHS.
- (f) Councillor L Burton (Cabinet Member) - Minute 256 (Passenger Transport Services - Performance Monitoring) - Employed as a teacher at a school outside Southend-on-Sea.

250 Questions from Members of the Public

The Committee noted the responses of the Cabinet Member for Children, Learning and Inclusion to questions by Maggie Cleary, who was not in attendance at the meeting, and the responses of the Cabinet Member for Adult Social Care and Health Integration to questions presented by David Webb.

251 Minutes of the Special Meeting held on 20 April 2022

Resolved:

That the minutes of the special meeting of the Committee held on 20 April 2022 be confirmed as a correct record and signed.

252 Minutes of the Meeting held on 6 July 2022

In response to a question regarding the action plan and monitoring of the Peer Review of SEND, the Executive Director (Children & Public Health) gave his assurances that an item would be included on the Agenda for the next meeting of the Committee.

Resolved:

That the minutes of the meeting of the Committee held on 6 July 2022 be confirmed as a correct record and signed.

253 Corporate Risk Register

The Committee considered Minute 191 of the meeting of the Cabinet held on 26 July 2022, which had been called-in for scrutiny, together with a report of the Executive Director (Finance and Resources) presenting the updated summary Corporate Risk Register.

In response to a question regarding the omission of Vecteo and its performance from the risk register, the Cabinet Member for Highways, Transport and Parking undertook to provide a written response explaining why it had not been included. He also gave his assurances that it would be included in the next edition of the risk register.

Resolved:

That the following decision of the Cabinet be noted:

“That the updated summary Corporate Risk Register and the position at July 2022, outlined in Appendix 1 to the submitted report, be noted.”

Note: This is an Executive Function
Cabinet Member: Councillor P Collins

254 Annual Public Health Report

The Committee considered Minute 192 of the meeting of the Cabinet held on 26 July 2022, which had been called-in for scrutiny, together with a report of the Executive Director (Children and Public Health) presenting the Annual Report of the Director of Public Health for 2021.

In response to a question regarding the effect of the cost of living crisis on school meals, the Cabinet Member for Children & Learning undertook to investigate the possibility of writing off school lunch debts and to provide a written response on this matter.

In response to a question regarding air quality monitoring and the possibility of recording particulates and introducing a live monitoring system for rapid deployment in a similar way to Thurrock Council, the Director of Public Health gave his assurance that he would raise this issue with the Cabinet Member for Environment, Culture and Tourism.

Resolved:

That the following decision of the Cabinet be noted:

“That the content and recommendations of the 2021 Annual Report of the Director of Public Health be noted.”

Note: This is an Executive Function
Cabinet Member: Councillor K Mitchell

255 In-Depth Scrutiny Project - 'Enabling Councillors to be Effective' Final Report

The Committee considered Minute 193 of the meeting of the Cabinet held on 26 July 2022, which had been called-in for scrutiny, together with a report of the Interim Executive Director (Strategy, Change and Governance) presenting the final report and recommendations of the joint In-Depth Scrutiny Project for 2021/22.

Resolved:

That the following decisions of the Cabinet be noted:

“1. That the recommendations arising from the in-depth scrutiny project, as set out in Appendix 1 to the submitted report, be approved.

2. That the budget implications arising from the recommendations of the in-depth scrutiny project be considered as part of current and future years’ budget processes prior to implementation.”

Note: This is an Executive Function
Cabinet Member: Councillor S George

256 Passenger Transport Services - Performance Monitoring

The Committee received a report in relation to the ongoing monitoring of the performance of the Vecteo Joint Venture Company established for the provision of passenger transport services.

Resolved:

That the report be noted.

Note: This is a Scrutiny function.

257 In-Depth Scrutiny Project 2022/23 - 'Providing First Class Services for Families with Children with Special Educational Needs & Disabilities'

The Committee was reminded that, at its last meeting, it agreed that an in-depth scrutiny project be undertaken for the 2022/23 municipal year, on the theme of ‘Providing First Class Services for Families of Children with Special Educational Needs and Disabilities.’

It was reported that officers were currently developing the possible scope of the in-depth scrutiny project, so that this could be considered by the Project Team appointed by the Council for the project alongside the preparation of an appropriate project plan and work programme, which would be presented to the Committee in October 2022 for agreement. Members were advised that an initial meeting of the Project Team had been arranged for 26 September 2022.

Resolved:

That the report be noted.

Note: This is a Scrutiny function

Chair: _____

Southend-on-Sea City Council

Report of the Deputy Chief Executive and Executive
Director (Finance & Resources)

To
Cabinet

On
29 September 2022

Report prepared by:
Pete Bates, Interim Director of Financial Services,
Caroline Fozzard, Senior Finance Lead (Strategy,
Sustainability and Governance), Gareth Nicholas (Insights
Manager)

Agenda
Item No.

5

Resourcing Better Outcomes – Finance and Corporate Performance Report 2022/23 – Period 4

All Scrutiny Committees

Cabinet Members: Councillor Stephen George and Councillor Paul Collins

Part 1 (Public Agenda Item)

1 Purpose of Report

The Resourcing Better Outcomes finance and corporate performance report is a key tool in scrutinising the Council's overall performance. It is designed to provide an overview to all relevant stakeholders at regular stages throughout the financial year. It is essential that the Council monitors its budgets and assesses its performance regularly to ensure that it is meeting its strategic objectives and providing value for money. This approach highlights where corrective action is necessary and reasonable mitigation is required to try to deliver a balanced financial position by the end of the year. Given the current operating environment and the significant increases experienced in both service demand and unavoidable inflationary cost pressures arising from the global cost of living crisis, this will be an incredibly difficult ambition to achieve in 2022/23. This report summarises the current forecast position for this financial year and highlights the need to make some difficult choices and take decisive action.

2 Recommendations

That, in respect of the 2022/23 Revenue Budget Performance as set out in appendix 1 to this report, Cabinet:

- 2.1 Note the forecast outturn for 2022/23 for the General Fund and the Housing Revenue Account as at 31 July 2022;**
- 2.2 Note the management action taken and to be taken to reduce the forecast overspend of the Council's revenue budget for 2022/23;**

- 2.3 **Approve the transfer of £500,000 from HRA reserves to support the increase in repairs and maintenance costs;**
- 2.4 **Approve the planned budget transfers (virements) of £2,327,766 from earmarked reserves, as set out in section 4.50.**

That, in respect of the 2022/23 Capital Budget Performance as set out in appendix 2 of this report, Cabinet:

- 2.5 **Note the expenditure to date and the forecast outturn as at 31 July 2022 and its financing;**
- 2.6 **Approve the requested changes to the capital investment programme for 2022/23 and future years, as set out in section 4 of appendix 2.**
- 2.7 **Note the Corporate Performance Report as at 31 July 2022 set out in appendix 3.**

3 Unprecedented Levels of Uncertainty and Financial Challenge Continues

- 3.1 The Local Government Association (LGA) has recently raised concerns about the “disastrous” impact that rising inflation from the cost of living crisis could have on council services, which would go on to affect residents.
- 3.2 Where possible Local Authorities are setting up contingency funds and earmarking reserves specially for inflationary pressures. Members will recollect that for this authority, as part of the cabinet report in June on the Council’s favourable outturn for 2021/22 and its resilient reserves position, it was resolved to set up an initial new cost of living reserve of £2m to support both residents and the council in combatting the latest pressures from the cost of living crisis.
- 3.3 In other Local Authority’s for example, Tonbridge and Malling Council has set aside £700,000 to enable it to keep its leisure centre open by helping the not-for-profit trust that runs the centres to absorb any increases in costs.
- 3.4 However, it is likely that such contingencies will not be sufficient to meet the scale and speed of the inflationary increases. Kent County Council has said that they are anticipating £40M to £50M of unbudgeted inflationary costs this year alone. Luton Borough Council are putting a recovery plan in place as this year’s budget is forecast to be overspent by £10M. Devon County Council has recently predicted a potential overspend in this financial year of up to £40M saying that it had “never before faced a combination of demand growth and price shock pressure of this scale”. Plymouth City Council are predicting a £14M projected overspend this financial year with the causes including rapidly rising energy and material costs and increasing demand and costs for social care services.

- 3.5 Nationally, budgeted 2022/23 spend for children’s social care increased by 3.2% or £348M above 2021/22 levels, while adult social care budgeted spend increased by 1.8% or £351M, with most other council services seeing real-terms cuts. However, these increases in budgets are not likely to be sufficient. Demand for adult social care has been increasing for some time and inflation and cost of living pressures have added to the cost of delivering social care. The Independent Review of Children’s Social Care found that costs are too high in the sector and that the children’s placements market is in need of urgent reform. The Council has not been immune from this national position and both Children’s and Adult services are experiencing significant in year cost pressures.
- 3.6 A letter has been written to the Health Secretary by the chair of the LGA’s community wellbeing group to warn that social care reforms could push some Local Authorities “over the financial edge” and force others to cut back on vital council services. This comes alongside a warning that this winter could be the most challenging for social care in recent times. It also comes after a survey from the Association of Directors of Adult Social Care found that more than 540,000 people were waiting for assessment, care, Direct Payments or adult social care reviews.
- 3.7 More will be known about the scale of the financial impact of the combination of increases in demand for services combined with inflationary cost pressures when Local Authorities have completed their medium-term financial strategies. However, it is becoming clear that more extremely difficult choices will need to be made this financial year and in the years to come.
- 3.8 Southend-on-Sea City Council, along with most Local Authorities across the country, is arguably facing its greatest challenge yet in continuing to provide essential services to meet the needs of local residents within the level of resources it has at its disposal. As reported throughout 2021/22 the direct operational service arrangements of the Council and its partners continued to be severely impacted by the COVID-19 pandemic. Despite these challenges the Council remained financially resilient and responded proactively to support local communities throughout 2021/22.
- 3.9 As detailed in the “Delivery of Southend 2050 Outcomes and Priorities: Annual Report and Provisional Resources Outturn 2021/22” report to Cabinet in June, excluding the requirements for grant reserves due to the impact of COVID-19, the Council finished the year with a higher level of reserves than it started with. This is a testament to both the financial resilience and strong effective financial management of the Council’s overall level of resources over the last decade despite the lengthy period of austerity and the two years of the covid pandemic.

- 3.10 Some commentators have described the last few years as potentially some of the 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 extremely challenging.
- 3.11 Although the direct operational impact of the pandemic on the Council began to reduce during the last quarter of 2021/22, most local authorities continue to struggle with the challenges of uncertainty, financial pressures, service demands and concerns for their residents and local areas. Effectively coping with the aftermath of the pandemic has been exacerbated and made much more complex by the implications of the horrific events in Ukraine and an unprecedented rise in energy prices. This has contributed to monthly general inflationary increases at a level not seen since the 1970s. The 12-month Consumer Prices Index to July 2022 increased to 10.1% and most professional commentators are predicting general inflation to increase further in the coming months. The Council is now facing the perfect storm of huge increases in service demand post the pandemic combined with unavoidable rapid increases in operating costs across almost every aspect of its Organisation. This is having a huge financial impact on the Council's financial plans for 2022/23 and the general economic climate is creating serious cost of living challenges for local residents.
- 3.12 The Council was already learning of major concerns from lots of residents about the impacts of cost of living rises on their day-to-day lives. Price increases for food and fuel, as well as in supply chains for other goods, are leading to many more local residents 'just about managing' or actually falling into poverty. This situation was getting worse locally even before the latest price increases started to take effect.
- 3.13 The challenge of delivering a balanced financial outturn for 2022/23 is significant. The predicted, but unprecedented rapid rise in inflation, together with more recent changing professional opinions on the depth and duration of continued inflationary increases, is adding significant new pressures and local challenges. This new inflation forecast data has been published since the Council's 2022/23 budget was approved and will mean some very difficult choices and prioritisation of existing approved spending plans for both capital and revenue during 2022/23 will have to be undertaken.

- 3.14 Unfortunately, other major areas of concern that were highlighted in 2021/22 included the potential impact and increase on service demand 'post COVID-19' or 'living with COVID-19' in the future. This risk added to the precarious economic situation for many residents, due to the rapid increases in energy and inflationary pressures has translated into large increases in service demand for the Council. The other major area of concern that was highlighted was the impact locally of the Government withdrawing the temporary financial support that was provided during the pandemic, this has coincided with huge increases in unavoidable operating costs, creating the worst combination of factors that could threaten the financial sustainability of the Council.
- 3.15 Even at this very early stage of the year – urgent action is needed to try to reduce all non-essential expenditure and/or generate extra income. This priority must be achieved whilst ensuring that our most vulnerable residents are looked after appropriately, and our statutory responsibilities are effectively discharged. Improving efficiency and productivity is essential but the scale of the unprecedented financial pressures will inevitably lead to a reduction in the range, quality, cost and responsiveness of other discretionary Council services.
- 3.16 This report will focus on providing some detail and commentary of the financial variances at a portfolio level that are currently forecast for 2022/23. 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.

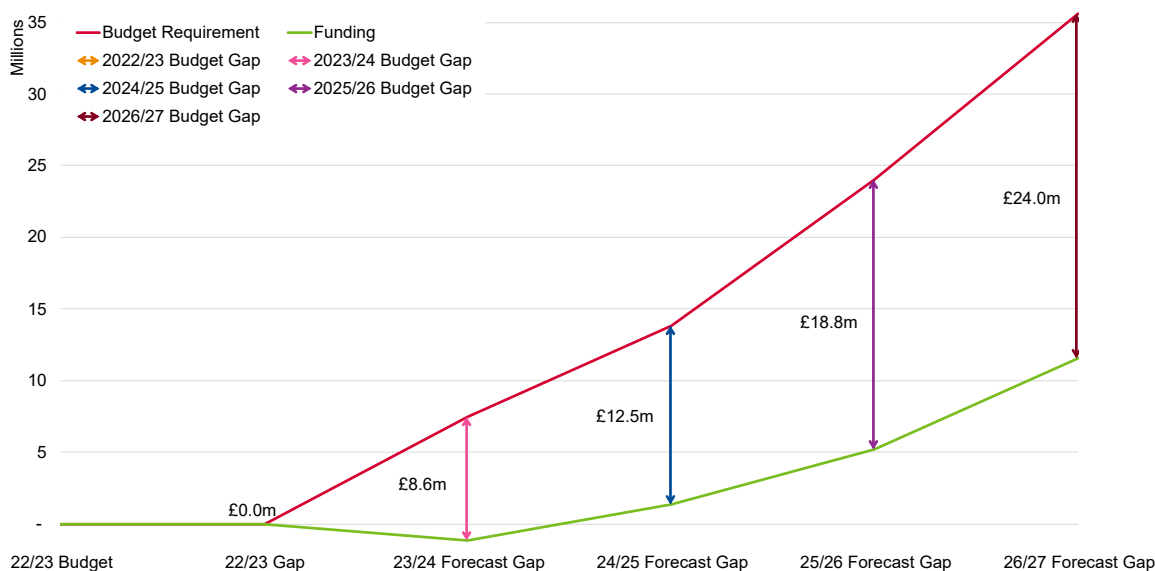
Comprehensive Spending Review or Not?

- 3.17 Given the events over the last couple of months in Downing Street and as we now know the Country's new Prime Minister, we will await announcements that may impact on Local Government but it clearly remains uncertain at this stage whether the Local Government Sector will be issued with a single one-year financial settlement for 2023/24, a 2-year settlement as suggested by the then Minister for the Department of Levelling Up and Communities or if a new Comprehensive Spending Review for the next three years will be launched for consultation. The Council ended 2021/22 in a relatively strong financial position but the size of the financial challenge for the future is arguably the biggest in the Council's history. Depending upon national funding and policy decisions taken by Central Government over the coming months then this position could get even more challenging for 2023/24 onwards.
- 3.18 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 2022, the Council approved a General Fund Revenue Budget requirement for 2022/23 of £140.741M. This report provides details of the current projected outturn position for 2022/23 based on information as at the end of July 2022 (Period 4). In headline terms Council Corporate Budgets and Service Portfolios are currently forecasting a gross overspend by the year-end of £14.483M for 2022/23, which will remain if no action is taken. Action is and will be taken to further mitigate this potential overspend. The total projected overspend currently stands at around 4.4% of the Council’s gross expenditure budget.

4.2 Alongside the budget the Council also approved the Medium Term Financial Strategy which included a medium term financial forecast with an expected budget gap of £24.0M in 2026/27. (2023/24 = £8.6m, 2024/25 = £3.9m, £2025/26 = £6.3m, 2026/27 = £5.2m). The Council’s forecast profile of this budget gap for each of the next five years is detailed in the following chart which illustrated the estimated funding gap to 2026/27 as reported to Council in February 2022.



4.3 The potential budget gap is now going to be significantly larger over the medium term as a result of the significant impact of inflation and if the 2022/23 fixed base is not fully corrected by the year-end. Some initial work has been done on re-casting the medium-term financial forecast and the intention is to provide a revised illustration of the potential impact on the Council’s budget over the medium term until 2027/28 in the Period 6 financial performance update which is scheduled to be reported to the Cabinet meeting in November 2022.

- 4.4 Our 'Getting to Know Your Business' programme for service managers continues in 2022/23 and will be essential in assessing the new operating environment, financial challenges and value for money (VFM) of services. The ambition is that all service managers in Southend-on-Sea City Council will have a continuing comprehensive understanding of their business areas in terms of their benchmarked operational and financial performance, key demand and cost drivers, income levels, commercial opportunities, value for money and customer insight. This programme is designed to support managers to improve productivity and efficiency in all our business areas ensuring that we secure best value but also to support a more targeted outcomes-based approach to investment.
- 4.5 Alongside the "Getting to Know Your Business" programme, the Executive Director of Finance & Resources also put into place at the start of this financial year a set of 12 budget planning principles for the organisation to follow, which are as follows;

The Dozen Principles

1. **Budget Management** - To deliver at least an overall balanced revenue outturn against the approved budget for 2022/23. Everyone takes responsibility for spending on essential/critical items. We are all custodians of public funds.
2. **Recovery Plans** - That recovery plans for both Children's and Adults are maintained and where possible enhanced to ensure that services deliver balanced financial positions for 2022/23 and across the medium term.
3. **Budget Monitoring** - A formal governance control process is introduced to oversee and track the full delivery of approved revenue savings, planned investments and to develop a prioritised programme of targeted transformation reviews. This will include an officer Finance Monitoring Panel led by myself and separately by Member challenge sessions through the Cabinet Member with responsibility for Corporate Performance and Service Delivery.
4. **Capital** - Effective delivery of a viable and affordable Capital Investment Programme highlighting measurable outputs/outcomes. Given the pressure of substantial increases in the costs of schemes. The reviews will consider the impact of the following
 - Not starting new schemes
 - Deferring schemes/projects to later years
 - Cash limiting budgets
 - Pausing existing schemes/commitments
 - Rigorous assessment of the viability and robustness of schemes that are still subject to business case development

These arrangements will be overseen and monitored by the Capital Programme Delivery Board and separately by Member challenge sessions by the Cabinet Member with responsibility for Corporate Performance and Service Delivery.

5. **Knowing your Business** - The “Knowing your Business” programme is further embedded across all services with clear accountability and expectations are allocated to all Business Leaders/Budget Holders to ensure a focus on VFM.
6. **Annual Conversations** - That all business leaders who had an Annual Conversation objective setting in 2021, has a review to assess what action they have undertaken to deliver the following agreed objective....

“To champion the requirements of the Council’s ‘Knowing Your Business’ programme, being accountable for demonstrating strong financial acumen and sound budget management, evidencing value for money outcomes and developing greater commercial awareness.”

In addition to the above objective, that an appropriate baseline should be established and a commitment for further development and improvement in VFM for all services is included as an additional objective in ALL business leaders 2022 Performance and Development Reviews.

7. **Zero-based budget reviews** - Members have approved the need to undertake targeted zero-based budget reviews as part of approving the 2022/23 budget in February 2022. Therefore, a prioritised programme will be developed and commenced in 2022/23 – which will contain clear parameters on the expectations for service change, risks, outcomes we expect from the spending, implications and potential savings established. These reviews could also lead to the reallocation of resources - investment/disinvestment. The process will be overseen by the new Finance Monitoring Panel.
8. **Budget Planning** - That all services now plan on the assumption that they will receive a cash limited budget for 2023/24 at the same level as approved for 2022/23. Additional provisions will be considered for pay awards, inflation and for evidenced statutory requirements only. (In simple terms any requests for additional investments/growth in the revenue budget MUST be met by equivalent (or higher) levels of savings/income generation options/proposals).
9. **Procurement** - That all future procurement activity is contained to existing current budgeted levels as a maximum and ideally a target to be set for a reduction in historical spend levels. Individual assessment and reporting will be undertaken across all major engagements with the market.
10. **Staffing** - A Workforce Transformation Panel will be introduced to oversee a service delivery change programme and ALL new staffing restructures. These could be generated by other associated reviews in this paper or by innovation and creative changes volunteered by Services to change their operations and reduce their cost base. All restructures will be subject to a viable business case and any exit costs MUST be built into the assessment/appraisal and paid for by the Service over an agreed number of years across the medium term. We will need to learn from other service redesigns/restructures to ensure we deliver appropriate changes and timely savings. The Panel will also undertake a comprehensive review of alternative sourcing and resourcing practices with the objective of reducing Interim/Agency/Fixed Term/Temporary Consultancy spend by the Organisation (Currently estimated to be over £10M in 2021/22).

11. **Business Cases** - Robust business cases will need to be developed for any additional investment requests to establish the viability and VFM of new Capital and Revenue projects and this will continue to be overseen by the Investment Board.
12. **Budget 2023/24** - A draft proposed balanced budget package for 2023/24 (without any reliance on reserves) will be developed and available for consideration by Summer 2022 to enable CMT/Cabinet to assess and agree on the difficult choices that will need to be made. Options to bring forward any 'in-year' proposals i.e., new fees & charges, commercial opportunities, changes in service/contract arrangements etc that will deliver savings or generate extra income should be proactively pursued immediately.
- 4.6 Services are considering the impact and risks of making reductions in their budgets and are continuing to develop recovery and mitigation plans to try to improve the current financial situation and to prepare for the significant future financial challenge. 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. More details will be included as part of the Period 6 monitoring report.
- 4.7 In the meantime, to aim to reduce the forecast overspend this year and remain on a sound financial footing to deal with the budget gap in this and future years, a number of tactical mitigations are also being put in place:
- Giving consideration to what non-essential spending can be stopped, delayed or deferred.
 - Reviewing all third-party supplies and services contracts.
 - Constructively challenging all recruitment and resourcing requests.
 - Giving consideration to whether our organisation has the right structure which is of a proportionate size.
- 4.8 Some of the action already commenced by officers to support the 2022/23 budget position and 2023/24 budget planning are;
- The mothballing/storage use only of the top five floors of the Civic Centre to reduce expenditure on our utility costs.
 - The review of our estate to ensure administrative buildings are only being used on an essential basis by staff and where possible to reduce usage accordingly to save on relevant premises and utility costs.
 - A fundamental review of the capital investment programme to reduce the need to borrow and therefore less financing costs impact for the revenue budget (more details of this review is contained in section 6).
 - Directors have been asked to model the impact of a 15% reduction in their 2022/23 cost base and for this to be assessed as part of 2023/24 budget planning in the face of these unprecedented inflationary and demand pressures.

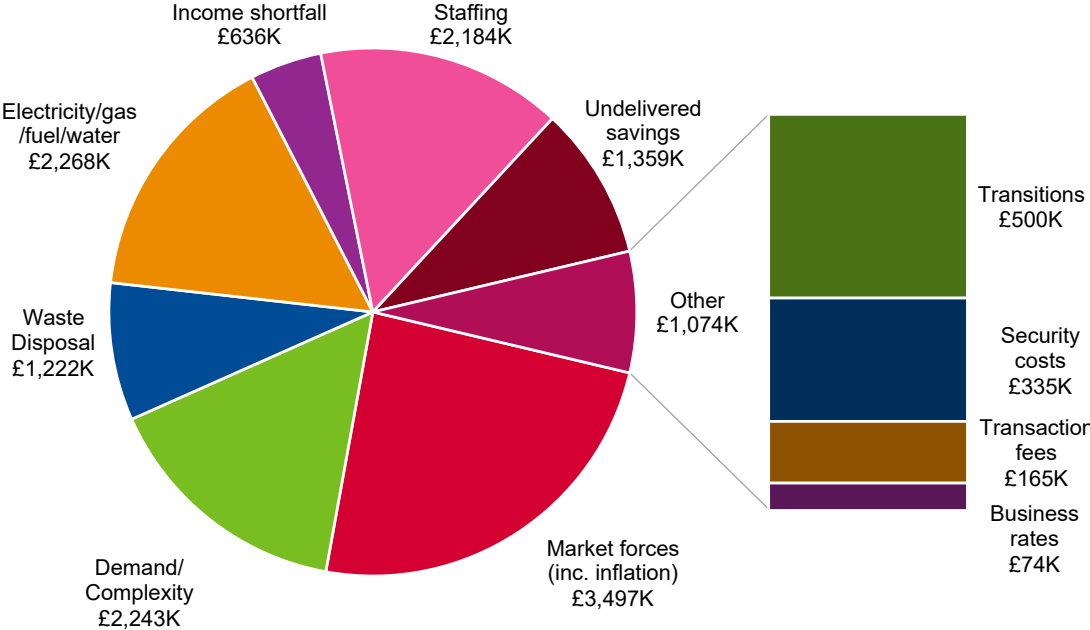
- A review of third party suppliers and service contracts is underway which will look at all priority contracts and will require engagement with the market – this is being worked through and more will be reported in the period 6 budget monitoring report but continued action will be undertaken by officers in the meantime.
- Advice is being sought on assessing the Council's cost base and how our services benchmark against other unitary authorities including staffing structures.
- A range of councillor and staff briefings are being set up to help to understand the Council's financial position and the actions that are being taken/to be taken over the next month.
- A communications strategy is being developed for stakeholders, businesses and residents.
- A set of internal budget challenge sessions are being set up to challenge the cost base of service budgets. This will be carried out by the Corporate Management Team by department and separately challenge sessions with departments and cabinet members overseen by the Cabinet Member for Asset Management and Inward Investment and the S151 Officer;
- The Workforce Transformation Panel has been set up which will review and act as a sign off for essential only recruitment (permanent and temporary) and it will also review the current range of interim staffing. It will also review any new restructures proposed and also request areas of the organisation to be reviewed in the light of benchmarking and other associated information around services.

4.9 Within all of this work it will be essential to work within a set of priorities and where possible to protect resources - areas of higher priority will be;

- Vulnerable Adults and Children
- Isolated individuals
- Supporting families in the cost of living crisis
- Climate change
- Highways pavement works
- Tourism
- Maintaining prioritised subsidies to services as best we can
- Which of our discretionary services may be done by our third sector

Summary of the major factors contributing to the forecast overspend in 2022/23

4.10 The forecast revenue overspend of £14.483M is driven by a wide range of factors which have been broadly summarised in the following pie chart.



4.11 The variances in the pie chart and referenced throughout the report are after application of staffing contingency budget of £2.33M and non-staffing contingency budget of £3.5M.

4.12 The National Employers made a final one-year offer to unions representing the main local government National Joint Council (NJC) workforce on 25th July 2022. This offer consisted of:

- an increase of £1,925 on all NJC pay points 1 and above, with effect from 1 April 2022.
- an increase of 4.04 per cent on all allowances, with effect from 1 April 2022.
- an increase of 1 day to all employees’ annual leave entitlement, with effect from 1 April 2023.
- the deletion of pay point 1 from the NJC pay spine, with effect from 1 April 2023.

Based on this offer the ongoing cost to the Council would be circa £4.0M a year. The estimated cost of the pay award at budget setting was £2.33M, the difference of £1.68M is an in-year budget pressure and creates a permanent pressure of equivalent value in the Council’s revenue base budget from 2023/24 onwards and will increase the current forecast financial gap by circa £1.7M per year.

The pay award pressure is identified by portfolio in Appendix 1. Other staffing pressures are identified by service in paragraphs 4.44 and 4.48 of this report.

- 4.13 The combined impact of increases in demand and the level of complexity of service user needs in both Adults and Children's is resulting in a forecast overspend of £2.243M. These pressures are explored in more detail in paragraphs 4.32, 4.33 and 4.39 to 4.41.
- 4.14 There were a range of budget savings and income generation initiatives that were approved as part of the setting of the 2022/23 budget, totalling £4.837M. As reported throughout 2021/22 there has been difficulty in delivering the ICT savings which have been severely impacted by COVID-19, the cumulative total of these undelivered savings is £0.61M. A further pressure of £0.75M is caused by the continued delay in implementation of the Business Support Service Redesign due to challenge from unions. The independent review has now concluded, and the redesign can be implemented but it is estimated that savings will not start to be realised until the final quarter of 2022/23.
- 4.15 The rising cost of energy and fuel has been widely covered in the media and as part of setting the 2022/23 budget the Council increased the amount earmarked in contingency to circa £1.0M to mitigate some of the impact on services. The increase in costs has far exceeded the amount earmarked and there remains a pressure across all the services of £2.268M. The most significant contributors to this overspend are explored in more detail in paragraphs 4.37 and 4.47.
- 4.16 In July 2022 the rate of inflation, as measured by the Consumer Price Index (CPI), increased to 10.1%. This is the first time that annual inflation has been in double-digits since February 1982, over 40 years ago. Inflation increases are being driven partly by energy costs, as discussed in paragraph 4.15, but also by the cost of labour and raw materials due to global demand exacerbated by supply chain issues in key areas due to the pandemic and the war in Ukraine. According to the Office for National Statistics (ONS) goods prices have risen by 2.7% and services by 4.9%.

This has had a significant impact on the cost of services which the Council delivers and is reflected in the £3.497M pressure which is being attributed to market forces. As well as inflation, market forces encompass the availability of supply of services which is having particular impact on Adults and Children's social care, paragraphs 4.34 and 4.41 provide more detail.

- 4.17 The cost of waste disposal is causing a pressure of £1.222M, more detail on this can be found in paragraph 4.29.
- 4.18 A shortfall in income is expected within some services, most significant of these is due to the scheduled refurbishment of the cremators at the crematorium, see paragraph 4.30.
- 4.19 Other pressures include £0.5M from the cost of Children who have transitioned to Adult social care provision (see paragraph 4.33), £0.335M from security costs (see paragraphs 4.38 and 4.49), transaction fees (see paragraph 4.46) and business rates which have increased as a result of valuation changes for two properties in particular, one being a Children's Centre (£43k) and the other the Equipment Services store (£31k).

Corporate Matters and Performance Delivery

- 4.20 The expected pressure from the pay award across this portfolio of services is £346,000.
- 4.21 The most significant forecast financial pressure is within Digital and Technology, at this stage of the year a £350,000 overspend is predicted. This is due to a combination of significant delays experienced in the delivery of planned savings due to the impact of COVID-19, extra cost involved in managing a secure remote working environment and reducing levels of external income generated, which together total an overspend of £609,000. Offsetting this overspend is income of circa £300,000 which is due to the Council as part of their ongoing agreement with City Fibre's work across the city.
- 4.22 Managed underspends on some third-party budgets and proactive vacancy management across several services within the strategy, change and governance directorate is helping to reduce the total level of forecast overspend at this stage of the year.

Environment, Culture & Tourism

- 4.23 The delivery of the Parks and Grounds Maintenance services is severely impacted by the high inflationary pressures on utility and fuel costs. There is a pressure of £230,000 for these elements as well as £50,000 from the pay award. Vehicle and machine hiring and leasing costs are creating a further pressure of £100,000 and income is expected to be £60,000 below target this year.
- 4.24 A number of significant Development Control and Building Control applications have come into the Council this year which has seen a considerable amount of income received in the first 4 months of the year. With this additional income and work it is expected that some additional resources will be required to support it. However, it is anticipated that the net impact on the income budget will be a surplus of approximately (£130,000). There are also forecast underspends within ICT systems and vacant posts within the team.
- 4.25 Culture and Tourism are currently reporting a forecast overspend of around £1.04M. Increased energy costs account for £646,000 and expected pressure from the pay award accounts for a further £104,000, as outlined in paragraphs 4.12 and 4.15.
- 4.26 There is an in-year pressure of £154,000 on recovery of income from the leisure contract but this is temporary as Fusion Lifestyle have agreed that the income will be recovered in 2023/24.
- 4.27 Other, smaller, pressures are caused by the provision of barricades for the Queen's Jubilee baton relay event and repairs and maintenance on aging assets, such as the Cliff Lift.

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 As the waste disposal authority this increased tonnage is resulting in an estimated extra disposal cost pressure of around £1,200,000. Any increase in recycling performance will negate some of this additional cost.
- 4.30 The crematorium refurbishment programme is due to commence later in the year. As a result of the works a temporary cremator will be used and services will be reduced. This is expected to contribute significantly to an estimated income shortfall in the region of £575,000. Inflationary pressures on gas and electricity consumption are estimated to be approximately £170,000 although this may reduce as a result of reduced service in the latter part of the year.

Adult Social Care & Health Integration

- 4.31 Adult Social Care are reporting a forecast overspend of £2.2m; which is predominantly due to the delivery of statutorily required care and support to people with physical or learning disabilities aged 18-64. There is an expected pressure from the pay award accounts for a further £274,000, as outlined in paragraph 4.12.
- 4.32 As expected, levels of service use have increased with clients who have not received care over the last two years now restarting their care, which in some cases is now more complex and therefore more costly. This increase in demand and/or complexity is estimated to account for circa. £600,000 of the pressure on the service.
- 4.33 Another driver of increased demand, and therefore cost, is the transition of clients into Adult Social Care from either Children's Services or an Educational placement. These are currently being forecast to cause a pressure of circa. £500,000.
- 4.34 Further cost pressure comes from the Adult Social Care market, where inflation is driving up the cost of existing provision as individual providers respond to the increased cost of living.
- 4.35 Alongside increased demand/complexity and market forces there are several national policy and funding changes that present a financial risk to the authority. The Department for Health and Social Care (DHSC) are currently consulting on the distribution of funding for adult social care charging reform in 2023/24, which is worth £772 million nationally. The essence of the reforms is to open access to local authority-funded care to households with more assets, through the cap on care costs and the extension on the means tested thresholds, which has the potential to increase demand on Council service provision even further.

- 4.36 The Government has also stated its intention to review its approach to distributing the £600 million to be allocated through the Market Sustainability and Fair Cost of Care Fund in 2023/24.

Asset Management & Inward Investment

- 4.37 There is significant pressure on the Property and Commercial budget caused by the forecast impact of increased energy costs relating to Civic 1 and 2 and the Tickfield Centre. The Corporate Management Team is currently considering what action can be taken to mitigate these costs in the short- to medium-term.
- 4.38 With the completion of the new care home, Brook Meadows House, several properties across the Council's estate have been vacated by services which have relocated to the new facility. There are costs associated with holding these properties vacant and these are being reported as a pressure. The asset management team are working to minimise the period that these properties are held vacant and expedite the process of preparing the sites for sale in order to maximise the capital receipt to the Council.

Children & Learning and Inclusion

- 4.39 What is quickly now becoming a national issue, Children Social Care has opened up in 2022/23 with a significant overspend of £6.617M excluding the one off £2.5M specific children earmarked reserve for 2022/23, and this is unfortunately mainly due to the now very high cost of residential care placements and in particular for children with complex needs. Market forces impacted by increased demand nationally outstripping supply haven driven up residential placement costs dramatically.
- 4.40 As reported in the final position report for 2021/22, it was highlighted that during the last quarter of 2021/22 children in care numbers had started to rise, and an increased opening spend pressure was expected due to this rise and the resultant increased requirement of external foster care placements, and as agreed through the 2022/23 budget a one off £2.5M specific ear marked reserve was created to support Children Social Care in the recognition of cost pressures continuing. However, in addition, what has also now materialized was the unanticipated and significant increased cost of residential care placements for new complex placements in 2022/23.
- 4.41 On average from 2021/22, residential care numbers have increased by six to 32 as at the end of July 22 which is equivalent to 10% of the children in care placements as at the end of July 22, 312 in total. Even though this remains a small cohort of children placed in residential care compared to the total number of children placements, it is again both the cost of each new residential placement and the now average of cost of residential placements that has driven up this pressure. The average residential care placement cost to social care directly is now running at £270,000 per annum, which is an average increase of £70,000 per placement compared to 2021/22.

- 4.42 Work continues within Children Social Care to seek to reduce these costs where possible and safe for the child, including working with health where a child's needs can meet assessment for health contributions, but equally, it has to be noted any further required residential care placements will add further cost pressure to this current position.
- 4.43 Work also continues on building and sustaining capacity within the Inhouse foster carer provision and engaging regionally with the risks of the costs of the care market to Councils.
- 4.44 Other smaller financial pressures within Children Services remain from 2021/22, and this includes continued reliance on temporary agency staff to cover critical social work or operational posts. Again, Councils now having to rely on agency workers to cover vacant Social Work posts is a national problem. There are also further smaller but continuing pressures on Unaccompanied Asylum Seeking children placements where the young adults have now turned 18 and Home Office support funding reduces, the cost of placements supporting children with disabilities, and some now very high and complex placements within the care leaver provision where these now young adults have transitioned from previous residential care placements.

Economic Recovery, Regeneration & Housing

- 4.45 As part of the 2022/23 budget there was an agreed permanent investment of £200,000 to fund several staff in the Housing Register and Housing Solutions teams. Recruitment has been challenging for these roles and only recently have candidates been sourced for some of these roles. As a result of the posts being vacant for the early part of the year there is an expected underspend of (£100,000) for this year only.

Highways, Transport and Parking

- 4.46 Before COVID-19 there was a slow decline in the use of cash, but the pandemic sped that up considerably. As a result, 81% of parking payment transactions are now made by card or phone app and the impact of that is higher costs for card transaction and processing fees. The overspend for this is expected to be in the region of £235,000. Cash collection costs have not reduced to offset some of this as there is still cash to be collected, just less of it.
- 4.47 Across our entire estate, street lighting energy costs are the highest cost area for electricity. Although the rate is fixed for 12 months until April 2023, the inflation on utility costs is resulting in an overspend of £350,000 in this area. This is after the significant LED conversion programme undertaken in recent years, without which the impact of increasing energy costs would have been even greater.
- 4.48 There are also a range of staffing pressures in the service and currently the most senior management role in the service is being temporarily filled by an interim member of staff whilst a permanent solution is sought within the labour market.

- 4.49 The operation of the Travel Centre in Chichester Road continues to bring with it additional cost pressures due to increased security, cleaning and utility costs totalling approximately £120,000 and the pressure of the anticipated pay award in this portfolio is £91,000.

Budget Virements

- 4.50 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:

<u>£</u>	
362,500	Planned transfer from the Passenger Transport Joint Venture Reserve
450,230	Planned transfer from the Technology Transition and Systems Modernisation Reserve
306,027	Planned transfer from the Public Health Reserve
616,200	Drawdown from contingency for annual inflation on existing contracts.
338,509	Increase in pay budgets and decrease in non-pay budgets funded by Dedicated Schools Grant.
254,300	Final opening 2022/2023 Public Health Budget (PFASCHI) funded by Public Health Grant (PFGENGRANT) and contingency (PFBTL)
<u>2,327,766</u>	<u>TOTAL</u>

5 Revenue – Housing Revenue Account

- 5.1 In February 2022, the Council approved a balanced 2022/23 Housing Revenue Account budget. This section of the report details the projected outturn position for this year based on actual activity and financial performance as at the end of July 2022 (Period 4).
- 5.2 The forecast for the Housing Revenue Account (HRA) at period 4 indicates that it will have a net deficit of £800,000 in 2022/23, a variance of around 2.9% of the gross operating expenditure.
- 5.3 This position is due to the inflationary pressures experienced by key contractors and anticipated rent losses due to the number of void properties held, primarily as part of the Queensway regeneration project.
- 5.4 The reduced supply of building materials and a shortage of specialist skills are increasing the unit costs on the repairs and maintenance contract. Whilst we have a duty to meet our regulatory and statutory requirements, the repairs programme is currently being reviewed in an attempt to reduce costs where possible, without compromising the safety of tenants.
- 5.5 Recommendation 2.3 earlier in this report is in response to these inflationary pressures on repairs and maintenance.

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 museums.
- 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.
- 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 Launchpad at the Airport Business Park to deliver benefits for both local businesses and local communities, creating thousands of job opportunities and attracting inward investment; the schools high needs and special provision programmes to enhance the facilities and number of places available for children with special educational needs and disabilities or requiring alternative provision; refurbishment works at the Victoria Centre to make a significant contribution to the attraction and amenity of the centre and improve and enhance that end of the City Centre; the Levelling Up Fund projects at Leigh Port, the Cliffs Pavilion and City Beach.
- 6.6 Connected and Smart – the key investment areas are: the investment in the borough’s highways and transport network, including improvements funded via the Local Transport Plan and Local Growth Fund; investment in the Council’s ICT infrastructure and networks to enable and transform outcome focussed service delivery.
- 6.7 In February 2022 the Council agreed a capital investment programme budget for 2022/23 of £99.1M. The outturn for 2021/22 showed a final spend of £69.0M against a revised budget of £78.6M, an underspend of £9.6M. The proposed budget carry-forwards, accelerated delivery requests and other budget re-profiles and amendments at June Cabinet resulted in a revised budget for 2022/23 of £115.5M. Of this amount £89.7M is deliverable directly by the Council and £25.8M is to be delivered by South Essex Homes Limited, Porters Place Southend-on-Sea LLP and Kent County Council.
- 6.8 This amount should be considered in the context that there is a further list of schemes that are not in the approved programme but are subject to viable business cases. This includes schemes where the costs have been estimated, totalling £97M and schemes that are yet to be costed. There may also be urgent health and safety works that might occur that are as yet unforeseen.
- 6.9 All Councils are being affected by inflationary pressures and supply chain issues which will affect deliverability and affordability. There are multiple causes for the inflationary pressures:

- wage inflation due to scarcity of labour.
- base material price inflation due to global demand exacerbated by supply impacts in key areas due to the pandemic and the war in Ukraine.
- energy cost inflation impacting on all areas from production to logistics to on site energy costs.
- contractor risk pricing.

6.10 Forecasts suggest that Construction Price Inflation is currently in double figures with major spikes for certain materials and products sometimes in excess of 20%. This not only has an impact on the current capital investment programme but also on future projects for which the Council may bid for funding.

6.11 Given the above and the Council’s finite capacity to deliver capital schemes, the Capital Programme Delivery Board has been considering four options for assessing the ongoing delivery of projects:

No.	Option Description	Considerations
1	Increase the available budget to support the project to take into account inflationary pressures	The negative impact on the affordability of the programme as a whole and the resulting budget pressure that would need to be met from savings or income generation
2	Do less – understand and accept how much less the Council can delivery with existing budgets	The negative impact on the delivery of the Southend 2050 and recovery priorities
3	Stop project delivery	Requires effective prioritisation
4	Defer or slow down delivery	This could put pressure on the programme in later years and impact on the delivery of key priorities

6.12 A generic approach to the programme as a whole would not be appropriate, as each project is different in the way the impact of the inflationary pressures and supply chain issues will be felt. The way that projects are funded also needs to be considered as grant and third-party funding would have to be returned if not spent or if delayed beyond the agreed expenditure timeframe. It is also recognised that these options need to be considered alongside the MoSCoW review (categorising capital projects as ‘must have’, ‘should have’, ‘could have’ or ‘will not have’ (at this time)) and the forthcoming capital challenge sessions.

6.13 The capital investment programme should continue to be subject to continuous review and re-prioritisation to ensure resources are aligned to the Council’s Southend 2050, recovery priorities and joint administration priorities. This will inevitably lead to some difficult decisions having to be made regarding the programme with the delivery of some schemes being scaled back, delivered over a longer timescale, paused or removed.

- 6.14 Progress of schemes will be re-assessed and 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. This approach follows the current approach introduced two years ago when schemes can enter the programme during the financial year and not just annually at budget setting.
- 6.15 As this review progresses via challenge meetings, the Capital Programme Delivery Board and the Investment Board, re-profiles and other adjustments to the programme for 2022/23 and future years will be put forward for approval.
- 6.16 The results of the early stages 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 relating to the strategic schemes have been undertaken with the Cabinet Member for Asset Management and Inward Investment and the resulting requested changes to the capital investment programme have been included in this report. Further capital challenge sessions are due to take place with the Cabinet Member for Asset Management and Inward Investment in early October and the resulting requested changes to the capital investment programme from those sessions will be included in the Period 6 performance report to Cabinet in November.
- 6.17 Approximately 36% of the capital investment programme is financed by Government grants and external developer and other contributions and at the end of July nearly 60% 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 p.a. for every £1M borrowed.
- 6.18 This report details the projected outturn position for 2022/23 based on information as at the end of July (period 4). The report includes details of progress in delivering the 2022/23 capital investment programme and in receiving external funding relating to that year.
- 6.19 This report includes any virements between schemes, re-profiles across years, new external funding, transfers from the 'subject to viable business case' section to the main capital investment programme and any proposed scheme deletions.
- 6.20 The progress of schemes for 2022/23 is detailed in sections 1 to 3 of Appendix 2 with Section 4 setting out the resulting requests to:

For schemes to be delivered by the Council:

- Carry forward £15,804,000 of 2022/23 scheme budgets, £11,892,000 into 2023/24 and £3,912,000 into 2024/25.
- Bring forward £120,000 of budget from 2023/24 into 2022/23.
- Add scheme budgets totalling £22,000 into 2022/23, £3,151,000 into 2023/24 and £3,151,000 into 2024/25 where new external funding has been received.

- Remove £104,000 from 2022/23 for scheme budgets no longer required.
- Action virements of budget between approved schemes.
- Move scheme budgets totalling £10,068,000 from the 'subject to viable business case' section up into the main Capital Investment Programme, £68,000 into 2022/23 and £10,000,000 into 2024/25;

For schemes to be delivered by Subsidiary Companies, Partners and Joint Ventures:

- Carry forward £6,100,000 of 2022/23 scheme budgets, £5,100,000 into 2023/24 and £1,000,000 into 2026/27.

6.21 As at the end of July the capital outturn for 2022/23 is currently estimated at £73,984,000 for schemes to be delivered by the Council and £19,749,000 for schemes to be delivered by subsidiary companies, joint ventures and partners. 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 6.13 to 6.15. An updated assessment will be included in the Period 6 performance report and presented to Cabinet in November 2022.

6.22 The 2022/23 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):

	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	Total £000
At June Cabinet	89,682	32,178	12,268	5,818	5,960	145,906
Amendments	(15,698)	14,923	17,063	0	0	16,288
Revised programme	73,984	47,101	29,331	5,818	5,960	162,194

Programme to be delivered by Subsidiary Companies and Joint Ventures:

	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000	Total £000
At June Cabinet	25,849	17,062	9,598	3,250	0	55,759
Amendments	(6,100)	5,100	0	0	1,000	0
Revised programme	19,749	22,162	9,598	3,250	1,000	55,759

7 Corporate Performance

- 7.1 The Corporate Performance Dashboard July 2022 report (appendix 3) covers performance indicators that link to the Resourcing Better Outcomes financial report. The report shows our performance predominantly for the period July 2022, with some exceptions where data is unavailable at this time. Data has been RAG rated against targets where applicable and compares our current position to the previous month and previous year where data is available. It is presented by Portfolio Holder, with the intention to align against the new corporate priorities following the adoption of the new Corporate Plan in September.
- 7.2 The indicators currently showing as red on their RAG status, indicate that they are at risk of missing target. These indicators are noted below by way of exception:

Corporate matters and performance delivery

7.3 **SCC working days lost per FTE due to sickness - excluding school staff [Cumulative YTD]**

Staff sickness continues to perform under target across the council, tracking against the national trend of increased sickness from 2020 – 2021 noted by ONS in 2022, with rates being at their highest in more than 10 years. This may cause pressures within services that are finding it difficult to have staff in place; exacerbating the need for agency staff. The knock-on effect of this may be disruption to services and reduced performance, especially where service demand has seen an increase/is predicted to see an increase as highlighted in 3.11 and 3.14.

7.4 **Percentage of general complaints received answered within timescales (all stages) [Monthly Snapshot]**

Complaints continue to be under target primarily due to the amount overdue at stage 1 of the process and the record high backlog of complaints in April 2022. This service is due to be managed under the new business support hub which has been highlighted as overdue at 4.14; there will be renewed focus on improving in this area as part of the new structure.

Adult Social Care & Health Integration

7.5 **Proportion of those that received short-term service during the year where sequel was either no on-going support or support of a lower level**

This indicator has seen reduction against June 2022 (47.2%) and when compared against June 2021 (56%) with a value of 44.8%; this is attributed to the high level of service users requiring long term service, in line with the predicted increase in service demand for adult social care, highlighted in 4.31 and 4.32 and could be an indicator of the impact of increased service demand on the increase of budgeted spend highlighted in 3.5.

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

On face value the correlation of this indicator would be similar to that seen at 7.5, however this Performance Indicator has recently been updated to include all service users (where previously there were restrictions on the services used and referenced in the indicator). This has meant that the gap between target and value remains but that it is a more comprehensive view of all users.

7.7 Proportion of adults with a learning disability in paid employment

The impact of COVID-19 on disabled people in employment saw a widening gap when compared against people without disabilities as noted by the House of Commons Library 2022. 3.8 notes the impact of the pandemic against service provision; this measure brings the added context of the legacy impact of COVID-19, and the tensions between the two, that the council continues to navigate through.

7.8 Proportion of older people (65 and over) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services

Although the council has limited control over this measure as the NHS lead on this, it does indicate the increased demand on public services as set out in 4.35.

7.9 Wellbeing referral Programme - Number of individuals completing 12 weeks of Wellbeing Referral Programme

This measure has not yet met target since its launch; the council is developing an improved programme alongside our partners Fusion Lifestyle and Everyone Health. This will support catering for a larger number of people in need than is currently provided.

7.10 Rate of children in care per 10,000 population under 18 years old

Service demand continues to outweigh provision, as more children enter care than leave. Children's care plans are to be reviewed to ensure service provision is appropriately provided, ensuring safety of children while balancing the budget pressures highlighted in 4.40 and 4.42.

Children & learning and inclusion

7.11 Percentage of children who have been in care for at least 5 working days, who have had a visit in the 6 weeks (30 working days), prior to the last day of the month

This indicator is linked to the increase of children in care (7.10) and persisting vacancies within social work teams, exacerbating the need for agency social workers to help fill the vacancy gap (7.14).

7.12 Percentage of children who have been in care for 2.5 years and in the same placement for 2 years OR are placed for adoption and their adoptive placement together with their previous placement together last for at least 2 years for CLA under the age of 16

Children's care plans are to be reviewed to ensure service provision is appropriately provided, ensuring safety of children while balancing the budget pressures highlighted in 4.40 and 4.42.

7.13 Percentage of placements in residential and PVI (private, voluntary, and independent sector) settings

There is a national shortage of placements able to care for children with complex needs, increasing the need for residential placements. The cost to the council for the ongoing need for residential placements is highlighted in 4.41.

7.14 Percentage of agency social workers (Children's)

The reliance on agency social workers is above the national average and our statistical neighbours, demonstrating the continued demand and increase of services. This compounds the overspend of the service, associated to children's placements (7.13) and the data showing we are not on track to meet target for related service provision (7.10, 7.11, 7.12, 7.13). Staff sickness rates in this area is the second highest for the council, adding to the need for agency staff at a local level, alongside the cover required for vacant Social Work posts at the national level, highlighted in 4.44.

8 Other Options

8.1 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.

9 Reasons for Recommendations

9.1 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.

9.2 It also informs decision making to ensure that the Council's priorities are delivered within the approved budget provision.

- 9.3 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.
- 9.4 The challenge of delivering a balanced financial outturn for 2022/23 is significant. Even at this very early stage of the year – urgent action is needed to try to reduce all non-essential expenditure and/or generate extra income. This priority must be achieved whilst ensuring that our most vulnerable residents are looked after appropriately, and our statutory responsibilities are effectively discharged. Improving efficiency and productivity is essential but the scale of the unprecedented financial pressures will inevitably lead to a reduction in the range, quality, cost and responsiveness of other discretionary Council services.

10 Corporate Implications

10.1 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 residents, local businesses and visitors to Southend-on-Sea.

10.2 Financial Implications

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

10.3 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.

10.4 People Implications

As various mitigating actions are worked through for 2022/23 and also consideration of options for 2023/24 there is likely to be an impact on staffing. As and when these are assessed they will be taken through the necessary Council procedures and governance routes.

10.5 Property Implications

There will be an impact on the Civic Centre with the closure of the top five floors and also a potential impact on other administrative and operational businesses through closure and/or realignment of opening and closing times.

10.6 Consultation

Engagement has already been made with staff and cabinet members and now with full councillors and this will continue as options to mitigate for 2022/23 are progressed as well as options for delivering a robust balanced budget for 2023/24.

10.7 Equalities and Diversity Implications

Some of the actions may have equality and diversity implications and these will be considered as part of our normal equalities impact assessments.

10.8 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 unprecedented levels of inflationary cost pressures and service demand experienced across almost every aspect of the Council's operations are adding significant risk to its future financial sustainability. This challenge is replicated across most upper tier local authorities right across the country.

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.

10.9 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.

10.10 Community Safety Implications

There may be impacts arising from options considered and the impact on Community Safety will be taken into account

10.11 Environmental Impact

The various options may have an environmental impact but again will be fully assessed before action is taken and also the difficult financial position may make investment difficult to support our climate change aspirations.

11 Background Papers

Approved 2022/23 Budget – Report to Council 24 February 2022

Medium Term Financial Strategy 2022/23 – 2026/27

12 Appendices

Appendix 1 Period 4 – July 2022 Revenue Budget Performance 2022/23

Appendix 2 Period 4 – July 2022 Capital Investment Programme Performance 2022/23

Appendix 3 Corporate Performance report – July 2022

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Appendix 1

Budget Monitoring & Reporting 2022/2023

Period 04 - July 2022 Revenue Budget Performance

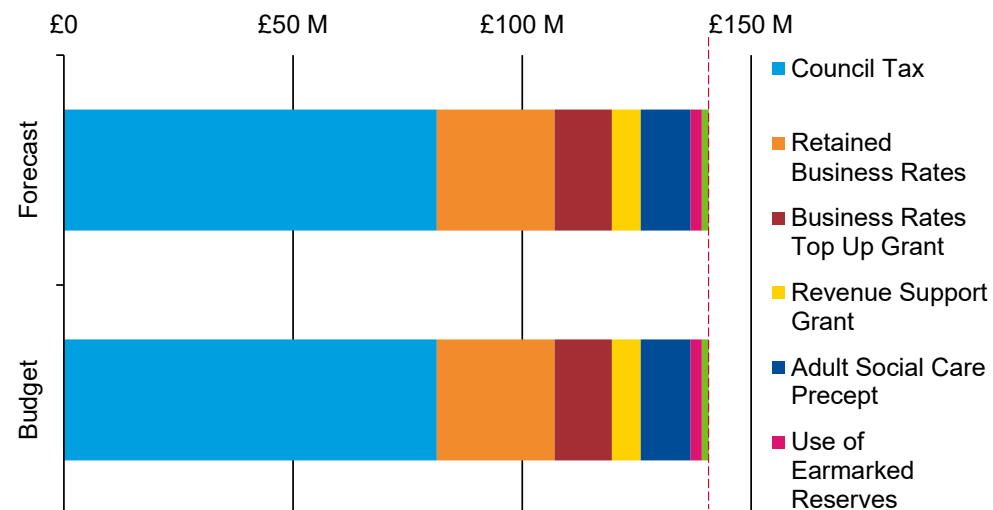
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Summary

Last Reported Variance £M	Portfolio	Revised Budget £M	Forecast Outturn £M	Variance £M
0.000	Leader: Corporate Matters and Performance Delivery	19.835	20.202	0.367
0.000	Deputy Leader (May-Oct): Environment, Culture and Tourism	11.342	12.603	1.261
0.000	Deputy Leader (Nov-May): Public Protection	14.303	16.556	2.253
0.000	Adult Social Care & Health Integration	44.907	47.085	2.178
0.000	Asset Management and Inward Investment	4.498	5.291	0.793
0.000	Children and Learning and Inclusion	32.471	39.089	6.618
0.000	Economic Recovery, Regeneration and Housing	3.614	3.385	(0.229)
0.000	Highways, Transport and Parking	0.922	2.164	1.242
0.000		131.892	146.375	14.483
0.000	Corporate Budgets	21.807	21.807	0.000
0.000		153.699	168.182	14.483
0.000	Contribution to / (from) earmarked reserves	(0.764)	(0.764)	0.000
0.000	Revenue Contribution to Capital	0.418	0.418	0.000
0.000	Non Service Specific Grants	(12.612)	(12.612)	0.000
0.000	TOTAL	140.741	155.224	14.483
0.000	Funding (including Collection Fund)	(138.241)	(138.241)	0.000
0.000	Planned contributions from reserves	(2.500)	(2.500)	0.000
0.000		0.000	14.483	14.483

Sources of funding (£s)

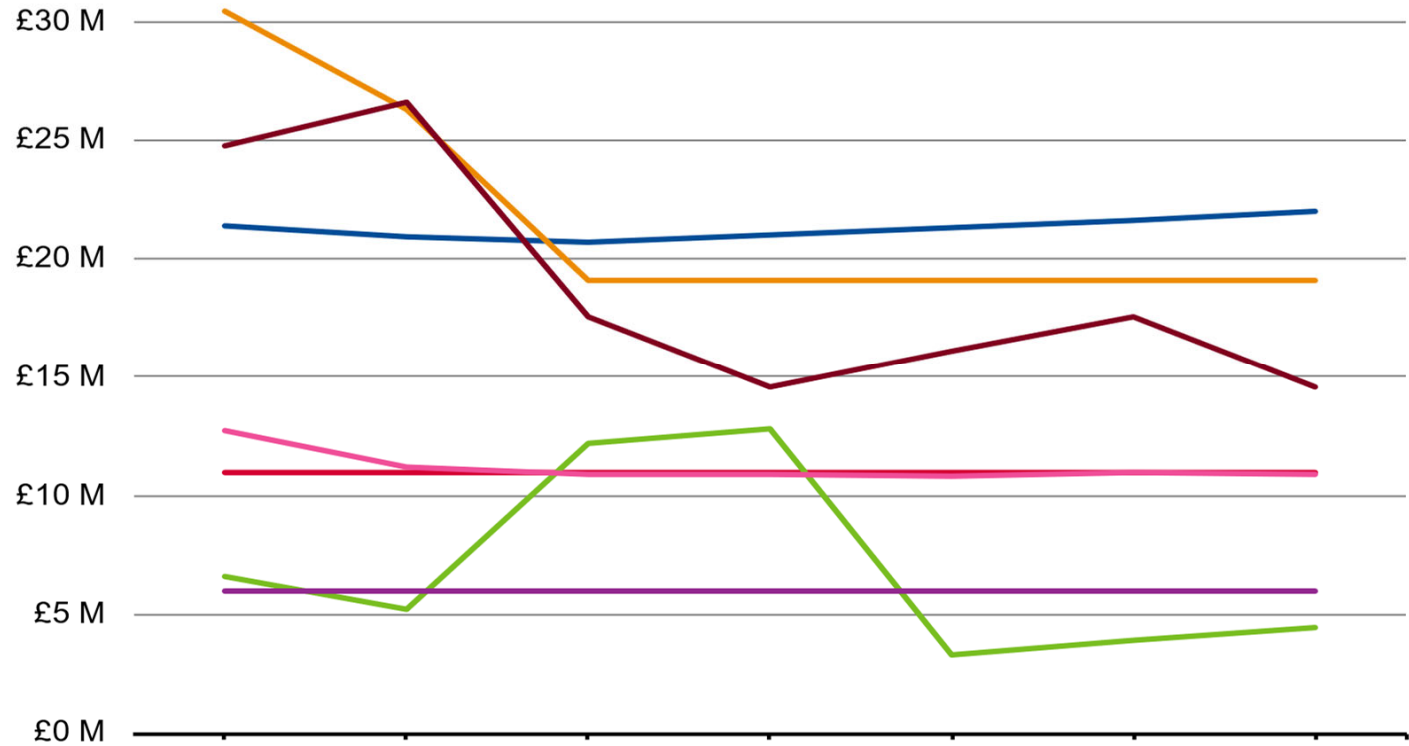


Reserves

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 fall in grant and service reserve balances from 2020-21 to 2022-23 broadly reflects the use of additional funding received in relation to COVID-19.

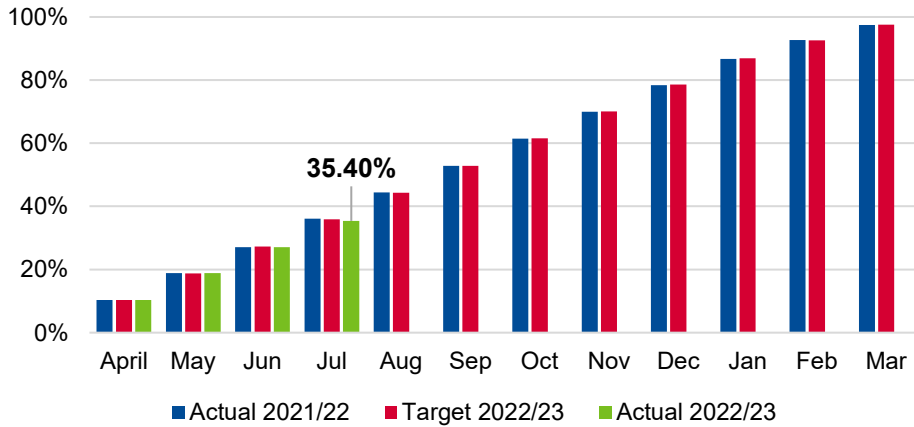


Reserves in £M	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
General Reserves	11.0	11.0	11.0	11.0	11.0	11.0	11.0
Capital Reserves	6.6	5.2	12.2	12.8	3.3	3.9	4.5
Corporate Reserves	21.4	20.9	20.7	21.0	21.3	21.6	22.0
Grant Reserves	30.4	26.3	19.1	19.1	19.1	19.1	19.1
Insurance Reserves	6.0	6.0	6.0	6.0	6.0	6.0	6.0
Service Reserves	12.7	11.2	10.9	10.9	10.8	11.0	10.9
Technical Reserves*	24.8	26.6	17.6	14.6	16.1	17.6	14.6
	112.9	107.2	97.5	95.4	87.6	90.2	88.1

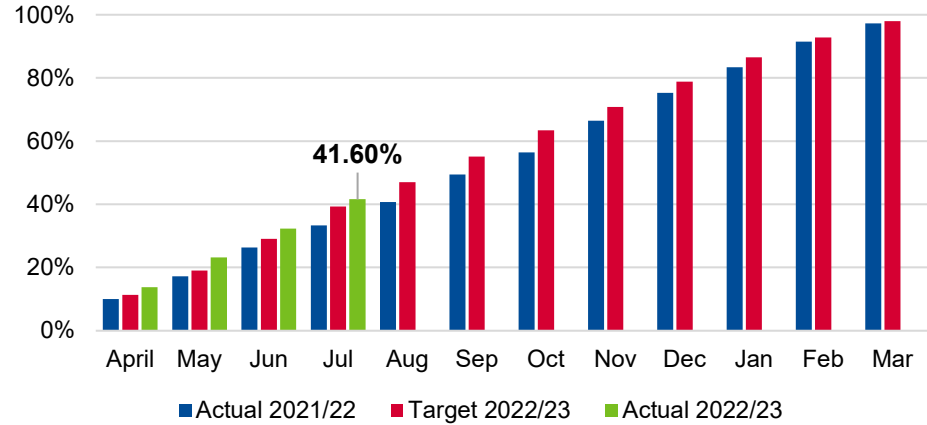
* Technical Reserves are held to even out the Council's finances and reduce in year volatility

Collection Rates

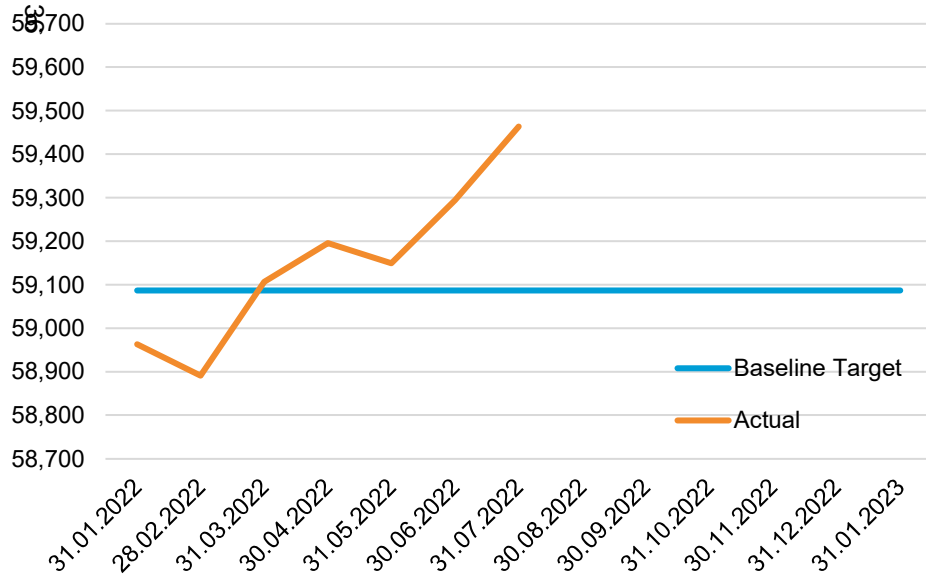
Council Tax Collection



Business Rates Collection



Council Tax Base



The Council Tax Base has increased by circa 377 Band D equivalents, this is due to 170 additional properties added July 2022 and a decrease of the Council Tax Reduction (CTR) that is applied to accounts, with the caseload continually decreasing and nearing a pre-Covid position.

Council Tax collection is 0.5% (£0.535M) below target for the current year and 5.2% (£0.514M) lower than target for arrears.

Business rates in year collection is 2.3% (£0.940M) above target & arrears 9.8% (£0.284M) below target.

Leader: Corporate Matters and Performance Delivery

7.32%

of Total Gross Revenue
Service Budget

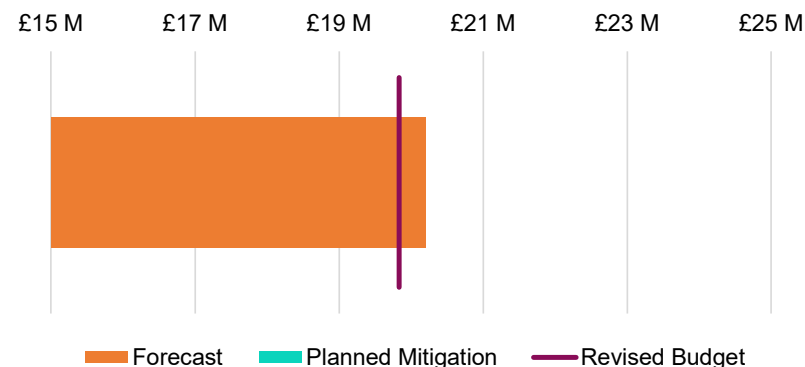
£0.4M

Forecast Adverse Variance

1.85%

Variance as % of Net Portfolio
Service Budget Envelope

Last Reported Variance £M	Service Area	Revised Budget £M	Forecast Outturn £M	Variance £M
0.000	Audit	0.781	0.727	(0.054)
0.000	Civic Affairs	0.965	0.991	0.026
0.000	Corporate Budget and Resources Planning	0.618	0.418	(0.200)
0.000	Corporate Planning and Strategic Direction	3.021	2.971	(0.050)
0.000	Council Tax and Business Rates	0.422	0.450	0.028
0.000	Customer Contact	1.711	1.610	(0.101)
0.000	Digital and Technology	4.156	4.506	0.350
0.000	Emergency Planning	0.229	0.232	0.003
0.000	Human Resources	1.928	2.020	0.092
0.000	Learning and Workforce Development	0.908	0.722	(0.186)
0.000	Legal Services, Land Charges & Democratic Services	2.101	2.287	0.186
0.000	Other Services	0.806	0.930	0.124
0.000	Performance Delivery	2.188	2.337	0.149
0.000		19.834	20.201	0.367
0.000	Gross Expenditure	24.164	24.695	0.531
0.000	Gross Income	(4.330)	(4.494)	(0.164)
0.000		19.834	20.201	0.367



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The forecast includes an estimated pay award pressure of £346,000 based on the National Employers current offer for 2022.

Digital and Technology has a significant budget pressure which is primarily due to programmed savings that the service have been unable to achieve, however around half of this is being offset by additional income as a result of SCC's agreement with City Fibre.

Legal fees relating to governance, staffing and Public Space Protection Orders are forecast to cause an overspend of around £100,000. There are also problems recruiting to permanent posts that are resulting in reliance on agency staff causing an expected overspend of £60,000. The way in which Legal Services are delivered within the Council is currently being reviewed by management.

Where possible services have taken immediate action to reduce expenditure, these managed underspends are reported within Corporate Budget and Resources Planning (£200,000) and Learning and Workforce Development (£186,000).

Deputy Leader (May-Oct): Environment, Culture and Tourism

5.03%

of Total Gross Revenue
Service Budget

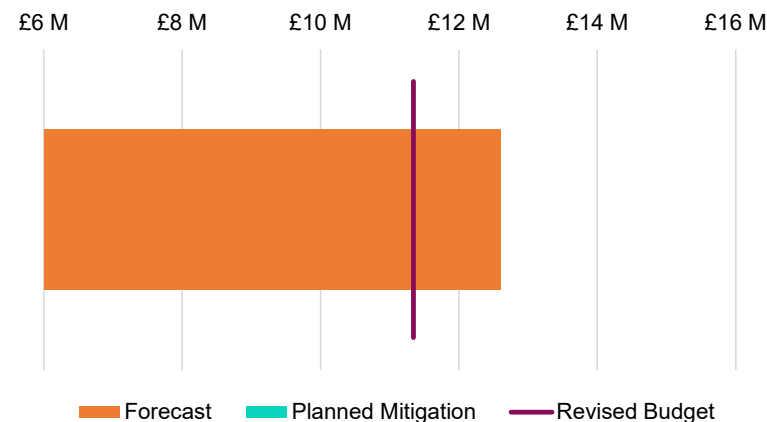
£1.3M

Forecast Adverse Variance

11.11%

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	0.559	0.559	0.000
0.000	Climate Change, Renewable energy and Energy Saving	0.095	0.128	0.033
0.000	Marketing (Place Branding/Tourism)	0.333	0.358	0.025
0.000	Museums and Galleries, Theatres and Libraries	4.080	4.676	0.596
0.000	Parks and Open Spaces, Grounds Maintenance	4.655	5.138	0.483
0.000	Pier and Foreshore	0.414	0.670	0.256
0.000	Planning Policy and Planning Control, Building Control	0.923	0.605	(0.318)
0.000	Sea and Foreshore Defences	0.401	0.420	0.019
0.000	Sport Development	(0.117)	0.049	0.166
0.000		11.343	12.603	1.260
0.000	Gross Expenditure	16.608	18.133	1.525
0.000	Gross Income	(5.265)	(5.530)	(0.265)
0.000		11.343	12.603	1.260



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The forecast includes an estimated pay award pressure of £253,000 based on the National Employers current offer for 2022.

£463,000 of the reported over spend is driven by utility costs (across museums and Galleries, Theatres and Libraries and Pier and Foreshore) where it is anticipated that electricity prices will be double the 2021/22 costs and gas will be treble the 2021/22 costs, this is after the application of £258,000 of contingency budget.

There is a £154,000 over spend arising from the under recovery of income on the Fusion contract this financial year. Cabinet approved the reprofiling of this income, to now be received in 2023/24.

The Parks and Grounds Maintenance services are experiencing inflationary pressures of approximately £230,000 for fuel and utilities, as well as a reduction in income from 3rd parties and an increase in vehicle and machine hiring costs.

A number of large Building Control and Development Control fees have been received by the department in the first 4 months of the year which will require work throughout the remainder of 22/23. This may require some additional resource to support them whilst there are currently some vacancies within the team.

Deputy Leader (Nov-May): Public Protection

5.60%

of Total Gross Revenue
Service Budget

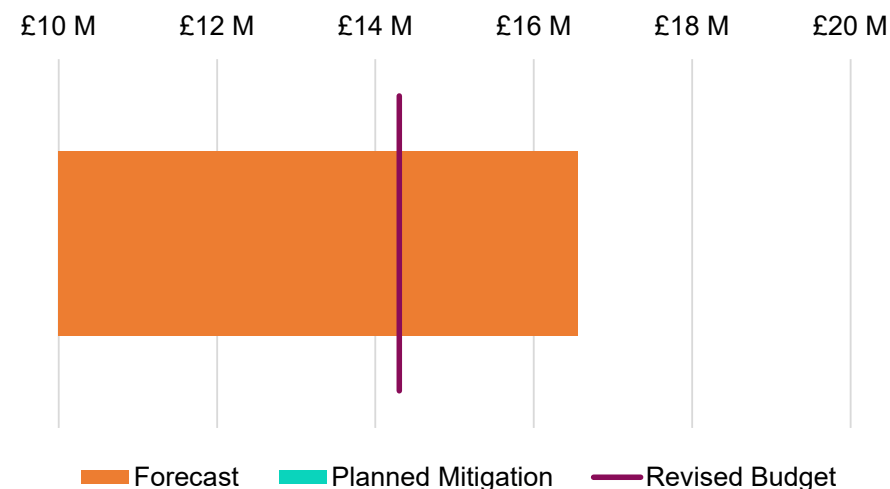
£2.25M

Forecast Adverse Variance

15.75%

Variance as % of Net Portfolio
Service Budget Envelope

Last Reported Variance £M	Service Area	Revised Budget £M	Forecast Outturn £M	Variance £M
0.000	Cemeteries, Crematoria and Bereavement Services	(1.616)	(0.710)	0.906
0.000	Cleansing of highways and public realm	1.774	1.724	(0.050)
0.000	Closed Circuit Television	0.489	0.582	0.093
0.000	Community Safety	0.916	0.925	0.009
0.000	Public Toilets	0.532	0.532	0.000
0.000	Registration Services	(0.086)	(0.078)	0.008
0.000	Regulatory services	1.214	1.277	0.063
0.000	Town Centre Management	0.130	0.132	0.002
0.000	Waste collection, disposal, management, recycling & sanitation	10.950	12.172	1.222
0.000		14.303	16.556	2.253
0.000	Gross Expenditure	18.494	19.936	1.442
0.000	Gross Income	(4.191)	(3.380)	0.811
0.000		14.303	16.556	2.253



The forecast includes an estimated pay award pressure of £92,000 based on the National Employers current offer for 2022.

The cremators at the crematorium are due to be refurbished towards the end of 2022. Whilst this is undertaken the number of cremations which can take place will be reduced and as a result income will be below budgeted levels by an estimated £575,000. The service is also affected significantly by the increase in utility costs and has a pressure of £170,000 as a result.

Household waste tonnage levels increased during the pandemic and have remained at those levels throughout 2022/23 so far. Increased residual waste volumes come with an increased cost, unlike recycling tonnage and it is estimated that the financial implication of this will be approximately £1.2M this year.

Adult Social Care & Health Integration

25.80%

of Total Gross Revenue
Service Budget

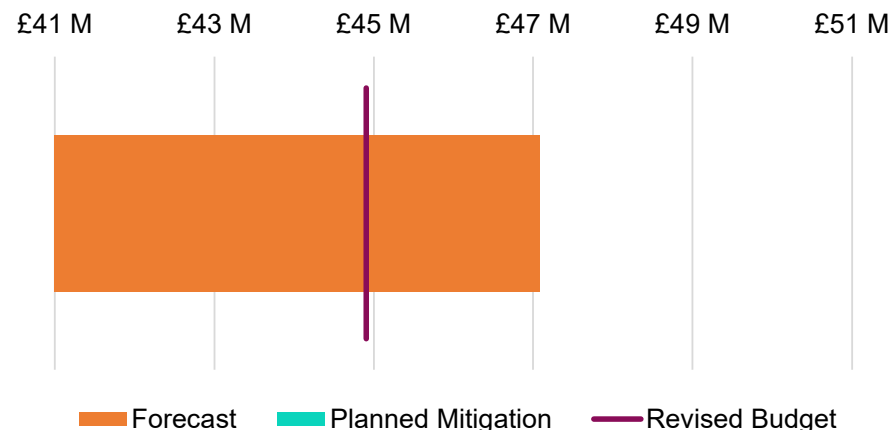
£2.2M

Forecast Adverse Variance

4.85%

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	34.496	35.930	1.434
0.000	Commissioning	5.543	5.538	(0.005)
0.000	Mental Health Services	4.470	5.212	0.742
0.000	Public Health	0.223	0.223	0.000
0.000	Community Cohesion and community assets	0.016	0.016	0.000
0.000	Drugs and Alcohol Service	0.000	0.001	0.001
0.000	Domestic Abuse (Social Aspects)	0.159	0.165	0.006
0.000		44.907	47.085	2.178
0.000	Gross Expenditure	85.189	86.628	1.439
40 0.000	Gross Income	(40.282)	(39.543)	0.739
0.000		44.907	47.085	2.178



The forecast includes an estimated pay award pressure of £274,000 based on the National Employers current offer for 2022.

£1.9M of the overspend is predominantly due to the delivery of statutorily required care and support to people with learning disabilities aged 18-64. The forecast cost of placements where the person has transitioned from Children's Services or an Educational placement has resulted in a pressure of £500,000, finance and operational colleagues are working to identify these costs earlier and to determine what mitigating action can be undertaken. In addition, clients who have not received care over the last two years have now restarted their care and in some cases the care is more complex and therefore more costly. There is also a pressure arising in residential placements, where despite a 7.1% uplift to rates, the average placement costs are increasing as a result of the cost of living crisis, with an average increase of £77 per week compared to July 2021.

Asset Management and Inward Investment

2.90%

of Total Gross Revenue
Service Budget

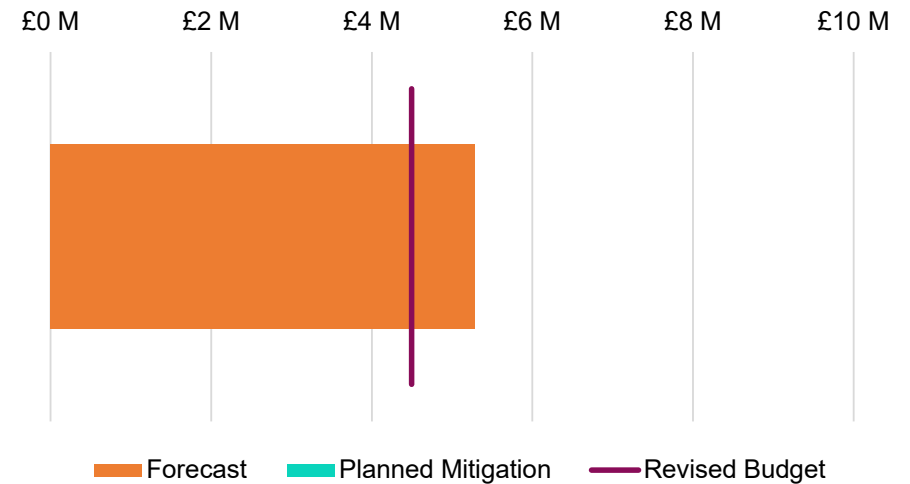
£0.8M

Forecast Adverse Variance

17.63%

Variance as % of Net Portfolio
Service Budget Envelope

Last Reported Variance £M	Service Area	Revised Budget £M	Forecast Outturn £M	Variance £M
0.000	Asset Management	0.677	0.586	(0.091)
0.000	Corporate Procurement	0.946	0.962	0.016
0.000	Financial Services (including Insurance etc.)	2.567	2.759	0.192
0.000	Home to School Transport Contract	1.647	1.648	0.001
0.000	Property and Commercial	(1.339)	(0.664)	0.675
0.000		4.498	5.291	0.793
⁴¹ 0.000	Gross Expenditure	9.570	11.177	1.607
0.000	Gross Income	(5.072)	(5.886)	(0.814)
0.000		4.498	5.291	0.793



The forecast includes an estimated pay award pressure of £124,000 based on the National Employers current offer for 2022.

While the Director of Asset Management has stepped up to cover the Executive Director for Growth and Housing role there are various interim staffing arrangements in place to cover the workload, however the service have managed to operate without backfilling the role which has resulted in a net underspend on staffing.

Difficulties in permanent recruitment to roles within Financial Services have forced the service to cover essential roles with interim/agency staff which is more expensive and is causing a budget pressure.

The majority of the pressure in Property and Commercial is related to the rise in the cost of energy and forecast impact on bills for Civic 1 and 2 and the Tickfield Centre. There is also a budget pressure because of security that is needed at sites which are no longer operational, e.g. Delaware House.

Children and Learning and Inclusion

29.63%

of Total Gross Revenue
Service Budget

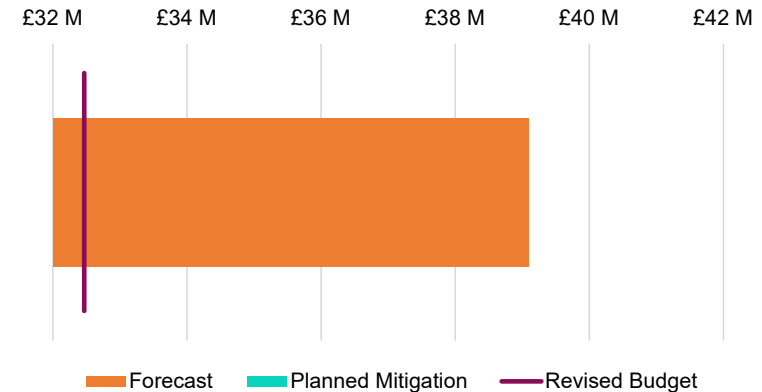
£6.6M

Forecast Adverse Variance

20.38%

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	0.069	0.069	0.000
0.000	Children with a special educational need and disability (SEND)	2.466	2.801	0.335
0.000	Children's Safeguarding	0.079	0.081	0.002
0.000	Children's Services	24.262	30.463	6.201
0.000	Family Centre, Early Years and Childcare	2.188	2.293	0.105
0.000	Schools, Education and Learning	0.936	0.915	(0.021)
0.000	Youth and Connexions	0.922	0.892	(0.030)
0.000	Youth Offending Service	1.549	1.574	0.025
0.000		32.471	39.088	6.617
0.000	Gross Expenditure	97.823	105.242	7.419
0.000	Gross Income	(65.352)	(66.154)	(0.802)
0.000		32.471	39.088	6.617



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The forecast includes an estimated pay award pressure of £366,000 based on the National Employers current offer for 2022.

As highlighted in the final year end position of 2021/22 for Children Services, the concern remained that a large spend pressure would occur for the opening of 2022/23. It was recognised Children in Care numbers had started to rise during the last quarter of 2021/22, with particular reliance on External Foster Care Placements which are more expensive.

In addition to the expected increase in External Foster Care Placements the opening periods of 2022/23 have also seen further reliance on Residential Care Placements, including some very new and high cost complex placements. The external residential care market is also short of supply and this is increasing the prices paid by all local authorities on the price of Residential Care, a problem being experienced nationwide.

There are also some very high cost and complex placements within the Care Leaver provision, where these cases have transitioned from previous Residential Care placements.

Placement costs are the main causes of this opening overspend. Work is being undertaken to seek to reduce these costs where possible and safe for the child, including working with Health where a child's needs can meet assessment for Health Contributions.

Work continues on building and sustaining capacity within the Inhouse foster care provision and engage regionally with the risks to the costs of the Care Market.

Other smaller financial pressures within Children Services do remain from 2021/22, and this includes continued reliance on temporary agency staff to cover critical social work or operational posts. There is a also pressure on Unaccompanied Asylum Seeking Children placements where the young adults have now turned 18 and Home Office support funding reduces and the cost of placements supporting children with disabilities.

Economic Recovery, Regeneration and Housing

20.04%

of Total Gross Revenue
Service Budget

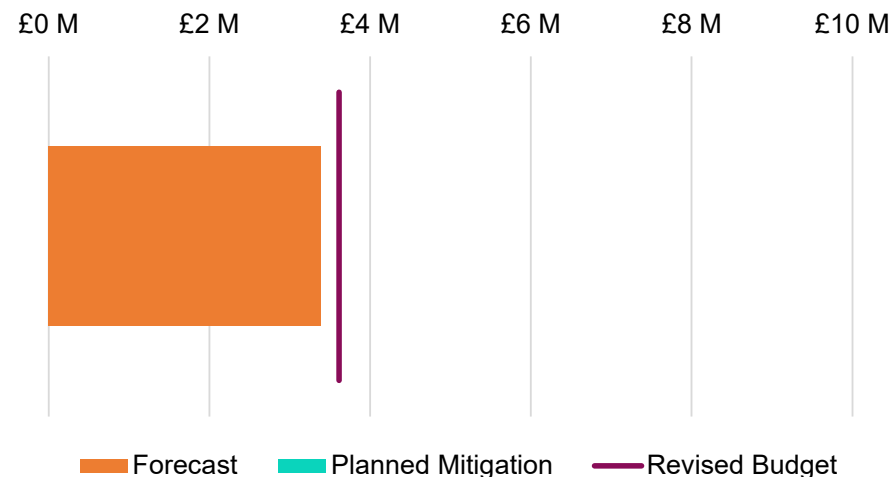
(£0.2M)

Forecast Favourable Variance

-6.31%

Variance as % of Net Portfolio
Service Budget Envelope

Last Reported Variance £M	Service Area	Revised Budget £M	Forecast Outturn £M	Variance £M
0.000	Homelessness and Rough Sleeping	0.383	0.283	(0.100)
0.000	Housing Benefit	1.668	1.583	(0.085)
0.000	Housing Management	0.004	0.046	0.042
0.000	Housing Strategy	0.502	0.445	(0.057)
0.000	Private sector housing standards and grants	0.530	0.505	(0.025)
0.000	Queensway Development	0.000	0.000	0.000
0.000	Regeneration and Business Growth	0.527	0.524	(0.003)
0.000		3.614	3.386	(0.228)
43				
0.000	Gross Expenditure	66.171	66.050	(0.121)
0.000	Gross Income	(62.557)	(62.664)	(0.107)
0.000		3.614	3.386	(0.228)



The forecast includes an estimated pay award pressure of £136,000 based on the National Employers current offer for 2022.

A number of positions in the housing team have been difficult to fill and as a result there are underspends within the service due to the issues surrounding recruitment. Some agency staff have been brought in to backfill roles where appropriate but a number of these roles are now appointed to permanently in-year.

Highways, Transport and Parking

3.69%

of Total Gross Revenue
Service Budget

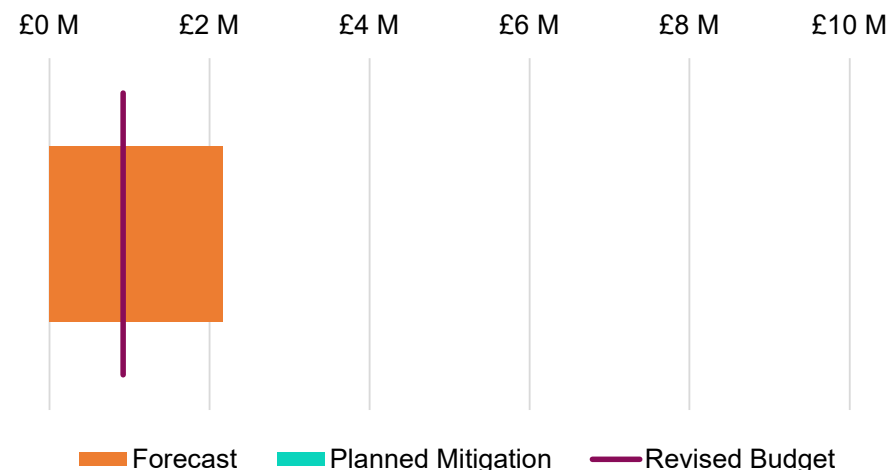
£1.2M

Forecast Adverse Variance

134.82%

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	(7.601)	(7.212)	0.389
0.000	Concessionary Fares	2.940	2.940	0.000
0.000	Engineering (Bridges and Structures)	0.050	0.050	0.000
0.000	Highways (including maintenance)	3.819	4.399	0.580
0.000	Highways and Transport	(0.344)	(0.325)	0.019
0.000	Passenger Transport / Vehicle Fleet	0.328	0.323	(0.005)
0.000	Public Transport	0.072	0.224	0.152
0.000	Transport (including Transport Policy and Licensing)	1.658	1.766	0.108
0.000		0.922	2.165	1.243
0.000	Gross Expenditure	12.170	13.413	1.243
0.000	Gross Income	(11.248)	(11.248)	0.000
0.000		0.922	2.165	1.243



The forecast includes an estimated pay award pressure of £91,000 based on the National Employers current offer for 2022.

Parking income remains on target this year, in part due to the warm dry weather we have experienced which has brought tourists and residents to our beaches. The transition to payments by phone and card was sped up as a result of the pandemic and these increased transactions are resulting in increased card processing costs. Security costs at the University Square car park also continue to bring a budget pressure.

The majority of the pressure in Highways (including maintenance) relates to the utility costs for street lighting. We undertook a significant conversion programme to LED which has reduced the amount of energy consumed otherwise this pressure would be even greater.

Security and utilities costs continue to bring cost pressures at the Travel Centre in Chicester Road and the impact of this is currently under review.

Housing Revenue Account

£0.8M

Forecast Adverse Variance

2.9%

Variance as % of Gross Operating Expenditure

Last Reported Variance £M	Service Area	Revised Budget £M	Forecast Outturn £M	Variance £M
0.000	Gross Expenditure	27.408	27.908	0.500
0.000	Gross Income	(30.447)	(30.147)	0.300
0.000	NET OPERATING EXPENDITURE	(3.039)	(2.239)	0.800
0.000	Revenue Contribution to Capital	8.309	8.309	0.000
0.000	Contribution to / (from) Earmarked Reserves	(5.270)	(6.070)	(0.800)
0.000	TOTAL	0.000	0.000	0.000

HRA Reserves 2022/23	Opening Balance	Forecast Movement	Closing Balance
Capital Investment Reserve	25.3	(8.5)	16.8
Major Repairs Reserve	8.0	4.1	12.0
Repairs Contract Pension Reserve	0.7	0.1	0.8
HRA Reserve	3.5	0.0	3.5
HRA Reserves Total	37.5	(4.4)	33.1

Inflationary pressures being experienced within the construction sector are escalating to unprecedented levels right across the UK, the south east of England is being particularly adversely affected. This is compounded by declining availability of materials and the shortage of specialist skills.

All contractors and key suppliers delivering services to South Essex Homes have been forced to respond to these market forces and in order to maintain services at a viable level have increased their charges accordingly. Another major challenge is that due to the current climate the market for repairs and maintenance contractors nationally is shrinking with procurement of new arrangements receiving either no bids being submitted or bids being inflated to unprecedented high levels.

We have an obligation to ensure people are kept safe, receive the support they need, and to discharge our statutory and regulatory obligations in a climate where financial resources continue to be pressurised. As a result it is anticipated that the inflation pressure on our repairs and maintenance contract will be approximately £0.5M higher in 2022/23. Analysis of all requirements will continue in an attempt to assess if any reductions to the programme can be made without compromising the safety of our tenants and our statutory requirements.

The remaining £0.3M pressure is in respect of the anticipated rent loss on a number of void properties, mainly at Queensway. This forecast is based on the properties that are currently void in Queensway, and it is likely to increase as tenants move out and we continue to hold them vacant as we prepare for the new major development. Pressures are also emerging around rent and service charge collection rates, given the cost of living pressures on tenants, South Essex Homes are continuing to provide advice and support wherever possible.

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Budget Monitoring & Reporting 2022/23

Period 4 – July 2022 Capital Investment Programme Performance



Capital Investment Programme Performance Report

1. Overall Budget Performance by Investment Area

The revised Capital budget for the 2022/23 financial year which includes all changes agreed at June 2022 Cabinet is as follows:

Schemes	Revised Budget 2022/23 £'000
Total Schemes Delivered by General Fund (excluding those Funded by the Levelling Up Fund)	64,414
Total Schemes Delivered by General Fund Funded by the Levelling Up Fund	16,865
Total Schemes Delivered by Housing Revenue Account	8,403
Total Schemes Delivered by Subsidiary Companies and Joint Ventures	25,849
Total Capital Programme	115,531

Actual capital spend as at 31st July 2022 is £15,963 million representing approximately 14% of the revised budget. This is shown in section 5. (Outstanding creditors totalling £0.710 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 2022/23	Outturn to 31st July 2022	Current Variance to 31st July 2022	Expected outturn 2022/23	Latest Expected Variance to Revised Budget 2022/23	Amended Budget 2023/24 to 2026/27
	£'000	£'000	£'000	£'000	£'000	£'000
General Fund Housing	1,160	180	(980)	1,160	0	4,285
Social Care	263	615	352	263	0	0
Schools	5,170	209	(4,961)	2,026	(3,144)	6,760
Enterprise & Regeneration	11,646	2,805	(8,841)	11,646	0	10,000
Southend Pier	6,716	855	(5,861)	6,716	0	4,800
Culture & Tourism	593	100	(493)	593	0	0
Community Safety	784	274	(510)	784	0	0
Highways & Infrastructure	25,974	4,513	(21,461)	23,194	(2,780)	25,377
Works to Property	7,790	575	(7,215)	7,790	0	5,204
Energy Saving	572	208	(364)	572	0	200
ICT	3,132	1,491	(1,641)	3,132	0	1,070
S106/S38/CIL	614	192	(422)	532	(82)	201
Total	64,414	12,017	(52,397)	58,408	(6,006)	57,897

Total Schemes Delivered by General Fund – Funded by the Levelling Up Fund

Investment Area	Revised Budget 2022/23	Outturn to 31st July 2022	Current Variance 31st July 2022	Expected outturn 2022/23	Latest Expected Variance to Revised Budget 2022/23	Amended Budget 2023/24 to 2026/27
	£'000	£'000	£'000	£'000	£'000	£'000
Enterprise & Regeneration	16,865	433	(16,432)	8,943	(7,922)	14,702
Total	16,865	433	(16,432)	8,943	(7,922)	14,702

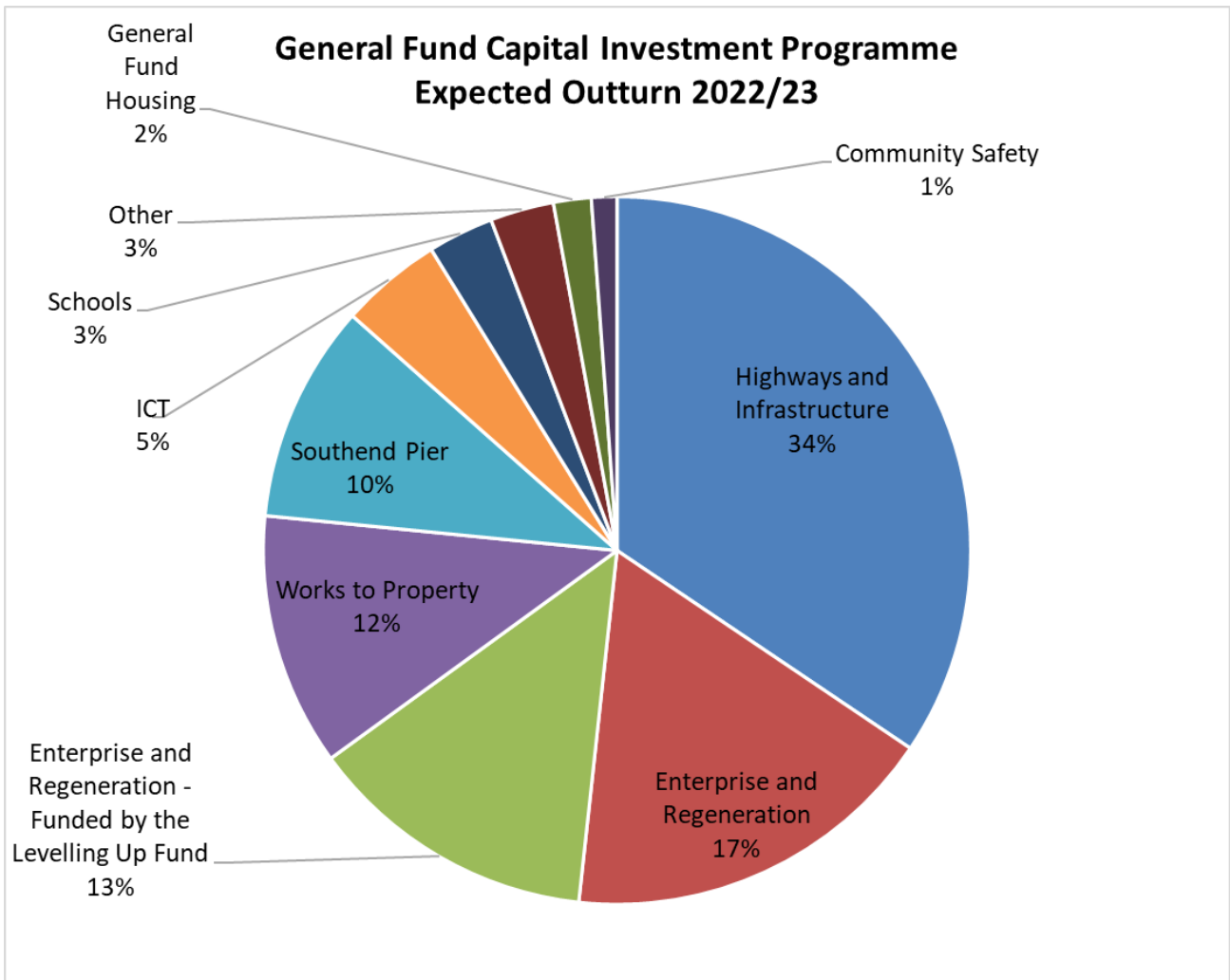
Total Schemes Delivered by Housing Revenue Account

Investment Area	Revised Budget 2022/23	Outturn to 31st July 2022	Current Variance to 31st July 2022	Expected outturn 2022/23	Latest Expected Variance to Revised Budget 2022/23	Amended Budget 2023/24 to 2026/27
	£'000	£'000	£'000	£'000	£'000	£'000
Council Housing New Build Programme	3,490	436	(3,054)	1,598	(1,892)	10,392
Council Housing Acquisitions Programme	4,034	1,087	(2,947)	4,156	122	3,673
Council Housing Refurbishment – Disabled Adaptations	879	87	(792)	879	0	1,546
Total	8,403	1,610	(6,793)	6,633	(1,770)	15,611

Total Schemes Delivered by Subsidiary Companies, Joint Ventures and Partners

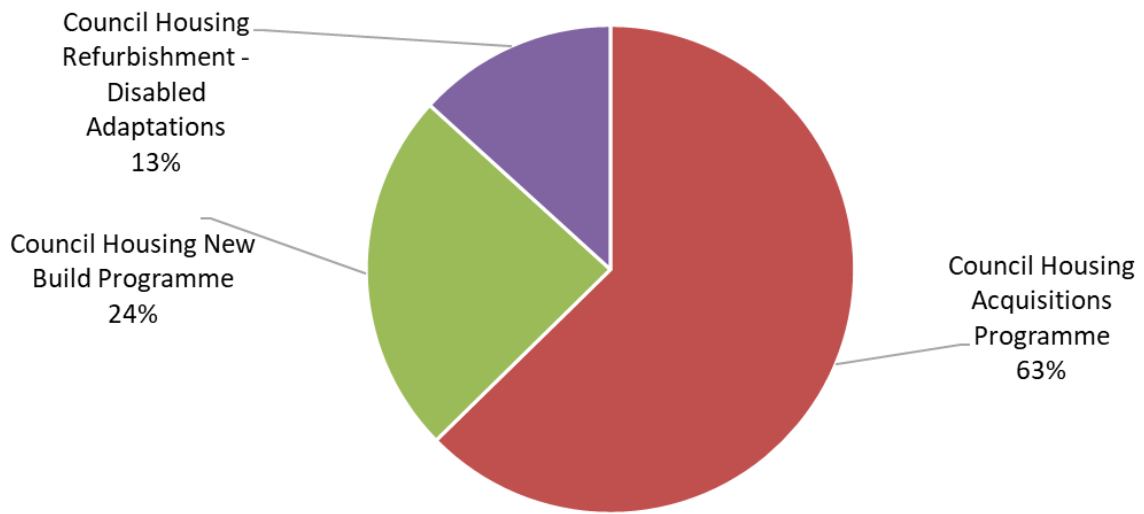
Investment Area	Revised Budget 2022/23	Outturn to 31st July 2022	Current Variance to 31st July 2022	Expected outturn 2022/23	Latest Expected Variance to Revised Budget 2022/23	Amended Budget 2023/24 to 2026/27
	£'000	£'000	£'000	£'000	£'000	£'000
Council Housing Refurbishment	9,949	1,453	(8,496)	9,949	0	13,235
Enterprise and Regeneration	15,900	450	(15,450)	9,800	(6,100)	22,775
Total	25,849	1,903	(23,946)	19,749	(6,100)	36,010

Total Capital Programme	115,531	15,963	(99,568)	93,733	(21,798)	124,220
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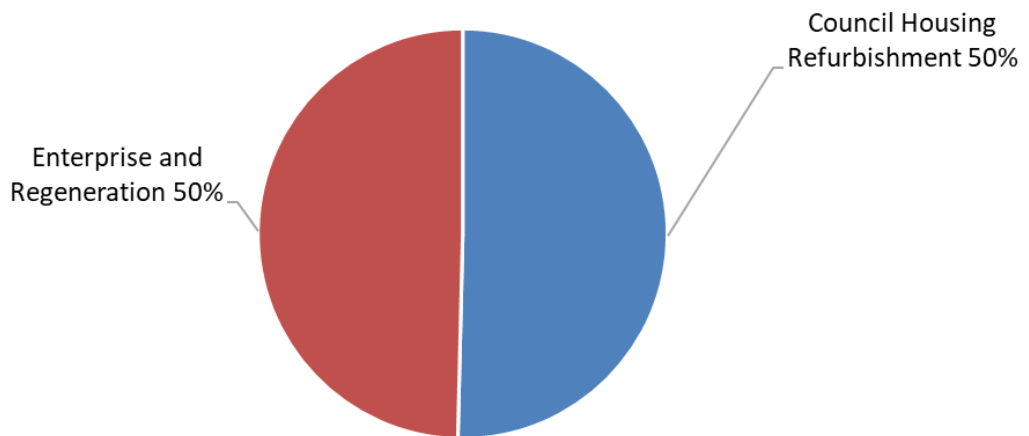


Other	Expected Outturn 2022/23
Culture and Tourism	£ 593
Energy Saving	£ 572
S106/S38/CIL	£ 532
Social Care	£ 263
	£ 1,960

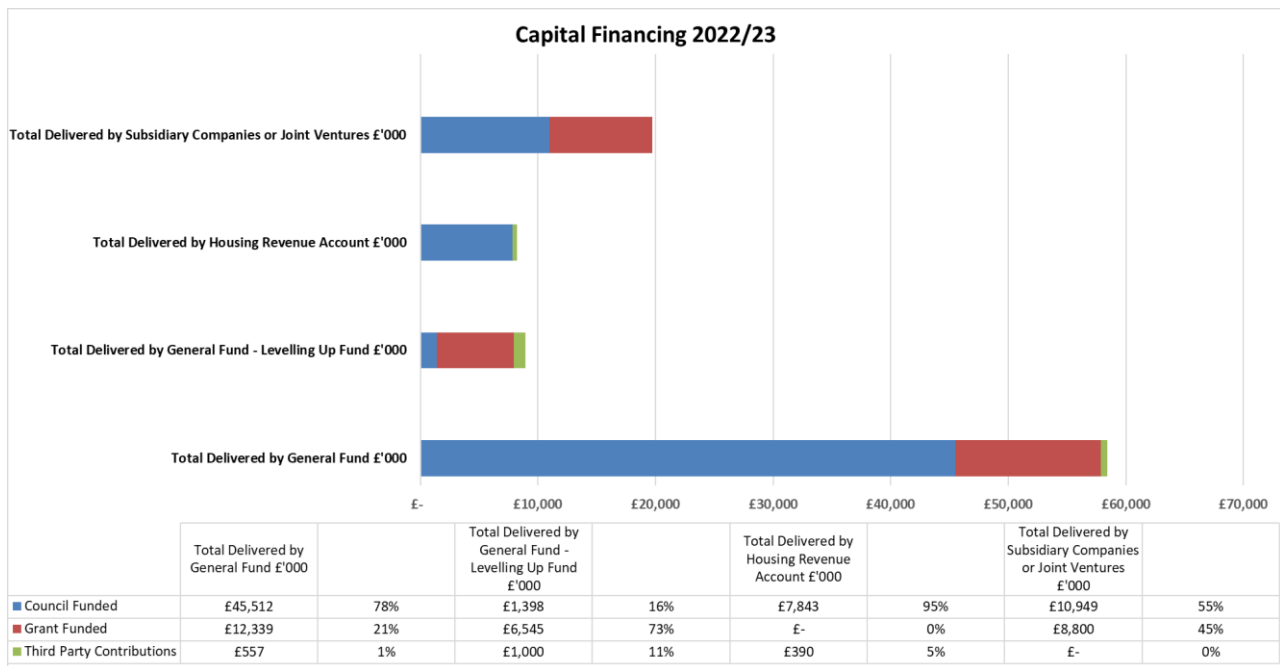
Housing Revenue Account Capital Investment Programme Expected Outturn 2022/23



Capital Investment Programme Delivered by Subsidiary Companies, partners or Joint Ventures Expected Outturn 2022/23



The capital investment for 2022/23 is proposed to be funded as follows:



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

Of the £29.631 million of external funding expected, £18.493 million had been received by 31st July 2022.

2. 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.

£91.766 million of this relates to strategic schemes and approximately 15% spend has been achieved to date for these strategic schemes.

Investment Area	Scheme	Revised Budget 2022/23 £000	Outturn to 31st July 2022 £000	Expected outturn 2022/23 £000	Latest Expected Variance to Revised Budget 2022/23 £000	Amended Budget 2023/24 to 2026/27 £000
Strategic Schemes						
Enterprise and Regeneration	Airport Business Park (including Local Growth Fund)	7,265	2,378	7,265	-	-
Enterprise and Regeneration	Better Queensway - Programme Management	1,281	176	1,281	-	-
Enterprise and Regeneration	Seaway Leisure	-	-	-	-	10,000
Enterprise and Regeneration	Victoria Centre	2,855	252	2,855	-	-
Social Care	Brook Meadows House	-	615	-	-	-
Schools	High Needs Provision	3,887	-	675	(3,212)	6,198
Southend Pier	Southend Pier schemes	6,716	855	6,716	-	4,800
ICT	ICT schemes	3,132	1,491	3,132	-	1,070
Highways and Infrastructure	Footways and Carriageways Schemes	11,526	2,527	11,526	-	17,546
Highways and Infrastructure	Parking Schemes	1,511	708	1,511	-	100
Highways and Infrastructure	Highways and Infrastructure - Local Growth Fund and Local Transport Plan Schemes	5,764	858	5,235	(529)	5,285
Total General Fund Strategic Schemes		43,937	9,860	40,196	(3,741)	44,999
Enterprise and Regeneration	Leigh Port Detailed Design	8,922	110	1,000	(7,922)	13,902
Enterprise and Regeneration	Cliffs Pavillion	7,178	323	7,178	-	800
Enterprise and Regeneration	City Beach	765	-	765	-	-
Total General Fund - Funded by Levelling Up Fund Strategic Schemes		16,865	433	8,943	(7,922)	14,702
Council Housing New Build Programme	Council Housing New Build Programme	3,490	436	1,598	(1,892)	10,392
Council Housing Acquisitions	HRA Affordable Housing Acquisitions Programme	3,007	854	3,009	2	2,000
Council Housing Acquisitions	Acquisition of Tower Block Leaseholds - Queensway	818	193	938	120	1,573
Total HRA Strategic Schemes		7,315	1,483	5,545	(1,770)	13,965
Council Housing Refurbishment	HRA Decent Homes Programme	9,949	1,453	9,949	-	13,235
Enterprise and Regeneration	Better Queensway - Loan to Joint Venture	2,000	450	1,000	(1,000)	10,675
Enterprise and Regeneration	Housing Infrastructure Funding	7,500	-	2,400	(5,100)	12,100
Enterprise and Regeneration	Better Queensway - SELEP	4,200	-	4,200	-	-
Total Delivered by Subsidiary Companies and Joint Ventures Strategic Schemes		23,649	1,903	17,549	(6,100)	36,010
Total Strategic Schemes		91,766	13,679	72,233	(19,533)	109,676
Other Schemes						
Other General Fund Capital Investment Schemes		20,477	2,157	18,212	(2,265)	12,898
Other HRA Capital Investment Schemes		1,088	127	1,088	-	1,646
Other Delivered by Subsidiary Companies and Joint Ventures Capital Investment Schemes		2,200	-	2,200	-	-
Total Schemes						
TOTAL GENERAL FUND SCHEMES		81,279	12,450	67,351	(13,928)	72,599
TOTAL HRA SCHEMES		8,403	1,610	6,633	(1,770)	15,611
TOTAL DELIVERED BY SUBSIDIARY COMPANIES AND JOINT VENTURES SCHEMES		25,849	1,903	19,749	(6,100)	36,010
		115,531	15,963	93,733	(21,798)	124,220

General Fund

Enterprise and Regeneration

The completion of the Launchpad at the Airport Business Park is progressing well with practical completion expected in September and the opening of the building expected later in 2022. The project is expected to complete within budget with the remaining capital expenditure recorded in the 2022/23 financial year with only some retentions needing to be raised as accruals at the year end.

For the Seaway Leisure scheme it was agreed that £10M of the Council's capital reserves would be used as equity in the proposed development to enable significantly improved commercial terms thereby significantly reducing the Council's financial risk and providing an improved annual income stream. Now that this scheme has been subject to significant due diligence and exchange of contracts has taken place, a request has been included as part of this report to transfer this sum from the 'Subject to Viable Business Case' section up into the main programme.

The refurbishment works to the Victoria Centre are progressing at pace with contracts let for some of the elements such as the atrium roof and the lift works. The budget is expected to be spent in 2022/23.

Social Care

Construction of the new care home Brook Meadows House was completed in 2021/22 with residents having moved into the building in early 2022. The Priory Care Home has been demolished and final landscaping works can now be completed. Works incurred during 2022/23 do not have a budget allocation and the 2021/22 works were overspent by £3.4M. The overspend has been incurred due to a number of issues including the performance of the design team. The Council is currently taking forward actions with a view to recovering significant costs incurred where these have been caused by the performance of third parties.

Schools

The High Needs Provision budget is financed by grant monies from the Department for Education to enhance the facilities and number of places available for children with special educational needs and disabilities or requiring alternative provision. There are currently three schemes at various stages of completion for autism resource bases with more potential scheme options being considered. The resource base at Southend High School for Boys is due to be completed soon, the one at Blenheim Primary School had been delayed and is unlikely to be finished by the end of the financial year end and the one at Thorpe Greenways Primary School is awaiting DfE approval. As a result a carry forward request into 2024/25 for £3,212k is included as part of this report.

Southend Pier

The pier schemes are progressing well at this point in the financial year. However, works are more difficult to complete in the autumn and winter months and the position will be kept under review, with any budget re-profile requests being included in the next available Cabinet report.

ICT Schemes

The ICT schemes are progressing and are at various stages of completion. The Core Application and Database Migration works to move to the Cloud are expected to be completed this financial year. The Digital Enablement works are underway but may need to continue into the next financial year. The position will be reviewed, with any budget re-profile requests being included in the next available Cabinet report.

Regarding the Implementation of the ContrOCC modules for Childrens and Adults Social Care it has been identified that additional payment modules will need to be implemented. Initially the works were planned over a 12-18 month period but there is now a requirement to change priorities and therefore to revisit the order of the works. The budget profile is being reviewed, with any budget re-profile requests being included in the next available Cabinet report.

Highways and Infrastructure

The Footways and Carriageway schemes are progressing well with plans to deliver the allocated budget by the end of the financial year. By the year end it is expected that approximately 25 road improvements will have been completed.

The Junction Protection works are progressing with the statutory process being worked through and works are expected to complete this financial year. The surveys for the Zebra Crossing Surfacing Replacement have been undertaken and works are expected to complete this financial year.

The works to East Beach car park are complete and it has now reopened. The scheme costs are being finalised and there is a potential budget pressure of circa £70k due to increased material costs. Other scheme budgets are being considered for a virement to fund this.

Some works on the Local Growth Fund A127 Growth Corridor scheme relating to the Bell Junction have been identified as being required in the next financial year. A carry forward request for £529k is included as part of this report.

The Southend Town Centre Interventions scheme if funded by Local Growth Fund monies which have a spend deadline of 31st December 2022. There were initially some delays due to supply chain issues but progress has been made with the equipment at Forum Square and an empty unit in the High Street is due to be opened next month. The spend deadline is therefore expected to be met.

Local Transport Capital Block funding allocations have been notified for 2023/24 and 2024/25 across the following funding streams: Integrated Transport Block, Highways Maintenance Block and the Potholes Fund. Requests to include new external funding of £3,151k in each of the years 2023/24 and 2024/25 have been included as part of this report.

General Fund - Funded by the Levelling Up Fund

Enterprise & Regeneration

The contract for the ground investigation for the Leigh Port project has been placed and the scheme design is progressing well. The sediment sampling procurement is taking longer than

estimated and the Marine Management Organisation licencing may be delayed causing the dredging to be delayed. As a result a carry forward request into 2023/24 for £7,922k is included as part of this report.

The preliminary design has been completed for the City Beach project but there is a potential delay to works starting due to the summer peak season.

The Cliffs Pavilion project has secured planning permission and a suitably qualified and experienced design and construction team have been appointed. The project is currently on hold to enable the commercial terms to be agreed between the Council and the current operator. When it resumes the anticipated costs of the project will have increased since it was initially budgeted therefore the commercial return on investment will require a comprehensive review.

Housing Revenue Account

Construction of New Housing on HRA Land

The procurement for the main contractor for Phase 3 was unsuccessful. The specification has been increased to encompass the Future Homes Standard and has been split into two smaller procurements. Costs plans are expected soon but it is anticipated that it will be possible that the contractor for the smaller portion of the scheme can be on site sooner but that the other part of the scheme will take longer to get underway. Therefore a carry forward request of £700k into 2024/25 is requested as part of this report.

Planning permission is being sought for Phase 4 and a further survey has been requested. As a result a carry forward request of £500k into 2023/24 is requested as part of this report.

In line with the revised housing construction programme a request to carry forward £400k of the Modern Methods of Construction budget into 2023/24 is also included in this report.

One purchase has been made from the Land Assembly Fund but no other purchases are expected this financial year. Therefore a request to carry forward £290k into 2023/24 is included as part of this report.

HRA Affordable Housing Acquisitions Programme

Seven properties have been purchased with a further 10 properties with solicitors. The budget is on course to be spent in 2022/23.

Acquisition of Tower Block Leaseholds – Queensway

Two leaseholds have been acquired so far this year, with a further seven leasehold acquisitions with solicitors or awaiting completion. An accelerated delivery of £120k from 2023/24 is requested as part of this report to cover these costs.

Subsidiary Companies and Joint Ventures

HRA Decent Homes Programme

The main programme works are contractually committed and progressing. The budget is expected to be spent during 2022/23.

The Sprinkler System Installation Pilot project has been completed. The feasibility study for the Remodelling of Tied Accommodation is approximately halfway through and the resulting recommendations will go to a future Strategic Partnership Board for a decision. The improvement and structural works to the Balmoral Estate is underway, with the first part completed and the 2022/23 budget is expected to be spent.

Housing Infrastructure Funding

The Housing Infrastructure Funding is grant funding which is to be drawn down from Homes England at the appropriate time and passported to Porters Place Southend-on-Sea LLP. During 2021/22 £500k was drawn down and passported to the LLP and Homes England are currently processing another drawdown of £2.4M which is due to be paid in September. The current spend deadline is March 2023 but an extension has been requested to December 2023. Therefore a request is included as part of this report to carry forward £5.1M into 2023/24. Depending on the outcome of the Homes England decision, the budget will be further re-profiled as appropriate.

Better Queensway SELEP

The current deadline for spending the £4.2M of SELEP monies is 30th September 2022. The LLP have signed a back-to-back agreement and have submitted a drawdown request of £2.5M. The rest of the monies are expected to be spent during 2022/23.

Better Queensway – Loan to Joint Venture

Project activity has slowed due to the timing of the forthcoming merger between Swan and Orbit and the awaited revised business plan from the LLP. Therefore a request is included as part of this report to carry forward £1M into 2026/27.

3. Progress of other schemes

General Fund

Schools

Projects within the Schools Improvement and Provision for School Places project are substantially complete and £400k of budget was moved from the main capital investment programme to the 'Subject to Viable Business Case' section as the service were awaiting the outcome of the local plan to assess whether these funds would be needed. A retention payment of £68k has since been notified and therefore a request is included as part of this report to bring that amount from the 'Subject to Viable Business Case' section back up into the main capital investment programme.

Highways and Infrastructure

The budget profile of the Belton Way East Cliff Slip project has been reassessed and part of the scheme will be delivered in 2023/24. A carry forward request for £2,251k is included as part of this report.

The tender for works on the Cliff Parade Cliff Slip project has been awarded and works were due to start in August.

There is no further spend for Tranche 1 of DfT's Emergency Active Travel Fund. A virement request has been included as part of this report to move £116k of budget to the DfT Active Travel – Tranche 2 scheme.

Works to Property

Planning permission has been granted for three café units at East Beach which would make a significant contribution to the attraction and amenity by enhancing the destination and providing facilities for locals and visitors to enjoy, year-round. The investment of £1,568k is for the construction of the three café units but there are many variables including tender costs, build cost inflation, rental levels, tenant demand, future business rates and parking levels all of which will impact on the final financial assessment and viability. The risk associated with the level of demand can be mitigated by building only two cafés initially, then a further unit could be built at a later date. The tender and marketing is being undertaken for two and three units so that the level of demand and market appetite can be gauged. Following the outcome of the above, the scheme will return to the Investment Board with a clear recommendation to progress with either two or three units. If the recommendation is for two units, the proportion of the budget not required would be deleted.

The crematorium refurbishment programme is due to commence later in the year. As a result of the works a temporary cremator will be used and services will be reduced.

S106/S38/CIL

£104k of unspent Section 106 funds relating to land to the west of Luker Road and South of Elmer Approach have been refunded to the South Essex College. A request to delete the associated expenditure budget has been included as part of this report.

A new expenditure budget of £22k is requested for the Whitegate Play Space at Milton Ward, funded by CIL Ward and S106 funds.

4. Requested Changes to the Capital Investment Programme

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

Scheme	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 Budget £000	2026/27 and future years Budget £000	Total Budget (all years) £000
Leigh Port Detailed Design	(7,922)	7,922				0
DFT - Belton Way East Cliff Slip	(2,251)	2,251				0
Local Growth Fund - A127 Growth Corridor	(529)	529				0
Housing Construction Scheme - Land Assembly Fund (S106)	(290)	290				0
Council Affordable Housing Development (Phase3) - Shoebury	(700)		700			0
Council Affordable Housing Development (Phase4) - St Laurence	(500)	500				0
Council Affordable Housing Development (MMC) - West Shoebury	(400)	400				0
High Needs Provision	(3,212)		3,212			0
Total Carry Forwards - programme to be delivered by the Council	(15,804)	11,892	3,912	0	0	0

Carry Forwards to Future Years - programme to be delivered by Subsidiary Companies, Partners and Joint Ventures

Scheme	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 Budget £000	2026/27 and future years Budget £000	Total Budget (all years) £000
Better Queensway - Loan to Joint Venture	(1,000)				1,000	0
Better Queensway - Housing Infrastructure Funding	(5,100)	5,100				0
Total Carry Forwards - programme to be delivered by Subsidiary Companies, Partners and Joint Ventures	(6,100)	5,100	0	0	1,000	0

Accelerated Deliveries – programme to be delivered by the Council

Scheme	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 Budget £000	2026/27 and future years Budget £000	Total Budget (all years) £000
Acquisition of tower block leaseholds - Queensway	120	(120)				0
Total Accelerated Deliveries - programme to be delivered by the Council	120	(120)	0	0	0	0

Deletions from the Programme – programme to be delivered by the Council

Scheme	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 Budget £000	2026/27 and future years Budget £000	Total Budget (all years) £000
S106 Seec 0200500ful - Highway Works	(104)					(104)
Total Deletions from the Programme - programme to be delivered by the Council	(104)	0	0	0	0	(104)

Virements between schemes - programme to be delivered by the Council

Scheme	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 Budget £000	2026/27 and future years Budget £000	Total Budget (all years) £000
DFT - Emergency Active Travel Fund	(116)					(116)
DFT Active Travel - Tranche 2	116					116
Housing Construction Scheme - Land Assembly Fund (S106)	(2)					(2)
HRA Affordable Housing Acquisitions Programme	2					2
Total Virements between schemes - programme to be delivered by the Council	0	0	0	0	0	0

New External Funding - programme to be delivered by the Council

Scheme	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 Budget £000	2026/27 and future years Budget £000	Total Budget (all years) £000
CIL Ward NA and S106 - Milton - Whitegate Play Space	22					22
Highways Maintenance - Potholes		773	773			1,546
LTP (Integrated Transport block) - Better Sustainable Transport		470	470			940
LTP (Integrated Transport block) - Better Networks		429	429			858
LTP (Integrated Transport block) - Better Networks & Traffic Management Schemes		400	400			800
LTP (Integrated Transport block) - Better Operation of Traffic Control Systems		113	113			226
LTP (Integrated Transport block) - Bridge Strengthening		250	250			500
Local Transport Plan Maintenance		595	595			1,190
LTP - Maintenance - Street Lighting		121	121			242
Total New External Funding - programme to be delivered by the Council	22	3,151	3,151	0	0	6,324

Transfers from 'Subject to Viable Business Case' section to main Capital Investment Programme – programme to be delivered by the Council

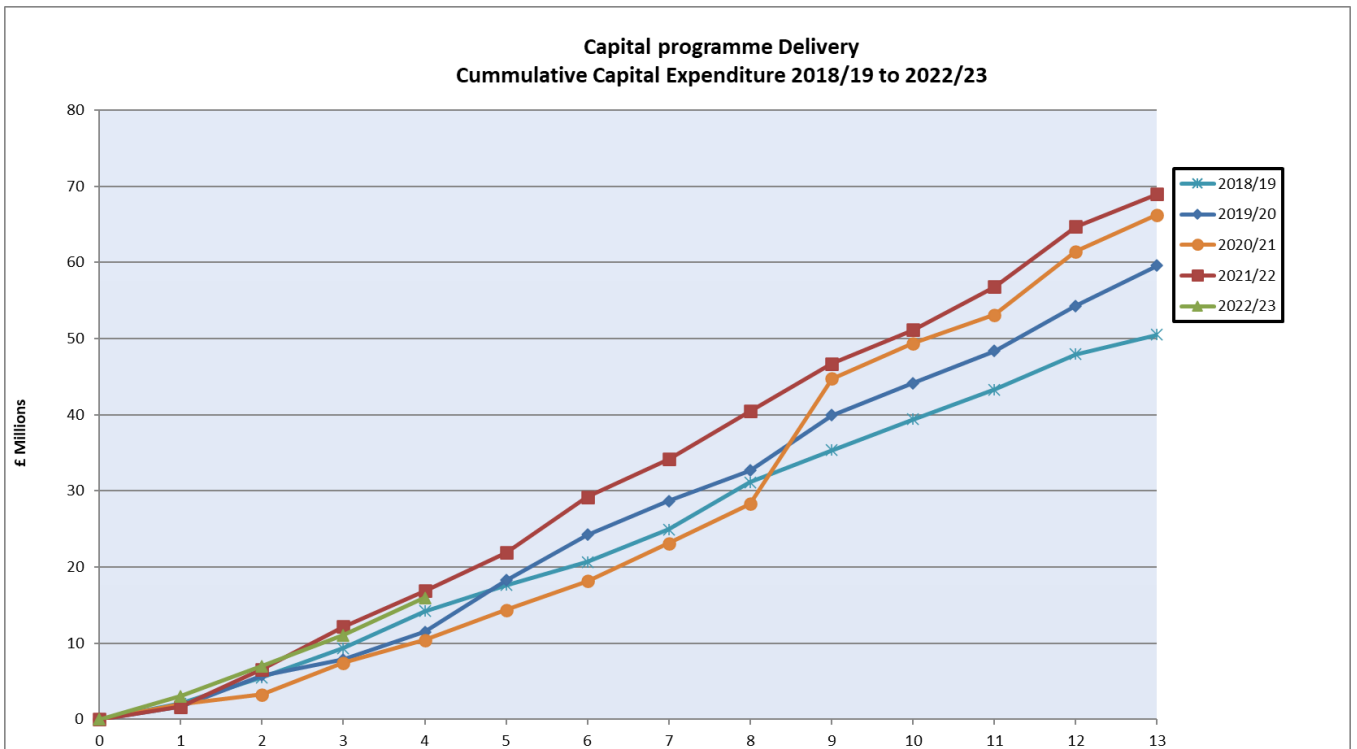
Scheme	2022/23 Budget £000	2023/24 Budget £000	2024/25 Budget £000	2025/26 Budget £000	2026/27 and future years Budget £000	Total Budget (all years) £000
Seaway Leisure			10,000			10,000
School Improvement & Provision for School Places	68					68
Total Transfers from 'Subject to Viable Business Case' Section - programme to be delivered by the Council	68	0	10,000	0	0	10,068

5. Summary of Capital Expenditure at 31st July

	Original Budget 2022/23	Revisions	Revised Budget 2022/23	Actual 2022/23	Forecast outturn 2022/23	Forecast Variance to Year End 2022/23	% Variance
	£000	£000	£000	£000	£000	£000	
General Fund Housing	1,017	143	1,160	180	1,160	-	16%
Social Care	203	60	263	615	263	-	234%
Schools	1,680	3,490	5,170	209	2,026	(3,144)	4%
Enterprise and Regeneration	7,228	4,418	11,646	2,805	11,646	-	24%
Southend Pier	6,300	416	6,716	855	6,716	-	13%
Culture and Tourism	145	448	593	100	593	-	17%
Community Safety	250	534	784	274	784	-	35%
Highways and Infrastructure	19,936	6,038	25,974	4,513	23,194	(2,780)	17%
Works to Property	6,337	1,453	7,790	575	7,790	-	7%
Energy Saving	425	147	572	208	572	-	36%
ICT	2,138	994	3,132	1,491	3,132	-	48%
S106/S38/CIL	35	579	614	192	532	(82)	31%
TOTAL PROGRAMME TO BE DELIVERED BY THE GENERAL FUND	45,694	18,720	64,414	12,017	58,408	(6,006)	19%
Enterprise and Regeneration	16,808	57	16,865	433	8,943	(7,922)	3%
TOTAL PROGRAMME TO BE DELIVERED BY THE GENERAL FUND - FUNDED BY THE LEVELLING UP FUND	16,808	57	16,865	433	8,943	(7,922)	3%
Council Housing New Build Programme	9,394	(5,904)	3,490	436	1,598	(1,892)	12%
Council Housing Acquisitions Programme	3,203	831	4,034	1,087	4,156	122	27%
Council Housing Refurbishment - Disabled Adaptations	770	109	879	87	879	-	10%
TOTAL PROGRAMME TO BE DELIVERED BY THE HOUSING REVENUE ACCOUNT	13,367	(4,964)	8,403	1,610	6,633	(1,770)	19%
Council Housing Refurbishment	9,008	941	9,949	1,453	9,949	-	15%
Enterprise and Regeneration	14,200	1,700	15,900	450	9,800	(6,100)	3%
TOTAL PROGRAMME TO BE DELIVERED BY SUBSIDIARY COMPANIES OR JOINT VENTURES	23,208	2,641	25,849	1,903	19,749	(6,100)	7%
Council Approved Original Budget - February 2022	99,077						
Programme to be delivered by the General Fund							
General Fund Housing	143						
Social Care	60						
Schools	3,490						
Enterprise and Regeneration	4,418						
Southend Pier	416						
Culture and Tourism	448						
Community Safety	534						
Highways and Infrastructure	6,038						
Works to Property	1,453						
Energy Saving	147						
ICT	994						
S106/S38/CIL	579						
Programme to be delivered by the General Fund - Funded by the Levelling Up Fund							
Enterprise and Regeneration	57						
Programme to be delivered by Housing Revenue Account							
Council Housing New Build Programme	(5,904)						
Council Housing Acquisitions Programme	831						
Council Housing Refurbishment - Disabled Adaptations	109						
Programme to be delivered by Subsidiary companies or Joint Ventures							
Council Housing Refurbishment	941						
Enterprise and Regeneration	1,700						
Council Approved Revised Budget - June 2022	115,531						

Actual compared to Revised Budget spent is 15.963M or 14%

6. Capital Programme Delivery



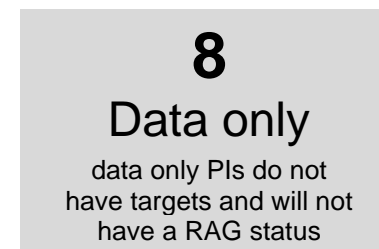
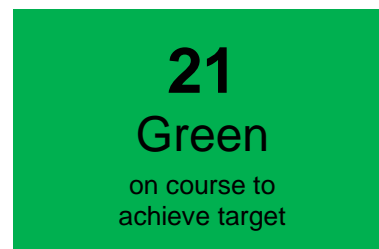
Year	Outturn £m	Outturn Against Budget %
2018/19	50.0	96.0
2019/20	59.5	83.8
2020/21	66.2	81.0
2021/22	69.0	88.0

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Corporate Performance Dashboard Report – July 2022

The Corporate Performance Dashboard July 2022 report covers performance indicators that link to the Resourcing Better Outcomes financial report. The report shows our performance predominantly for the period July 2022, with some exceptions where data is unavailable at this time. Data has been RAG rated against targets where applicable and compares our current position to the previous month and previous year where data is available. It is presented by Portfolio Holder, with the intention to align against the new corporate priorities following the adoption of the new Corporate Plan in September.

The total number of performance indicators included is 45. The summary of RAG status for PI's is as follows:



65

In consideration of the financial challenges, highlighted below are the 12 PIs at risk of missing target.

- SCC working days lost per FTE due to sickness - excluding school staff [Cumulative YTD]
- Percentage of general complaints received answered within timescales (all stages) [Monthly Snapshot]
- Proportion of those that received short-term service during the year where sequel was either no on-going support or support of a lower level
- Proportion of adults in contact with secondary mental health services who live independently with or without support
- Proportion of adults with a learning disability in paid employment
- Proportion of older people (65 and over) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services
- Wellbeing referral Programme - Number of individuals completing 12 weeks of Wellbeing Referral Programme
- Rate of children in care per 10,000 population under 18 years old
- Percentage of children who have been in care for at least 5 working days, who have had a visit in the 6 weeks (30 working days), prior to the last day of the month
- Percentage of children who have been in care for 2.5 years and in the same placement for 2 years OR are placed for adoption and their adoptive placement together with their previous placement together last for at least 2 years for CLA under the age of 16
- Percentage of placements in residential and PVI (private, voluntary, and independent sector) settings
- Percentage of agency social workers (Children's)

Corporate matters and performance delivery

Highlight report

- The current collection for Council Tax on 1st August 2022 is **35.4%**. This is 0.5% lower than the targeted collection for the month, and 0.7% lower than the collection for the same period in the prior financial year. In monetary terms on 1st August 2022 a total of £1,772,000 more tax has been collected at this time in the financial year in comparison to the previous financial year. This equates to a decrease in collection of £535,000 in comparison to the monthly target. The comparatively low figure is a result of delays in issuing summons in June for non-payment, which were then implemented in July at a capped level.

Given an annual target of 97.5%, in-month collection rates from August will need to average 7.76%. With an average in-month collection rate of 8.85%, annual target is expected to be achievable given consistent in-month collection.

- July 2022/23 service requests received via MySouthend total **9,638**, a decrease of 20.64% compared with June (12,144), and a decrease of 31.41% compared with July of the previous year (14,052). The overall percentage of self-serve requests made for July is 88.6%, a decrease of 3.42% compared with June (92.02%), and a decrease of 1.15% compared with July of the previous year (89.75%). The largest increase in MySouthend requests was for Bins, recycling, and waste, which saw an increase of 17%. This increase could be a seasonal trend as we saw a similar increase (19.7%) for July 2021. The highest proportion of this type of service request was for a missed collection (46%, 1,524), followed by 36% (1,193) for fly-tipping or street cleansing.
- SCC working days lost per FTE due to sickness - excluding school staff [Cumulative YTD] currently sits at **2.79**, above target of 2.18. This represents an increase of 29.17% compared with the same month of the previous year and places the forecast days lost per FTE for the year at 8.37 compared to a target of 7. This equated to 1,351.81 working days lost for July 2022. A notably high figure can be seen for Neighbourhoods & Environment, with working days lost per FTE due to sickness in this area currently sitting at 4.14, against a target of 1.8. As of August 2022, 4 out of 6 areas are projected to miss target for the year; Finance & Resources, Neighbourhoods & Environment, Children and Public Health and Adults & Communities.
- There were 33 corporate complaints that were responded to in July, of which 22 responses were sent out within relevant timescale, cumulatively achieving **60.23%** against the target of 85%. This is compared to 58.74% for June. This PI has been below target since April 2021 and has struggled to maintain above target for significant amounts of time since beginning monitoring in 2008.

All four areas receiving complaints have decreased in rate of on time responses compared with June, however compared to the previous year, responses meeting the relevant timescale have increased by 1.46%. Through weekly reporting, the team will shortly be increasing the awareness of managers of the position of their service with regards to complaint performance to encourage more timely completion.

Corporate matters and performance delivery

Indicator	Value	Target	Aim of indicator	Date range	Compared to last month (June 2022)	Compared to this time last year (July '21)
Percentage of Non-Domestic Rates for 2021/22 collected in year [Cumulative YTD]	41.60%	39.30%	Maximise	July 2022	23.30%	↑ 33.30%
	<p>The current collection for Non-Domestic Rates on 1st August 2022 is 39.3%. This is an increase of 8.3% on the achieved collection for the same period in the previous financial year, and an increase of 2.3% in comparison to the monthly target. In monetary terms on 1st August 2022 £6,227,000 more tax has been collected than at this stage last year in respect of the current year debt. This equates to an increase of £940,000 against the in-year target profile for this financial year.</p> <p>The collection in comparison to the last financial year is exceptional high due to the change in legislation. Retails business were entitled to receive 100% relief for three months followed by a 66% relief last year whereas in this financial year a 50% reduction is permitted only. Whilst this means that we have collected a great deal more, we have also had more businesses to collect from meaning the collection percentage is even more pleasing.</p>					
67 Percentage of Council Tax for 2021/22 collected in year [Cumulative YTD]	35.40%	35.90%	Maximise	July 2022	27%	↓ 36.10%
	<p>The current collection for Council Tax on 1st August 2022 is 35.4%. This is 0.5% lower than the targeted collection for the month, and 0.7% lower than the collection for the same period in the prior financial year. In monetary terms on 1st August 2022 a total of £1,772,000 more tax has been collected at this time in the financial year in comparison to the previous financial year. This equates to a decrease in collection of £535,000 in comparison to the monthly target.</p> <p>The impact within this month is expected as we had originally held recovery action (not issued summonses) in June for non-payment and this naturally impacts collection. We issued cases in July, but capped the number issued to assist with the workload.</p> <p>These decisions were made to assist with the unprecedented level of work experienced in the department in connection to the Council Tax Rebate scheme; the focus therefore has been high on providing this support to residents, the impact naturally being that the recovery of debts has suffered. Given the early stage of the year, I do not see that this presents a risk to collection.</p>					
Volume of calls received into the Council via the Silver numbers [Cumulative YTD]	89,991	-	Data only	July 2022	61,227	114,254
	<p>For July, there were a total of 28,764 calls via silver numbers, this includes: CS Agent - 18,376 Automated - 3,925 Back Office - 5,021 3rd Party - 1,442</p>					

Volume of service requests received via MySouthend	9,638	-	Data only	July 2022	12,144	14,052
	Total Forms Completed – 9,638 (8,539 self-serve and 1,099 assisted)					
SCC working days lost per FTE due to sickness - excluding school staff [Cumulative YTD]	2.79	2.18	Minimise	July 2022	-	↓ 2.16
	Adults & Communities – 2.71 against target 2.48 Children & Public Health – 3.29 against target 2.1 Finance & Resources – 1.95 against target 1.65 Growth & Housing – 1.89 against target 1.47 Neighbourhoods & Environment – 4.14 against target 1.8 Strategy, Change & Governance – 1.05 against target 2.12					
Percentage of general complaints received answered within timescales (all stages) [Monthly Snapshot]	60.23%	85%	Maximise	July 2022	↑ 58.74%	↑ 58.77%
	Total of 33 complaints closed, 22 of which were in timescale Growth & Housing - 7 complaints closed, 3 of which were in timescale = 42.86% Neighbourhood & Environment - 10 closed, 6 of which were in timescale = 60% Adults & Communities - 4 closed, 2 of which were in timescale = 50% Finance & Resources - 12 closed, 11 of which were in timescale = 91.67%					

Southend-on-Sea City Council staff figures – as of 11th August 2022

	Permanent	Fixed Term	Casual*	Agency**
Total	1,619	165	53	213

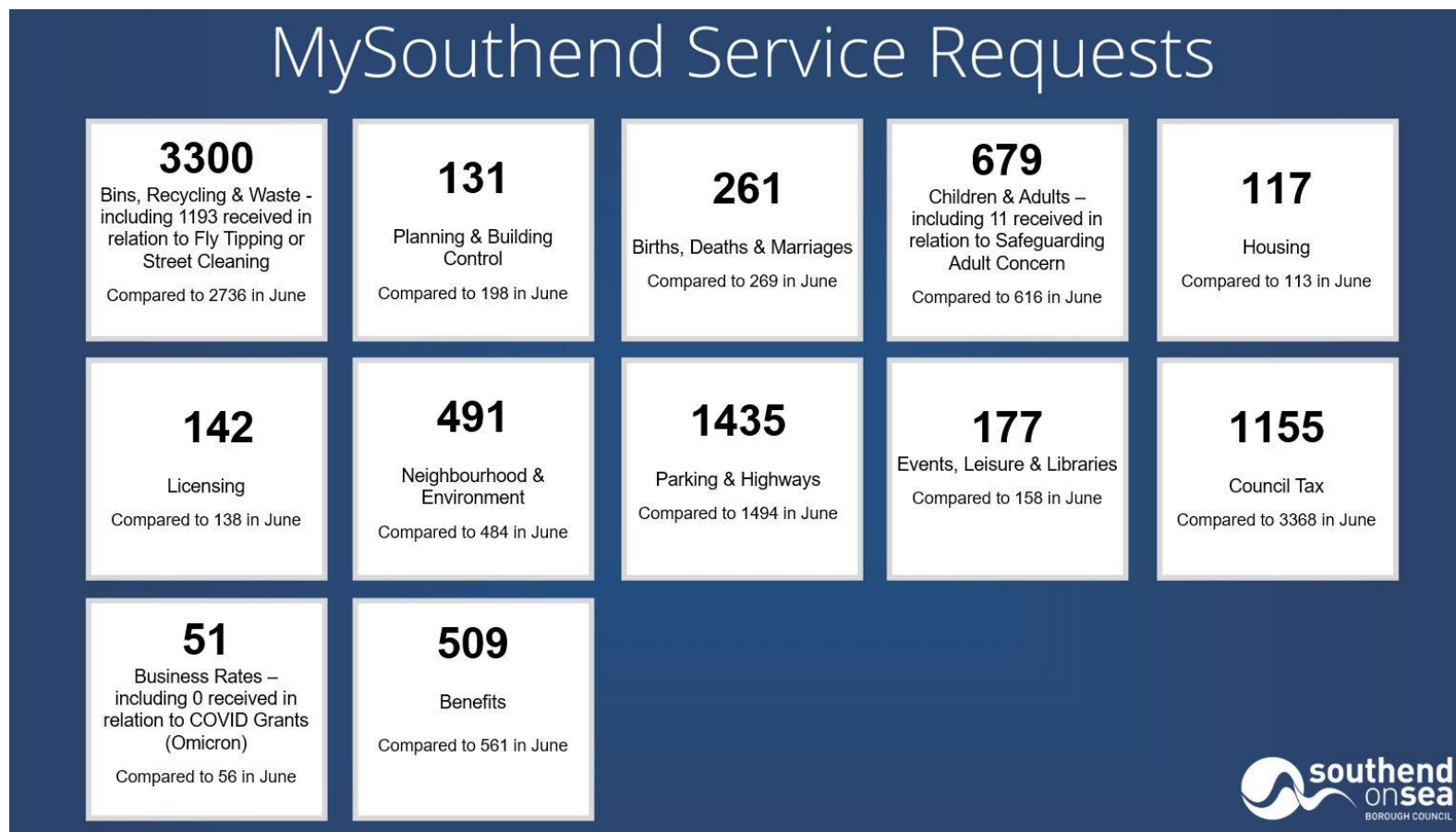
Total Employees: 1,837

Total Agency: 213

*Casual workers - paid as and when needed.

**Agency workers - employed by an Agency to work for the Council, so are not Council employees but do work alongside our employees and cover for Maternity, sickness and where additional workers are needed for a range of roles.

MySouthend Service Requests Infographic – July 2022



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	Bins, recycling, and waste	Planning and building control	Births, deaths & marriages	Children & adults	Housing	Licensing	Neighbourhood & environment	Parking & highways	Events, leisure & libraries	Council tax	Business rates	Benefits
July 2022	3,300	131	261	679	117	142	491	1,435	177	1,155	51	509
June 2022	↑ 2,736	↓ 198	↓ 269	↑ 616	↑ 113	↑ 138	↑ 484	↓ 1,494	↑ 158	↓ 3,368	↓ 56	↓ 561
July 2021	↓ 3,551	↑ 123	↑ 53	↑ 478	↑ 36	↓ 207	↓ 667	↓ 1,581	↑ 176	↓ 4,748	↓ 160	↓ 1,068

Adult social care & health integration

Highlight report

- The proportion of those that received short-term service during the year where sequel was either no on-going support or support of a lower level in July was **44.8%**, falling 13.2% below target of 58%. This demonstrates a 2.4% decrease compared to the previous month (47.2%), and an 11.2% decrease compared to the same month in the previous year (56%). Performance for this indicator has declined which we are relating to the high level of individuals coming through needing long term services, however this indicator will continue to be monitored in collaboration with the Commissioning service over the coming months.
- The proportion of adults in contact with secondary mental health services who live independently with or without support as at June 2022 was **38.5%**, 26.5% below target of 65%. This figure remains static from the previous month and demonstrates a 32.5% decrease compared to the same month in the previous year (71%). The definition of this PI was changed in May 2022, to remove the restriction of services used on CPA (Care Programme Approach) to include all service users on CPA and non-CPA. This amounts to roughly a tenfold increase in service users at the end of the reporting month, having a negative impact on percentage performance.
- The proportion of adults with a learning disability in paid employment missed its quarterly target of 10% and achieved **9.3%**, compared to 9.4% for quarter June, down 0.1%. In placement terms, Making it Work is supporting 47 paid employment placements, down from 48 in the previous month as a result of redundancy due to changes in working practices following COVID-19. Over the last 12 months, this indicator has struggled to maintain above target, with only 3 months out of 12 achieving at or above target of 10%.

The team have increased marketing and employment engagement and have negotiated placements in two companies which have the potential to lead into paid employment.

- The proportion of older people (65 and over) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services currently sits at **75.4%**, 4.6% below target of 80%. This represents a 0.2% decrease compared to June, and a 1.2% decrease compared to the previous year. The NHS continues to lead on discharge from hospital which means the local authority has reduced input and control over this measure.
- The number of individuals completing 12 weeks of the Wellbeing Referral Programme is at **24**, falling below target of 51. The programme has not yet achieved monthly targets since beginning, with the number of people starting and completing the programme remaining low. The council have recently met with Fusion Lifestyle and Everyone Health; both organisations are putting together a proposal, so that referral pathways and the programme itself is improved, to cater for a much larger number of people in need of this programme. The aim is for the improved programme to start later this year, however this timeframe is subject to change. The average in-month completion rate over the last 12 months is 7, with an average of 16-17 completions per month necessary to meet the current annual target of 200. For 22/23, completions will need to average 22 from August onwards in order to reach this year's target.

Adult social care & health integration

Indicator	Value	Target	Aim of indicator	Date range	Compared to last month (June 2022)	Compared to this time last year (July '21)
ASCOF 2D - Proportion of those that received short-term service during the year where sequel was either no on-going support or support of a lower level	44.8%	58%	Maximise	July 2022	↓ 47.2%	↓ 56%
Performance for this indicator has declined which we are relating to the high level of individuals coming through needing long term services, however this indicator will continue to be monitored in collaboration with the Commissioning service over the coming months.						
ASCOF 1H- Proportion of adults in contact with secondary mental health services who live independently with or without support	38.5%	65%	Maximise	June 2022	38.5% (May 2022)	71% (June 2021)
Performance against revised definition –38.5% for Jun-22.						
ASCOF 2A(1)- Permanent admissions into residential and nursing care, per 100,000 population (18-64)	1.86	2.79	Minimise	July 2022	-- 1.86	↑ 4.66
We remain on target for the number of people being admitted to residential care.						
ASCOF 2A(2)- Permanent admissions into residential/nursing care, per 100,000 population (65+)	137.41	168.25	Minimise	July 2022	92.54	↓ 98.15
Overall the total actual admissions into residential care for individuals over 65 is 48 against a target of 60.						
Of concluded section 42 enquiries where it was established that the individual was lacking capacity, percentage reported as being supported by an advocate, family or Friend	95.6%	94%	Maximise	July 2022	↑ 95%	↑ 91.5%
Adults involved in s42 enquiries have been supported by advocates, family members or friends wherever that was required. Connecting vulnerable people to the right level of advocacy and support is a priority for our service.						

<p>Percentage that were asked and safeguarding outcomes were Fully or partially achieved</p>	<p>97.6%</p>	<p>97%</p>	<p>Maximise</p>	<p>July 2022</p>	<p>-- 97.6%</p>	<p>↑ 97.3%</p>
<p>It would appear that the overwhelming majority of people agree that the outcomes of the safeguarding enquiry were in line with their expectations.</p>						
<p>ASCOF 1E- Proportion of adults with a learning disability in paid employment</p>	<p>9.3%</p>	<p>10%</p>	<p>Maximise</p>	<p>July 2022</p>	<p>↓ 9.4%</p>	<p>↓ 9.5%</p>
<p>One leaver was in paid employment, but the company made her redundant due to changes in working practices following on from Covid. We supported the client through the formal consultation process and in securing her redundancy package.</p> <p>We have increased our marketing and employment engagement and have negotiated placements in two companies to support work initiative programmes to develop skills and workplace competencies. There will be potential for these placements to lead into paid employment as both are large companies who regularly recruit.</p> <p>The team continues to support 47 paid employment placements with two clients securing paid employment awaiting training and recruitment process to be completed.</p>						
<p>ASCOF 1G Proportion of adults with learning disabilities who live in their own home or with their family</p>	<p>88.9%</p>	<p>85.5%</p>	<p>Maximise</p>	<p>July 2022</p>	<p>↑ 88.8%</p>	<p>↑ 87.6%</p>
<p>The LD Team's focus is supporting people with a Learning Disability to reside within tenanted arrangements which increases choice and control. There has been a small improvement over the past month.</p>						
<p>ASCOF 1F- Proportion of adults in contact with secondary mental health services in paid employment</p>	<p>8.9%</p>	<p>-</p>	<p>Maximise</p>	<p>June 2022</p>	<p>↓ 9% (May 2022)</p>	<p>↑ 12.2% (June 2022)</p>
<p>Performance against revised definition – 8.9% for Jun-22.</p>						
<p>ASCOF 2B (1)- Proportion of older people (65 and over) who were still at home 91 days after discharge from hospital into reablement/rehabilitation services</p>	<p>75.4%</p>	<p>80%</p>	<p>Maximise</p>	<p>July 2022</p>	<p>↓ 75.6%</p>	<p>↓ 76.6%</p>
<p>Performance is below target. It is important to note that the NHS continues to lead on discharge from hospital which means the local authority has reduced input and control over this measure.</p>						

Falls Prevention Programme - Number of individuals completing a Falls Prevention Programme	113	250 (annual target)	Maximise	22/23 – as at July '22	-	127 (year end 21/22)
This is a 36-week programme which has only just commenced meaning the number of completers for July is currently at 0. However, the service has met their recruitment targets of 250 registered for 2022-23 so are on track. Final completion data will be provided post March 2023. There is a waiting list of 100 users, and we are looking to expand the programme to weave in additional capacity.						
Wellbeing referral Programme - Number of individuals completing 12 weeks of Wellbeing Referral Programme	24	51	Maximise	As at July 2022	20	↑ 21
The number of people completing the programme remains low. The Council are working closely with Fusion Lifestyle, to enable a programme that reaches many more people that would benefit from this programme.						

Asset management & inward investment

Indicator	Value	Target	Aim of indicator	Date range	Compared to last month (June 2022)	Compared to this time last year (July '21)
Percentage delivery of Capital Programme [Cumulative]	14%	-	Data only	July 2022	10%	18%
Percentage delivery of the part of the programme identified as the 'Key Strategic Schemes' up to that month end	15%	-	Data only	July 2022	11%	20%
	No updates provided by Service areas. Meetings are being held over the next couple of weeks.					

Children & learning and inclusion

Highlight report

- The rate of children who were the subject of a child protection plan per 10,000 population under 18 years old currently sits at **35.48**, falling 2.52 outside of our goldilocks range of 38-48. This indicator has seen a 6.04 decrease compared to June, and a 3.27 decrease compared to the previous year.
- The rate of children in care per 10,000 population under 18 years old for July was **78.52**, falling 3.52 outside of our goldilocks range of 65-75. This demonstrates a 0.65% increase compared to the previous month (78.01) and a 12.64% increase compared to the same period in the previous month (69.71). The number of children in care as has reduced to 310, demonstrating a reduction of 4 children compared to the last month, however there are still more children coming into care than exiting. Permanency summits are due to be launched, which will involve reviewing children's care plans to ensure we are only caring for children who we should be.
- The percentage of children who have been in care for at least 5 working days, who have had a visit in the 6 weeks (30 working days), prior to the last day of the month missed its target of 95% and achieved **81.1%**, down 1.2% from June (82.3%), and down 9.1% from the previous year (90.2%). This indicator has been under target since October 2021 and may be considered alongside an increased rate of children in care and persisting vacancies within social work teams. Performance this month has also been impacted by social workers and foster carers annual leave, with vacancies in teams meaning these are more difficult to cover.
- 75 • The rate of children in need per 10,000 currently sits at **313.32**, 1.68 outside of our goldilocks range of 315-335. Figures for our children / young people have been gradually increasing certainly since Nov 2021, however for July's month of reporting, it is a slight decrease on previous months and has fallen into target category which is positive. We did carry out an exercise in July to either close or step-down a number of children who had been subject to CIN for a lengthy period of time. An exercise that we are looking to repeat in September, in order to ensure the correct families are receiving a service at the correct time.
- The percentage of children who have been in care for 2.5 years and in the same placement for 2 years or are placed for adoption and their adoptive placement together with their previous placement together last for at least 2 years for CLA under the age of 16 has missed its target for July 2022, achieving **60.2%** against the target of 70%. This is an increase of 0.7% from the previous month and 12.6% from the same time last year. A detailed look at individual children's care plans will commence in August 2022 when permanency summits are held. In addition, workshops will take place throughout August and September to support staff to understand better how we can achieve and maintain placement stability.
- The percentage of placements in residential and PVI (private, voluntary, and independent sector) settings achieved **51.6%** for July 2022, missing its target by 31.6% (target 20%). Although not much movement since last month (-0.7%), this indicator has seen a substantial increase since this time last year, 25.2%. There continues to be a national shortage of placements that can care for children with complex needs, especially foster placements which has created a dependency on residential placements. The review of individual care plans will commence in September 2022, and the service area will be actively looking to see if children can be stepped down from residential placements where it is safe and in their best interests to do so.
- The percentage of agency social workers (children's) achieved **16%** for July against the target of 8.3% (7.7% difference). This is above both the England average (15%) and our statistical neighbour average (13%). The re-introduction of the Workforce Transformation Panel will assist in strategically reviewing spend patterns for agency staff, recruitment, how we can grow our own talent and look at when and where we can redeploy talent and the use of succession planning to reduce costs. The panel will also explore how we can use our external partnerships, third sector, and social value to add capacity or reduce pressures where possible.

Children & learning and inclusion

Indicator	Value	Target	Aim of indicator	Date range	Compared to last month (June 2022)	Compared to this time last year (July '21)
Rate of children who were the subject of a child protection plan per 10,000 population under 18 years old	35.48	38 - 48	Goldilocks	July 2022	↓ 41.52	↓ 38.75
	There has been an increase in referrals which has resulted in more throughout in the system and impacted on an increase in the CP population.					
Rate of children in care per 10,000 population under 18 years old	78.52	65 - 75	Goldilocks	July 2022	↓ 78.01	↓ 69.71
	Performance has remained static although the number of children in our care has reduced to 310, there are still more children coming into care than exit. We will be launching permanency summits which means that we will be reviewing the individual care plans of every child we care for to ensure we are only caring for children who we should be. The Public Law Outline timescales have been reduced to 12 weeks to ensure we are considering children's circumstances' within reasonable timescales. We are also reviewing our PLO processes and have amended the timescales to 12 weeks to minimise risk.					
76 Percentage of Initial Child Protection Conferences that took place with 15 working days of the strategy discussion	94%	90%	Maximise	July 2022	↑ 93.8%	↑ 82.3%
	This indicator is on target. There were 2 Initial Child Protection Conferences held in June (for 3 children), and all meetings were held within timescales. There is always likely to be a small number of ICPCs that are held out of timescale for reasons of good practice. Careful tracking of requests is maintained to ensure timescales are met and this indicator remains on target.					
Percentage of children who have been in care for at least 5 working days, who have had a visit in the 6 weeks (30 working days), prior to the last day of the month	81.1%	95%	Maximise	July 2022	↓ 82.3%	↓ 90.2%
	Appropriate measures are in place in regards to monitoring progress - it is likely that the drop in performance is due to annual leave of social workers/foster carers given the time of year. The social work teams are still carrying vacancies which means it is difficult to cover when social workers are on annual leave.					
First time entrants to the Youth Justice System aged 10-17 (Cumulative from April)	12	17	Minimise	July 2022	9	-- 12
	This target is on course. There were 3 FTE in the month of July against the annual target of a maximum of 50.					

Rate of Children in Need per 10,000 (including CiN, CPP, CLA and Care Leavers)	313.32	315 - 335	Goldilocks	July 2022	↓ 321.62	↑ 307.78
<p>Figures for our children / young people have been gradually increasing certainly since Nov 21' - however for July's month of reporting, it is a slight decrease on previous months and has fallen into target category which is positive.</p> <p>We did carry out an exercise in July to either close or step-down a number of children who had been subject to CIN for a lengthy period of time. An exercise that we are looking to repeat in September, in order to ensure the correct families are receiving a service at the correct time.</p>						
Percentage of children in good or outstanding Schools	91.4%	88%	Maximise	July 2022	↓ 91.6%	↑ 87.6%
<p>Remains above target at 91.4% for July 2022. There are no Ofsted inspections pending due to School Summer Holidays until beginning of September.</p>						
Percentage of children who have been in care for 2.5 years and in the same placement for 2 years OR are placed for adoption and their adoptive placement together with their previous placement together last for at least 2 years for CLA under the age of 16	60.2%	70%	Maximise	July 2022	↑ 59.5%	↑ 47.6%
<p>Performance has remained static (only minimal increase). A detailed look at individual children's care plans will commence in August 2022 when we hold permanency summits. In addition, workshops will take place throughout August and September to support staff to understand better how we can achieve and maintain placement stability</p>						
Percentage of placements in residential and PVI (private, voluntary, and independent sector) settings	51.6%	20%	Minimise	July 2022	↑ 52.3%	↓ 26.4%
<p>Performance has slightly decreased - this is due to one child leaving a residential placement and returning home. There continues to be a national shortage of placements that can care for children with complex need especially foster placements which has created a dependency on residential placements. The review of individual care plans will commence in September 2022, and we will be actively looking to see if we can step-down children from residential placements where it is safe and in their best interests to do so.</p>						
Percentage of agency social workers (Children's)	16%	8.3%	Minimise	July 2022	↓ 14%	↑ 27.6%
<p>Is Calculated using the FTE of Agency workers divided by Budgeted establishment of Qualified SW posts for 2021/22 (138.8 posts) (n.b. Southend figure for 2020 as reported by DFE was 9.2%). 16% = 22 agency workers</p>						

Economic recovery, regeneration & housing

Highlight report

- The rates of major, minor and other planning applications determined within timescale are currently all above **99%**.
 - The rate of major planning applications determined within 13 weeks has remained at **100%** from the previous month, with the figure for the same period in the previous year also 100%. The service will continue to focus on delivering major developments, for the wider benefits that such schemes can often achieve. Major schemes are often key to supporting economic growth and recovery in the borough. The exceedance of this target is therefore particularly welcome. While no major applications were granted in July, four have been granted in the first quarter of this year.
 - The rate of minor planning applications determined in 8 weeks has increased by 1.13% compared to the same period previous year (July 2021), to **100%**. The strong performance of the service against this target reflects a persistent drive to deal efficiently with the particularly large volumes of often complex smaller-scale applications received in Southend. There were 50 minor planning applications received in July 2022.
 - The rate of other planning applications determined in 8 weeks has decreased by 0.34% compared to the previous month, to **99.66%**. Targets continue to be met in the context of the service dealing with the additional pressure of a number of complex major developments, such as Queensway and Fossetts Farm. However, the team's capacity is currently very strained as a result of this. For July 2022, there were 67 other planning applications received.

Economic recovery, regeneration & housing

Indicator	Value	Target	Aim of indicator	Date range	Compared to last month (June 2022)	Compared to this time last year (July '21)
Average time to process Housing Benefit new claims [Cumulative]	20.70	25.00	Minimise	July 2022	↑ 26.00	↓ 19.00
	Despite a slight increase in the number of claims managed to keep below target and process in a timely manner. For HB new claims the number received for the period is 275					
Average time to process Housing Benefit change in circumstances notifications. [Cumulative]	5.26	8.00	Minimise	July 2022	↑ 8.00	↓ 4.92
	After the higher peaks in May and June the number of changes is again at average for this time of year and still maintaining a high turnover of work.					

Total number of households in temporary accommodation	233	-	Data only	July 2022	210	209
<p>We have a total of 233 households in some form of TA, including 178 under usual homeless duties, and 55 being assisted by our Rough Sleeper Initiative team. We have additional people sleeping on the streets, but all commissioned and private B&B provision is full. During the recent extreme heat, to keep people safe, it was agreed to make additional shelter provision available, using an unused council owned premises. This has resulted in us subsequently working with some additional people.</p> <p>A 'move on taskforce' is being set up by the Rough Sleeping Coordinator, with the objective of moving existing people out of our Rapid Assessment Hub, or RSI funded private B&B, and into more settled accommodation.</p> <p>For all our households in TA, a shortage of low cost rented accommodation remains an extreme pressure.</p>						
Major planning applications determined in 13 weeks [Cumulative YTD]	100%	79%	Maximise	July 2022	-- 100%	-- 100%
<p>The service will continue to focus on delivering major developments, for the wider benefits that such schemes can often achieve. This is relevant to all applications to some degree, but major schemes are often key to supporting economic growth and recovery in the borough. The exceedance of this target is therefore particularly welcome. While no major applications were granted in July, four have been granted in the first quarter of this year. Monthly = 0</p>						
Minor planning applications determined in 8 weeks [Cumulative YTD]	100%	84%	Maximise	July 2022	-- 100%	↑ 98.87%
<p>The strong performance of the service against this target reflects a persistent drive to deal efficiently with the particularly large volumes of often complex smaller-scale applications received in Southend. Monthly = 50</p>						
Other planning applications determined in 8 weeks [Cumulative YTD]	99.66%	90%	Maximise	July 2022	↓ 100%	↑ 98.05%
<p>It is pleasing to see these ambitious targets exceeded once again in the context of the service dealing with the additional pressure of a number of complex major developments, such as Queensway and Fossetts Farm. However, the team's capacity is currently very strained as a result of this. Monthly = 67</p>						
Number of Properties purchased by SCC via the Acquisitions Programme	7	30 (annual target)	Maximise	July 2022	3	↓ 18
<p>The Affordable Housing Acquisitions Programme successfully purchased a further 3 properties in July bringing the total to value of properties acquired to £839,150 (incl SDLT). A further 9 properties are in solicitors' hands totalling £1.68M (incl SDLT). Completed and potential acquisitions total £2.52M (incl SDLT) and the team anticipates two further properties to complete in August.</p> <p>One property has also been purchased in July utilising the Land Acquisitions Fund (S106), the 3-bedroom family home was secured for £346k (inc SDLT).</p>						

Environment, culture & tourism

Highlight report

- As at the end of July, there have been **180,590** visitors to the pier in 22/23, surpassing the target of 165,000 and this PI has now been meeting target consecutively for four months, having been under target since pre-Covid-19 (January 2020-April 2022). The pier has had its second busiest July on record, with 53,627 visitors, demonstrating a 24.39% increase compared to the same month in the previous year.

Environment, culture & tourism

Indicator	Value	Target	Aim of indicator	Date range	Compared to last month (June 2022)	Compared to this time last year (July '21)
Visitors to pier [Cumulative YTD]	180,590	165,000	Maximise	July 2022	126,963	↑ 123,297
<p>We have had our second highest July on record (53,627) - the highest was in 2018 with 57,038 visitors (-3,411). Compared to the same month last year (43,113) we have had 10,514 more visitors this year.</p> <p>The number of Jetstream Tours boat passengers are TBC and will be included as soon as they are available.</p>						

Public protection

Highlight report

- The percentage acceptable standard of cleanliness: detritus July figure of **89.74%** demonstrates a lower-than-expected level of cleansing, which is being discussed with Veolia, it is still possible to achieve the 22/23 target of 95%. The increased impacts are likely due to occurrences of incorrectly presented waste and increase of waste due to residential spaces being used differently, such as working from home. There is also an impact from seasonal elements, such as higher visitor number due to the hot weather, which would impact on littering and general waste. The figure has however increased by 1.78% compared with the previous month.

Community Safety Unit

- The rate of begging/vagrancy/rough sleeping engagements in July has decreased by 2.61% compared to June. Year-on-year, engagements have fallen by 9.68%.
- The number of street drinking incidences has increased in July by 11.76%, compared with the previous month, however the figure remains similar to the previous year (37) and low overall numbers means this percentage accounts for an additional 4 incidences across the month. The very slight increase is likely due to the weather and additional footfall to the city.
- The number of crimes assisted/reported to the Community Safety Unit has remained static month to month. Crimes assisted and reported are usually related to theft (mostly shoplifting), however community safety officers have noted a slight increase in disorder along Marine Parade. This intelligence is fed back into operation union. Year-on-year, the number of crimes assisted has fallen by 37.14%.
- The number of targeted patrols carried out by the Community Safety Unit has increased by 21.53% in July compared with the previous month. This increase is likely related to an increase in contract support throughout the summer months to accommodate for additional footfall to the city. Year-on-year, the number of targeted patrols has decreased by 3.69%.

Public protection

Indicator	Value	Target	Aim of indicator	Date range	Compared to last month (June 2022)	Compared to this time last year (July '21)
Violent crime with Injury (per 1,000 population)	1.14	-	Data only	July 2022	1.01	1.08
Reported rate of knife crime (per 1,000 population)	0.44	-	Data only	July 2022	0.5	0.36
Percentage acceptable standard of cleanliness: litter [Cumulative YTD]	97.32%	95%	Maximise	July 2022	↑ 96.91%	↓ 99.7%
	The July 22 figure of 97.32% demonstrates a good level of cleansing, the indicator is on track with the 22/23 target of 95%					
Percentage acceptable standard of cleanliness: detritus [Cumulative from April]	89.74%	95%	Maximise	July 2022	↑ 87.96%	↓ 100%
	The July 22 figure of 89.74% demonstrates a lower-than-expected level of cleansing, which is being discussed with Veolia, it is still possible to achieve the 22/23 target of 95%					
Percentage of waste collections carried out on schedule [Cumulative YTD]	99.93%	99%	Maximise	July 2022	↓ 99.94%	-- 99.93%
	The month value for July of 1524 reported missed collections is an increase of 211 on the previous month. To date 99.93% of collections have been carried out on time, this is above the annual target of 99.00%					

Community Safety Unit Infographic – July 2022



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	Begging/ vagrancy/ rough sleeping engagements	Street drinking incidences reported	Crimes assisted/ reported	First aid incidents	ASB incidents reported to CSU	CCTV reports led to arrests	Targeted patrols	Community protection notices/ warnings	CCTV crime incidents	CCTV ASB incidents
July 2022	112	38	22	20	56	72	1,592	1	146	179
June 2022	↑ 115	↓ 34	-- 22	↓ 14	↓ 48	↑ 123	↓ 1,310	↑ 6	↓ 82	↓ 138
July 2021	↑ 124	↓ 37	↑ 35	↑ 26	↑ 77	↓ 70	↑ 1,653	↑ 4	↓ 96	↑ 217

Highways, transport and parking

Indicator	Value	Target	Aim of indicator	Date range	Compared to last month (June 2022)	Compared to this time last year (July '21)
Percentage of CAT1 defects made safe within response times (highways)	90%	90%	Maximise	July 2022	↓ 100%	↓ 100%
	<p>3 Cat 1 defect were reported requiring repair within 2 hours and 2 (67%) were completed within the required timeframe.</p> <p>27 Cat 1 defects were reported requiring repair within 24 hours and 25 (93%) were all completed within the required timeframe.</p>					
Percentage of CAT1 defects made safe within response times (footways)	95%	90%	Maximise	July 2022	↑ 92%	↓ 100%
	<p>6 Cat 1 defects were reported requiring repair within 2 hours and 6 (100%) were completed within the required timeframe.</p> <p>54 Cat 1 defects were reported requiring repair within 24 hours and 51 (94%) were all completed within the required timeframe.</p>					

Southend-on-Sea City Council

Agenda
Item No.

6

Report of Executive Director (Adults & Communities)

to
Cabinet

on

29 September 2022

Report prepared by: Tracy Harris – Head of Communities,
Adults & Communities

Options for the Procurement of the Voluntary Sector Infrastructure Contract

Relevant Scrutiny Committee(s): People
Executive Councillor: Councillor Kay Mitchell
Part 1 (Public Agenda Item)

1 Purpose of Report

- 1.1 The report covers the infrastructure contract – and options related to re-procurement. The purpose of the report is to detail the requirement for an ongoing infrastructure contract due to what it brings to the City and its residents.
- 1.2 The City of Southend needs mutually supportive communities and a thriving community and voluntary sector to support its residents. One of our means of ensuring this is supporting the core infrastructure that enables people, communities, and voluntary organisations to deliver what is needed.
- 1.3 This report recommends funding an infrastructure organisation for Southend that will deliver
 - communities within the city that are resilient and thriving;
 - a robust and thriving network of local voluntary and community organisations;
 - support for people to volunteer and contribute back to the community.
- 1.4 An infrastructure organisation will have a role to be the voice of, support and grow the voluntary and community sector for the city at, a time when there are greater pressures on funding alongside an increased cost of living. It will enable the Council to build a good relationship with the voluntary and community who deliver services and support in Southend.
- 1.5 The report seeks agreement to three main areas:
 - Outcomes for the voluntary sector infrastructure contract.
 - Financial envelope for the voluntary sector infrastructure contract.
 - The method of procurement for the voluntary sector infrastructure contract.

2 Recommendations

- 2.1 **That Cabinet approve the outcomes (section 5), the financial envelope (£100,000) and the recommended procurement option (to go to tender for a Southend infrastructure service).**

3 Background

- 3.1 Local infrastructure services exist to give support to local voluntary, faith and community groups, foster contacts between them and provide them with a voice. Often these are known as councils of voluntary service, voluntary action or volunteer centres. When provided by a local charity the charitable purpose, local footprint, universal offer and accountability to their users give them a unique sense of place, local network connections, good will, understanding and expertise.
- 3.2 In the age of austerity, as funding tightens and demand for services rise, the statutory and public sector needs more than ever to work in collaboration with the voluntary sector who can reduce demand on the public sector, saving money while delivering services. To help this sector thrive and grow there is even more of a need for an infrastructure organisation to bring support, coordination and growth to this sector.
- 3.3 Southend Association for Voluntary Services (SAVS) have been operating as the infrastructure organisation within the City, established in September 1980. They have been funded through the Council's community grants over reoccurring 3-year periods. The current grant has been extended from October 2021 until March 2023 to allow for the procurement process to be undertaken. SAVS, up until September 2019 held the volunteer bureau as part of their service, this was later given to South Essex Community Hubs (SECH) in the last grant round held by Southend City Council. There is now no volunteer bureau within the city as these grants ceased and there is a recognised need for this service in the City.
- 3.4 The Council agreed at Cabinet on 3rd November 2021, to transfer the funding from the Community Grants to Community members themselves through the Community Investment Board. This has been set up and facilitated through SAVS with Southend residents volunteering to be board members. In order to facilitate the Community Investment Fund SAVS were given additional funding of £37,000 per annum.
- 3.5 In addition to being the infrastructure body for the voluntary, community and faith sector, SAVS also have additional contracts as a service provider with several organisations such as "A Better Start Southend" and the National Lottery. The funding from the Council represents only 10% of their income.
- 3.6 On behalf of the Council, SAVS facilitates a contract to build capacity in the community, in addition to the Community Investment Board and this is funded over two years at £100,000 per annum. This is one-off funding that will cease in December 2023 and can therefore not be added into the new procurement contract sum.

4 Reasons for Recommendations

- 4.1 This paper recommends that we go to market for a new infrastructure service for Southend.
- 4.2 We are recommending ongoing funding for an infrastructure service because they provide a value for money coordination, networking, growth and support service

to the valuable voluntary and community sector of the City of Southend. This support enables community resilience and support to residents.

4.3 The recommendation to go out to the market for a Southend contract is so that it may attract different providers with new ideas and the City can benefit from economies of scale. It will also allow Southend City Council to clearly specify what they want from the new contract.

4.4 In the event we did not have an infrastructure body some of the functions would need to be replaced at additional cost to the authority. These include:

- Coordination of all Council communications out to the voluntary and Community sector;
- Organising representation for the voluntary and community sector at strategic Boards providing them with a voice and then coordination of feedback on key strategies affecting the City.
- An Officer or team with the responsibility for building relationships with all voluntary and community sector organisations
- We would need Officers to spend more time with voluntary and community organisations mapping gaps and building greater relationships with the community

4.5 We are not recommending shared procurement with Essex County Council because Southend as a coastal city has its own unique challenges that vary greatly from the needs of Essex as a large county. By partnering with Essex there is a risk we lose our unique identity within a larger service that is not in the heart of our community and does not support the needs of the City as its main priority.

4.6 The recommendation to go out to the market for a Southend contract is so that it may attract different providers with new ideas and the city may benefit from economies of scale. It will also allow Southend City Council to clearly specify what they want from the new contract.

5 Outcomes included in the new contract

5.1 The VCS infrastructure contract will deliver the following outcomes:

5.1.1 Primary Outcomes

- communities within the City that are resilient and thriving;
- there is a robust and thriving network of local voluntary and community organisations
- there is support for people to volunteer and contribute back to the community.

5.1.2 Secondary Outcomes

- The third sector (VCFSE) are actively engaged in decisions/policy/direction of the City and attend Council and key partner meetings to inform and influence;
- There is increased income into Southend's third sector (VCFSE) to support growth and sustainability;
- There is a strong network amongst the third sector members (VCFSE) in the City with evidence of collaboration and asset sharing;

- The third sector (VCFSE) receive quality communication about Council, and other key partner activities in Southend;
- There are clear and diverse volunteering opportunities across the City that residents are matched to and if needed supported in;
- The third sector (VCFSE) has good governance in place;
- There is evidence that funding invested through the Community Investment Fund improves the capacity and resilience of the City.

6 Other Options

6.1 There are three possible options that will enable this to go forward with a new contract for an infrastructure organisation these are:

- To cease funding an infrastructure contract;
- To go out to tender with Essex County Council as part of a larger contract;
- To go out to tender for an infrastructure contract for Southend City (recommended option).

A fourth option to direct award the contract to the existing provider Southend Action for Voluntary Services (SAVS) was discussed and ruled out as it doesn't follow the public contract regulations and so there is a legal and reputational risk in doing so.

6.2 *Option One: To cease funding an infrastructure contract*

6.2.1 The advantage of ceasing to fund the contract for an infrastructure organisation would be a recognised saving to the Council's budget.

6.2.2 The disadvantages of ceasing to fund the contract are many. Whilst only a small contract the infrastructure organisation provides representation, support and stability to the voluntary and community sector. By ending this contract smaller organisations will lack support and representation which could lead to their closure. The Council will also lose contact and the sector and collaborative working will be lost. There will no organisation to facilitate the Community Investment Board and support its volunteers in their mission to provide funding to the sector. There will also be no organisation to support residents to access opportunities to volunteer, this was highlighted as a need during recent coproduction for the Living Well Adult Social Care strategy and without this organisation and support residents will be less likely to volunteer to support their community and gain employment.

6.3 *Option Two: Go out to tender with Essex County Council who are also looking to procure an infrastructure model across the County.*

6.3.1 The advantages of this option is that we would gain from the economies of scale realised by one large contract.

6.3.2 The disadvantages of this model would be the lack of time available to organise this for October 2022. Essex have delayed going out to the market several times already and communication has been challenging. There is also the potential for such a large contract to lack localism with a substantial difference between Southend and other areas of Essex. One larger contract/ contractor could risk Southend losing a local presence and knowledge.

6.4 *Option Three: Go out to tender on the open market for a new infrastructure contract to include the above suggestions.*

6.4.1 The advantages of going out to the market is that it may attract different providers with new ideas and the city may benefit from economies of scale. It will also allow SCC to clearly specify what they want from the new contract.

6.4.2 The disadvantages of this are the time and cost involved with a tender exercise and the risk that it may not attract much interest. These disadvantages are heavily outweighed by the advantages as a market testing event would take place in late September 2022.

7 Consultation

7.1 A workshop, advertised by SAVS to all their members, and attended by 36 people was undertaken with the voluntary and community sector to ascertain what they would want from infrastructure support. The following have been identified as the priorities:

- a) **Roles, responsibilities and relationships**
 - Representing the voluntary, community and faith sector at a strategic level.
 - Facilitate the Community investment fund for the City.
 - Embedding community development and spirit, strengthening spaces and opportunities for people to come together.
 - Building relationships and providing networking opportunities.
 - Cascading opportunities for funding and joint working.

- b) **Coaching and Training**
 - Free training and peer support to organisations to skill up and therefore strengthen the sector.
 - Providing one to one support to small organisations with running and meetings, this should be limited.
 - Support with bid writing and demonstrating impact.

- c) **Volunteering**
 - Relationship building and the development of a volunteer passport to allow volunteers to have required checks needed once and move between placements.
 - Developing and supporting volunteers in their placements,
 - Matching and brokerage service to build a thriving volunteering offer for the city which should be both face to face and digital.

- d) **Digital**
 - Supporting one clear database of information held across the City.
 - Development of ways organisations can come together digitally to show case and share their work.
 - Reducing digital poverty across the city.

8 Corporate Implications

8.1 Contribution to Council's Vision & Corporate Priorities.

8.1.1 Connected and Smart

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 City.

8.1.2 Active and involved

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 Southender's agree that people from different backgrounds are valued and get on well together.

Residents know how to get involved to improve local services.

8.2 Financial Implications

8.2.1 Current contracts whose activities will be rolled into the new contract are listed below

- Core Service £84,667
- Community Investment Board £37,000

8.2.2 This is a total value of £121,667. We aim to go out to tender with a financial envelope of £100,000. This will provide the authority with a saving of £21,667 (20%).

8.2.3 The saving of £21,667 may require the provider to cut back on officer time or restructure the way the service is delivered which may reduce some of the support that can be provided to the voluntary and community sector.

8.3 Legal Implications

8.3.1 There are no legal implications associated with this report.

8.4 People Implications

8.4.1 There are no people implications associated with this report.

8.5 Property Implications

8.5.1 The current organisation, SAVS, who currently holds the contract for infrastructure support rent a property from the Council in Alexander Street Southend for a peppercorn rent, they have a lease until 2029 which does not cover the contract period should they be successful at tender, as this is potentially up to 2034.

Therefore, they would have to negotiate a new lease or find alternative accommodation in the City for the remainder of the contract period.

- 8.5.2 If they were to lose the tender, they could continue to remain in this building to deliver their remaining contracts if they chose to and the new provider would have to source other accommodation within the City.

8.6 Equalities and Diversity Implications

- 8.6.1 Further to undertaking an equality impact assessment there are no Equalities and Diversity Implications associated with the recommendations made in this report.

8.7 Risk Assessment

- 8.7.1 Risks have been identified for all three procurement options as detailed above.
- 8.7.2 The greatest risk remains that to end support and not to procure an infrastructure organisation would be detrimental to the stability of the voluntary and community sector, this would also pose as a political risk as well as a risk to the Council's relationship with this sector at a time when collaboration is key.
- 8.7.3 Other risks identified are a reduction in the contract sum leading to a loss of some service and a loss of local staff during the process leading to a loss of knowledge in the sector.

8.8 Value for Money

- 8.8.1 Value for money has been identified by delivering a 20% saving to the contract sum by reducing it from £121,667 to £100,000.
- 8.8.2 There is evidence that by having an infrastructure organisation this supports stronger and more resilient organisations and communities. This reduces demand for Social Care Services for Adults and Children.

8.9 Community Safety Implications

- 8.9.1 There is evidence that by having an infrastructure organisation this supports stronger and more resilient organisations and communities which significantly improves community safety.

8.10 Environmental Impact

- 8.10.1 There is evidence that by having an infrastructure organisation this supports stronger and more resilient organisations, and where those organisations are focused on improving the local environment this can have a beneficial environmental impact.

9 Background Papers

- 9.1 There are no background papers associated with this report.

10 Appendices

10.1 None.

Southend-on-Sea City Council

Agenda
Item No.

7

Report of Executive Director (Children and Public Health)

to
Cabinet

on

29 September 2022

Report prepared by:

Catherine Braun, Head of Access and Inclusion

Chrissy Papas, Place Planning and Admission Compliance Manager

**School Admissions Arrangements for Community Schools 2024/25;
the Coordinated Admission Scheme for Academic year 2024/25; and
Review of the relevant area**

People Scrutiny Committee
Executive Councillor: Councillor Laurie Burton
Part 1 (Public Agenda Item)

1. Purpose of Report

- 1.1. To confirm the admission arrangements for Community Schools for the academic year 2024/25.
- 1.2. To confirm the Coordinated Admissions Scheme for 2024/25.
- 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 2024/25 are approved, as set out in Appendix 1.**
- 2.2. **To note, 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 2024 as set out in the Admission Arrangements in Appendix 1.**
- 2.3. **To approve the proposed Coordinated Admissions Scheme for 2024/25 onwards, as set out in Appendix 2 and Appendix 3.**
- 2.4. **To agree any minor changes after School Governor consultation be ratified by the Executive Director for Children and Public Health in December 2022 for publication as required by law, 1 January 2023**

- 2.5. **To approve the relevant area for schools is agreed as follows: Southend, Castle Point and Rochford for the years 2025 and 2026 (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 2023 and included in a composite prospectus for all schools by 15th March 2023. 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 academic year 2022/23. No changes are proposed for 2024/25 and therefore no consultation for admission arrangements is required.
- 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 3-5% 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 City. This results in changes to some school PANs. **The proposal is to keep the same PAN for all Community Schools for 2024/25.**

3.9 Schemes for co-ordinating all admission applications to schools must be formulated and submitted to the DfE by 1 January in the determination year. For the school year commencing September 2024, submission to the DfE must be submitted by 1 January 2023. Consultation on the scheme is mandatory every seven years or where substantial changes are being made. **Southend-on-Sea City 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 2022.**

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 2024/25. The admission criteria for Community Primary Schools for September 2024/25 are shown in **Appendix 1**.

Catchment Areas

3.11 The proposed catchment areas for primary schools for September 2024 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 2024

3.12 Consultation rules for co-ordinated 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. Minor changes are proposed for the co-ordinated scheme for 2024 as provided in summary in **Appendix 3**.

3.13 The co-ordinated admission scheme has not changed significantly from the version adopted for 2023, however a local consultation with schools will run as usual.

3.14 It is not anticipated that there will be significant comments for changes to the co-ordinated 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 2023, usually by mid December 2022.

Background information on the relevant area

3.15 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.

- 3.16 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 Schools. This would require full public consultation. This would add undue pressure on a small number of local schools for 2024, where no need for change has been identified.
- 4.2 The Council must consult in the round after this, for the 2025/26 arrangement to ensure the continuation of the PAN reduction for Chalkwell Hall Infant School to progression of the year 2 pupils into Chalkwell Hall Junior School for 2025/26. At that stage a full public consultation must be held.
- 4.3 Not undertaking a public consultation does not change the requirement that Southend-on-Sea City Council must consult admission authorities on the proposed Coordinated Admission Scheme 2024 to ensure the delivery of school places, as required by law.
- 4.4 Not undertaking a public consultation does not change the requirement that Southend-on-Sea City 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 (2.1).
- 5.2 The Council will consult individually the Governing Bodies of community schools as required for increased or unchanged PAN's (2.2).
- 5.3 The Council is required to publish the Co-ordinated Admissions Scheme 2024/25, by 1 January 2023. Cabinet is asked to approve the proposed scheme to allow consultation with schools as required in the Admission Code (2.3).
- 5.4 Due to the requirement to publish the scheme by the 1 January 2023, Cabinet is asked to agree that any minor changes identified from the school consultations on the scheme be ratified by the Executive Director for Children and Public Health in December (2.4).
- 5.5 The relevant area will be adopted as proposed, no consultation required.
- 5.6 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

6.1.1 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

6.2.1 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

6.3.1 The determination of admission arrangements for Community Schools and the provision of a coordinated admissions scheme is a statutory requirement.

6.4 People Implications

6.4.1 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

6.5.1 There are no Property Implications associated with this report.

6.6 Consultation

6.6.1 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 hold a public consultation for 2024/25 however the governing bodies will be consulted.**

6.6.2 Schemes for co-ordinating 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 2024, submission to the DfE must be submitted by 1 January 2023. Consultation on the scheme is mandatory every seven years or where substantial changes are being made. **Southend-on-Sea City 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 2022.**

6.7 Equalities and Diversity Implications

6.7.1 A co-ordinated 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.

6.7.2 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.

6.7.3 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.

6.7.4 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

6.8.1 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.

6.8.2 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

6.9.1 There are no Value for Money implications associated with this report.

6.10 Community Safety Implications

6.10.1 There are no Community Safety Implications associated with this report.

6.11 Environmental Impact

6.11.1 There are no Environmental Impacts associated with this report.

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 2024 including Published Admission Numbers on Page 2.
- 8.2 Appendix 2 - Proposed Co-ordinated Admissions Scheme for September 2024 onwards.
- 8.3 Appendix 3 - Explanatory note to highlight changes on the Co-ordinated Admission Scheme 2024/25

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Admissions Arrangements for Community Schools

For September 2024/25 round of admissions

For office use – statutory process: The School Admissions Code 2021

Key Dates	Task
September 2022	Cabinet with no consultation proposal as no changes
19 th Sept – 31 st October 2022	PAN consultation with Governing Bodies for community schools
January - 28 th February 2023	Final Determined Admission Arrangements by Cabinet (post PAN consultation)
15 th March 2023	Publication of Composite Prospectus of Determined Arrangements
16 th March – 15 th May 2023	Window for Objections to the School Adjudicator.
12 th September 2023	Final arrangements for 2024 are published in the Primary booklet

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1. Introduction

Southend-on-Sea City Council is the admission authority for all community schools in the city. This document sets out the formal policies for all community schools in the city. 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 2024 and are delivered under the terms of the Determined Coordinated Admission Scheme 2024.

2. Community Schools Published Admissions Number 2024/25

Community Primary Schools	Proposed admission limit for 2024/25, 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
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 admissions for year 2024/25. 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)

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 Looked after children and children that were previously looked after

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order⁹⁰ including those 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).

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 Admission of children below compulsory school age and deferred entry to school.

The Council provides for the admission of all children in the September following the child's fourth birthday. Most children start school on a full time basis, however parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age (age 5) and not beyond the beginning of the final term of the school year for which it was made (for reception this will be start of summer term/April);

Parents wishing their child to attend part time, or to delay starting must discuss their decision 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 sessions.

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. In most cases school will notify the Council and the Council will inform the parent in writing. Parents must notify the LA and provide any letters relating to this matter, especially for agreements outside the Council's area.

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'.

4.11 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

Applications in the current school year are processed within a maximum of 15 school days, applications for the next school year are processed as received from 1 July, however most decisions are released on return of schools in September.

Pupils that are refused a place and added to the waiting list and remain on the waiting list until 31 Aug of any given year. Waiting lists close on 31 Aug 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 15 school days of the outcome of their application and will be sent a written outcome, with a reminder of the right of appeal. Applications are shared with the allocated school and with a school that is a preference and is its own admission authority. Full details on how information is processed is published on the [Councils website](#).

4.12 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.

4.13 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.

4.14 Catchment area

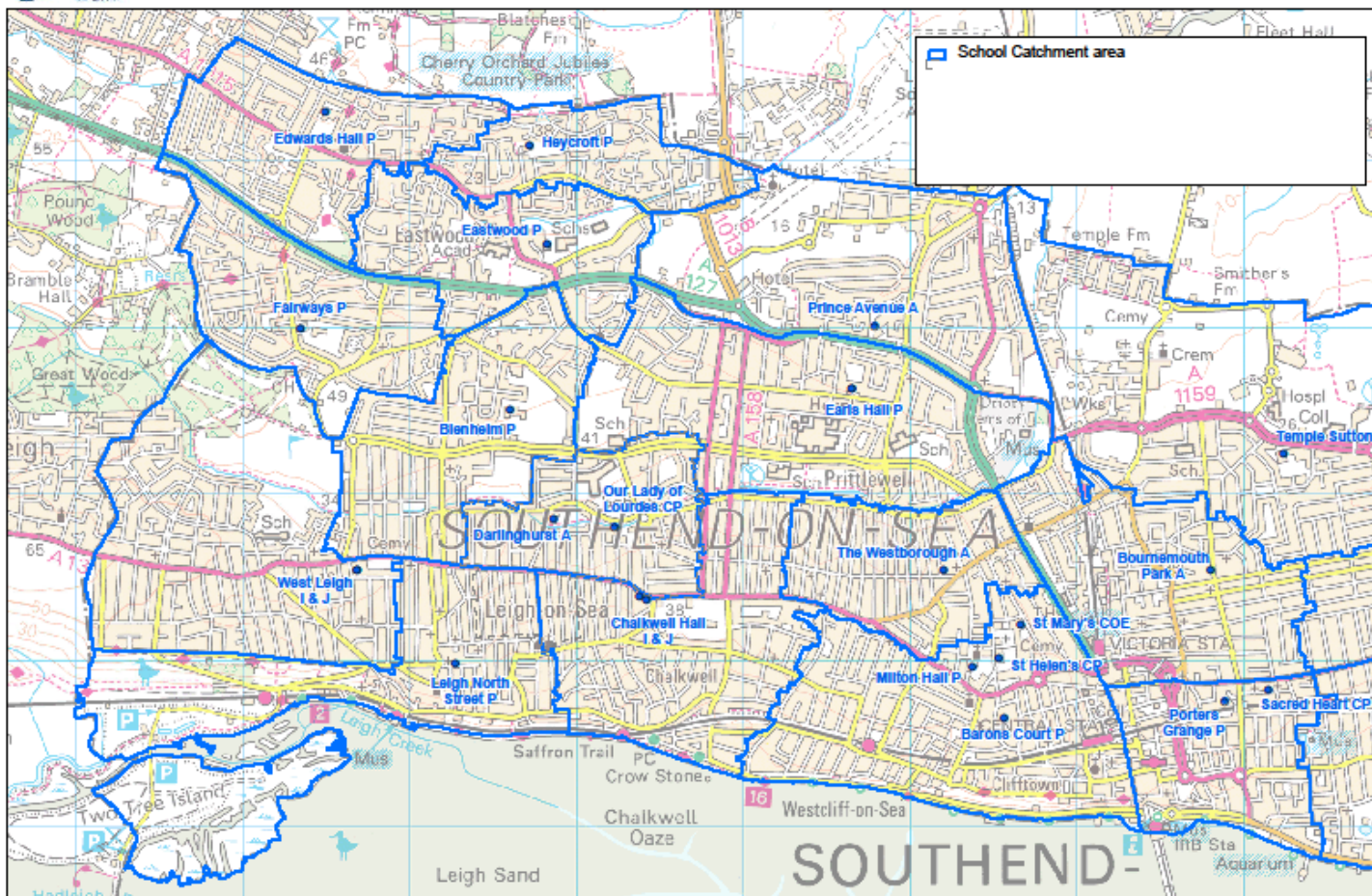
The catchment area is provided in the [catchment map](#) look up facility and also copied below.

The relevant Coordinated Admissions Scheme and Primary Admission booklets should be read in conjunction to the Determined Admission Arrangements for all schools in the City 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



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APPENDIX 2

Southend-on-Sea City Council

Co-ordinated Admissions Scheme 2024/25

Publication Due: 1 January 2023

Approval Route	Key Dates
Cabinet:	September 2022
Consultation with schools:	2 November – 1 December 2022
Approved by Executive Directors delegated authority:	10 December 2022
Published: Council Web site	December 2022 (before 1 Jan 2023)

1Table _Office Use table with key dates for the process

Introduction

The School Admissions Code 2022 requires a single arrangement for co-ordinating all applications to state schools from parents in their area. In the City of Southend-on-Sea, the scheme applies to admissions into reception, year 3 and year 7. 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. Collation and publication of Open Day/Evening events

- 3.1 Secondary Schools and the Council will work together with the aim of ensuring parents can visit all secondary schools in the City.
- 3.2 The Council will coordinate and publish the open days for secondary schools in the area.
- 3.3 Secondary Schools to advise the Council of open days when the school calendar for the next school year is set. The Council will email all secondary schools to share dates provided, between January and April with the aim of working together to avoid clashes.
- 3.4 The Council will publish final dates and details on the secondary information flyer sent to all year 5 pupils by the middle of June. This will coincide with the publication of the Secondary Booklet in Early July.

4. General details of the scheme

- 4.1 Run process for main round Primary and secondary admissions up to the end of coordination (last week in August).
- 4.2 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
- 4.3 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.
- 4.4 All application forms must be sent to the Council.
- 4.5 Lists of pupils that have not applied will be made available, where possible. 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.
- 4.6 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.
- 4.7 The Council considers all preferences against the admissions criteria for each school.
- 4.8 Completed Supplementary Information Forms must be sent back to the school. These forms are not application forms and parents must complete the application form.

- 4.9 The Primary and Secondary Booklets are available electronically and can be provided in print on request from parents. Letters to parents are provided to primary schools for mail out (including independent schools).
- 4.10 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.
- 4.11 Parents must ensure these additional forms are provided in good time to the school or the consortium.
- 4.12 Initial lists will be shared with schools for communication on children that have not get applied and for faith schools to match against SIF forms.
- 4.13 Submitted 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.
- 4.14 The Council will share files with other local authorities as required.
- 4.15 The Council pre-ranks all lists where possible. 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.
- 4.16 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.
- 4.17 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.
- 4.18 Ranked lists for own admission authority schools remain the responsibility of the admission authority.
- 4.19 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.
- 4.20 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)
- 4.21 The Council will provide any other local authorities with details of any pupil's resident in their area who can be offered places at schools in the Borough (and vice versa).
- 4.22 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. Schools must not contact parents about the outcome of the applications until after these offers have been received by parents.
- 4.23 The Council will send an offer of a single place to pupils applying for a school place on the offer day.
- 4.24 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.
- 4.25 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.
- 4.26 Offers are automatically recorded as 'accepted'. Parents will need to respond to any subsequent offers made post offer day
- 4.27 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.
- 4.28 The Council will not log a refusal, for statutory age pupils, unless the parents can provide details of the educational arrangements, they are putting in place for their child.
- 4.29 Schools must refer children that do not arrive on the year 6 transition day to the Council for recording, tracing and follow up with the parent.
- 4.30 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' and follow the CME protocol.

- 4.31 Where children aged under 5 do not take up a reception place the primary/infant school must report this to the Council. The Council follow the 'under 5s missing education' process.
- 4.32 The Council will not accept the 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.
- 4.33 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).
- 4.34 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.
- 4.35 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.
- 4.36 Schools that send welcome letters/packs will only do so two weeks after offer day to provide parents with the opportunity to consider offer and allow for any post offer day activity at the Council.
- 4.37 Any places will be reallocated if parents advise the Council that they no longer require a place. The Council will ensure the child is tracked and monitor parents that choose to home educate.
- 4.38 The Council will send allocation lists, waiting lists and withdrawn lists on the prescribed timetable and not on demand.
- 4.39 The Council publishes the School Admissions Privacy notices on Appeals, proof of address and the overall notice on [Admission Policies and Reports – Southend-on-Sea City Council](#)
- 4.40 The Council shares personal information with teams within the Council working to improve outcomes for children and young people (eg. Inclusion, Attendance, CME, Virtual school etc) the full list is provided on [Microsoft Word - School Admissions.docx \(southend.gov.uk\)](#)

5. Summer Born Children

- 5.1 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.
- 5.2 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. Schools will inform the Council if they wish for the Council to send the outcome to the parent.
- 5.3 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.

6. Co-ordination of pupil admissions to Year 3 of Southend junior schools 2024/25

- 6.1 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 year3.
- 6.2 The closing date for completing a common application form for a Year 3 place is 15 January 2025
- 6.3 The Council will write to all year 2 parents advising of coordination round
- 6.4 The Council will work with infant schools in the area to assist the transfer of pupils to the Junior school.
- 6.5 The Council will provide an initial list of application received via common applications forms to all junior schools by 26 January 2025
- 6.6 The Council will provide a list of all applications received via common application forms to all junior schools by 9 February 2025
- 6.7 Schools must rank applications according to their admission criteria and return the ranked list to the Council on the agreed dates. 26 February 2025.
- 6.8 Ranking must only be based on the highest qualifying admission criterion, and not all criteria as this skews the ranking.
- 6.9 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.

- 6.10 There is full co-ordination for admission to year 3 as a normal admission round for junior schools. This is because we have infant and junior schools in the borough and additional places West Leigh Junior School.
- 6.11 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.

7. Co-ordinated arrangements between the offer date and start of autumn term.

- 7.1 The council will continue to coordinate admissions until the last week in August of each year.
- 7.2 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.
- 7.3 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.
- 7.4 The offer of school places as they become available will continue to be made by the Council.
- 7.5 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).

8. Year 7 - Under and over age applicants

- 8.1 Parents must direct their request for under or over age matters directly to the school.
- 8.2 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'.
- 8.3 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.
- 8.4 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.

9. Applications from children whose parents are living abroad

- 9.1 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.

10. New applications, late applications, changes of preferences and additional applications

- 10.1 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.
- 10.2 Change of address: Addresses for schools in Southend-on-Sea are as per the child's normal place of residence on or before the last Friday in 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 the terms of this scheme.

- 10.3 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.
- 10.4 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.
- 10.5 Additional preferences: any additional preferences received after the closing dates will be considered after the offer date.
- 10.6 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.
- 10.7 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.
- 10.8 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.
- 10.9 Schools must inform the Council of address, sibling, or any other differences in ranking lists.
- 10.10 Applications made online, via the parent portal that are unsubmitted will not be processed.

11. Supplementary Information Forms

- 11.1 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

12. Waiting lists

- 12.1 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.

- 12.2 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.
- 12.3 Where a vacancy does arise the place will be offered by the Council to the pupil at top of the waiting list.
- 12.4 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.
- 12.5 The Council will keep waiting lists for all community schools and schools who we manage in year admissions for in the Borough for the full school year. Waiting lists will be maintained strictly in accordance with the admission criteria of the school concerned.
- 12.6 The Council will remove pupils from the waiting list who are offered and accept a place at a school that is a higher preference.
- 12.7 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.
- 12.8 All admission authorities must specify, in their arrangements, the period a child remains on a waiting list for each school year.

13. Appeals

- 13.1 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 should set out their grounds for appeal in writing. Admission authorities must not limit the grounds on which an appeal can be made.
- 13.2 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.
- 13.3 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.
- 13.4 School must inform the Council within 5 school days of the outcome of any appeal.
- 13.5 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.
- 13.6 Admission authorities must comply with the School Admissions Appeals Code 2022 and must record all appeals and provide the data to the Council after all appeals are heard.

14. Atypical Admissions

- 14.1 The Council will execute instruction from the Department for Education in relation to admission related matters including but not limited to;
- 14.2 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;
- 14.3 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.

15. In Year

- 15.1 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.

- 15.2 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.
- 15.3 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.
- 15.4 Own Admission authorities must follow the requirements of the Code.
- 15.5 All schools must provide the Council with available places/vacancies via the weekly email request.
- 15.6 The Council and Own Admission Authorities should inform a parent of the outcome of an application within 10 school days, and must respond in writing no later than 15 school days.
- 15.7 Own admission authorities must inform the Council of all in-year applications and their outcome within 2 days of receipt of the application.
- 15.8 Own Admission Authorities must follow Children Missing Education protocol where appropriate

16. Annual Review of the Scheme

- 16.1 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.
- 16.2 Local Authorities must consult admission authorities for schools affected by the scheme and other Local Authorities every 7 years as a minimum.
- 16.3 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.

17. List of schools

The list of schools that are included in this agreement

Secondary Schools

School Name	Number
Belfairs Academy	5434
Cecil Jones Academy	4004
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
Chalkwell Hall Infant School	2023
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 2024

Date	Actions
1st January 2023	Date for formulation of scheme
September- October 2023	Publish Admissions Information Advertisements, fliers, and letters to registered parents of early years children
14 September 2023	Admission round opens for applications
Early October 2023	Distribution of year 3 “letter/fliers” to year 2 pupils
Mid December 2023	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 2024	Closing date for admission applications (address changes up to a month will be accommodated)
22 January 2024	Follow up list to faith schools for Supplementary Information Form follow up
31 January 2024	Initial list of preferences sent to admissions authorities and other local authorities for ranking. Initial list is a pre-ranked list.
2 February 2024	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 2024	Final list of preferences sent to admissions authorities
26 February 2024	Closing date for schools to return ranked preferences
12 April 2024	Where possible, final offer lists and offer data will be sent to schools under embargo.
16 April 2024	National Offer Day (Easter bank holidays 1April and 12 April 2024)
16 May 2024	Closing date for appeal forms (reference to the code 2.3 of School Admissions Appeals Code 2012 – must be submitted at least 20 days for one time appeals after offer day – date is in outcome letter to applicants) Date supports appeals being heard by deadline.
18 July 2024	All on-time appeals completed (2.3a) School Admission appeals Code 2012 (40 school days from 16 May)
23 August 2024	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 2024

18. Key dates – Secondary admissions September 2024

Date	Action
First week in July 2023	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 2023	Registration for testing / audition (CSSE/Eastwood) confirmed by CSSE and Eastwood in publications
1 September 2023	Opening of on-line admissions facility for transfer to secondary school
First two weeks in September 2023	Distribution of reminder flier /booklet to year 6 pupils
XX September 2023*	11+ test (to be confirmed by the Consortium – dates will be available in the Admissions booklets)
XX September 2023*	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)
9 October 2023	List of pupils not applied will be made available to current primary/junior schools where possible, or primary/junior lists from school to be matched with applications, to identify any barriers preventing on-time applications being submitted.
XX October 2023*	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 16 October 2023	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 16 October 2023	Preliminary list to be sent to faith schools for Supplementary Information Form follow up
31 October 2023	Closing date for admission applications (address changes up to a month will be accommodated – 30 Nov 2023)
w/c 6 November 2023	Follow up list to be sent to faith schools for Supplementary Information Form follow up.
w/c 20 November 2023	List of preferences to be sent to schools and other authorities for ranking.
w/c 8 January 2024	Closing date for schools to return ranked preferences
9 February 2024	SEN pupils will be accommodated if the named schools are identified in the finalised EHSP by 9 February
w/c 23 February 2024	Where possible, final offer lists and offer data will be sent to schools and Consortium under embargo.
1 March 2024	National Offer day
4 March 2024	Year 6 destination lists sent to primary/junior schools under embargo.
After 15 March 2024	Secondary schools that wish to send welcome letter/packs
1-25 March 2024	Updated information, new offers, withdrawals etc sent to secondary school's post offer responses via email communication
w/c 25 March 2024	Updated lists to secondary schools
1 April 2023	Closing date for appeal forms (reference to the code 2.3 of School Admissions Appeals Code 2012 – must be submitted a min of 20 days for one time appeals after offer day – date is in outcome letter to applicants – need this date to ensure all appeals completed before primary appeal round)

Date	Action
w/c 20 May 2024	Updated lists sent to secondary schools and primary/junior schools for year 6 transfer.
17 June 2024	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 24 June 2024	Updated lists sent to secondary schools and primary/junior schools for year 6 transition day. Schools must report children that do not attend transition day to SCC.
27 August 2024	The administration of waiting lists handed over to academy, voluntary aided, and foundation, free schools.

Key Dates - Secondary Admissions Sept 2024

Southend-on-Sea City 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

Southend-on-sea City Council

Summary of proposed changes to the Co-ordinated Admission Scheme 2024/25

Cabinet - September 2022 (Due in July for sign off)

The following provides an updated summary of proposed changes from the Coordinated Admission Scheme 2023/24, proposed for 2024/25

Item on scheme	Proposed addition or change
3.	<p>New section for clarity</p> <p>3. Collation and publication of Open Day/Evening events</p> <p>3.1 Secondary Schools and the Council will work together with the aim of ensuring parents can visit all secondary schools in the City.</p> <p>3.2 The Council will coordinate and publish the open days for secondary schools in the area.</p> <p>3.3 Secondary Schools to advise the Council of open days when the school calendar for the next school year is set. The Council will email all secondary schools to share dates provided, between January and April with the aim of working together to avoid clashes.</p> <p>3.4 The Council will publish final dates and details on the secondary information flyer sent to all year 5 pupils by the middle of June. This will coincide with the publication of the Secondary Booklet in Early July.</p>
4.1	Clarity: Run process for main round Primary and secondary admissions up to the end of coordination (last week in August).
4.5	Clarity: Lists of pupils that have not applied will be made available, where possible. 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.
4.12	Clarity and actual practice: Initial lists will be shared with schools for communication on children that have not get applied and for faith schools to match against SIF forms.
4.9	Clarity: The Primary and Secondary Booklets are available electronically and can be provided in print on request from parents. Letters to parents are provided to primary schools for mail out (including independent schools)
4.13	Clarity: Submitted 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.
3.26	Update: Offers are automatically recorded as 'accepted'. Parents will need to respond to any subsequent offers made post offer day
4.28	Clarity: The Council will not log a refusal, for statutory age pupils, unless the parents can provide details of the educational arrangements, they are putting in place for their child.
4.29	New: Schools must refer children that do not arrive on the year 6 transition day to the Council for recording, tracing and follow up with the parent.
4.30	Clarity: 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' and follow the CME protocol.
4.31	New: Where children aged under 5 do not take up a reception place the primary/infant school must report this to the Council. The Council follow the 'under 5s missing education' process.
4.36	Change period from 4 weeks to 2 weeks to support activity run by schools post offer day Schools that send welcome letters/packs will only do so two weeks after offer day to provide parents with the opportunity to consider offer and allow for any post offer day activity at the Council.
4.39	New: The Council publishes the School Admissions Privacy notices on Appeals, proof of address and the overall notice on <u>Admission Policies and Reports – Southend-on-Sea City Council</u>
4.40	New: The Council shares personal information with teams within the Council working to improve outcomes for children and young people (eg. Inclusion, Attendance, CME, Virtual school etc) the full list is provided on <u>Microsoft Word - School Admissions.docx (southend.gov.uk)</u>
5.2	Partially new: 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. Schools will inform the Council if they wish for the Council to send the outcome to the parent.
12.5	Clarity: The Council will keep waiting lists for all community schools and schools who we manage in year admissions for in the Borough for the full school year. Waiting lists will be maintained strictly in accordance with the admission criteria of the school concerned.

END

CABINET

Thursday, 29th September 2022

COUNCIL PROCEDURE RULE 46

The following action taken in accordance with Council Procedure Rule 46 is reported. In consultation with the appropriate Cabinet Member(s):-

1. The Executive Director (Finance & Resources) authorised:

- 1.1 347 Daws Heath Road, Hadleigh
The disposal of the freehold of the above-mentioned residential property.
(Eligible for call-in to Policy & Resources Scrutiny Committee)
- 1.2 Airport Business Park Southend – HBD Speculative Development Scheme ‘The Quad’ – Updated Arrangements
Final pre-completion amendments to the terms for the HBD speculative development of ‘The Quad’ on Plot 14.
(Eligible for call-in to Policy & Resources Scrutiny Committee)
- 1.3 Porters Place Southend-on-Sea LLP Accounts
Approval of the Porters Place Southend-on-Sea LLP (“LLP”) accounts (“the Accounts”) for the Financial Year 2020/2021 that were due to be filed on or before the 31st March 2022.
(Eligible for call-in to Place Scrutiny Committee)

2. The Director of Regeneration & Growth authorised:

- 2.1 Greater Essex Careers Hub
Approval for the Council to enter into an agreement with The Careers and Enterprise Company to deliver the Greater Essex Careers Hub prior to the commencement of delivery of the programme on 1st September 2022.
(Eligible for call-in to People Scrutiny Committee)
- 2.2 Multiply Programme
Approval for the Council to enter into an agreement with the Department for Education (DfE) to receive its allocation of the Multiply funding, the total value being £999,755.14 and deliver this grant funding programme for Southend City.
(Eligible for call-in to People Scrutiny Committee)

3. The Interim Executive Director (Neighbourhoods and Environment) authorised:

3.1 Active Travel England – Local Authority Capability and Ambition Self-Assessment for Active Travel

The completion of the high-level Capability and Ambition Self-assessment for Active Travel before the deadline on noon on 22nd August 2022 as part of the Active Travel England bidding process for grant funding.

(Eligible for call-in to Place Scrutiny Committee)

SEND Peer Review Recommendations, Progress Sheet

No	Recommendation (short)	Summary actions (from the implementation plan)	Current commentary as of date in footer Additional action steps added into commentary
1	Portfolio Holder (PFH) sample casework	1. PFH orientation in system	<ul style="list-style-type: none"> PFH awareness session with HOS completed on 17th February 2022
		2. Establish access to files/samples Jan	<ul style="list-style-type: none"> Initial sample files share with PFH, orientation session provided and QA template (17/2)
		3. PFH undertakes first review of a sample of case files Jan	<ul style="list-style-type: none"> First sample of cases reviewed 17th February 2022
		4. PFH samples files on quarterly basis Feb onwards	<ul style="list-style-type: none"> Report from PFH on initial sample findings on agenda for CSIB on 29/3 Subsequent ¼ report scheduled, will take place during the Autumn Term 22
2	Training for scrutiny and challenge of SEND	1. Needs analysis undertaken with all elected members (current Councillors Feb/new Councillors July)	<ul style="list-style-type: none"> Needs analysis and sign up distributed to all Councillors 18/2, deadline for return 28/2, 7 Councillors returned forms
		2. Incremental training programme devised in conjunction with member services March	<ul style="list-style-type: none"> Initial orientation event planned and took place on 28/3 focussing on general SEND awareness, trends in SEND and some myth busting and FAQs. Subsequent training event was designed/ following the return of the needs analysis. Subsequent training session took place on 27/4 and focussed on SEN funding in schools as per the needs analysis. Less members attended this session than the first. Further opportunity following scrutiny for members to share needs analysis 20/3 to inform subsequent training
		3. Training delivery confirmed March	<ul style="list-style-type: none"> Dates confirmed for L1&L2. Further sessions and a rerun were scheduled for after the May elections but have not taken place yet and will be delivered Autumn Term 22.
		4. Regular programme of training established on a rolling programme April/July	<ul style="list-style-type: none"> Programme for academic year to be confirmed by democratic services Autumn Term 22
3	Refresh the draft SEND Strategy	1. Current content fully reviewed Feb	<ul style="list-style-type: none"> Action planning sessions with partnership completed, now forming part of the action plan that will support the strategy Feb
		2. Co-production from student voice commissioned Feb	<ul style="list-style-type: none"> Meeting with pupils took place as part of the strategy consultation events on 9/7
		3. Parent groups initial consultation March	<ul style="list-style-type: none"> Full consultation took place at 2 "in person" and 2 online consultation events. SSIF worked closely with the LA to ensure that document was as parent friendly as possible. 2 separate consultation exercises took part on Your Say Southend.
		4. Consultation with C&YP planned April	<ul style="list-style-type: none"> Meeting with pupils took place as part of the strategy consultation events on 9/7
		5. Format/scope of revised strategy confirmed April	<ul style="list-style-type: none"> Agreed as a result of consultation activities. The content and the final presentation of the strategy was agreed
		6. Strategy for adoption by appropriate governance in place May	<ul style="list-style-type: none"> Currently going through the required formal governance route for both SCC and the ICB. Presentation to DMT in September, Education Board in October
		7. SBC cabinet sign off new strategy July	<ul style="list-style-type: none"> Strategy added to forward plan Aug for Nov cabinet

4	<p>Increase the pace of support and challenge to schools in the graduated response</p> <p>*Intention is to merge 4&6</p> <p>Clear system wide understanding of the graduated response</p>	1. Southend Shared Expectations/SEND provision guidance document simplified and promoted May	<ul style="list-style-type: none"> Series of coproduction workshops with area and professionals from health, education and social care taken place Jan 10% sample of school SEN information reports and compliance undertaken Jan Coproduced Southend SEND Self Evaluation and Review guidance drafted 21/2 Wider consultation on draft at SENCO cluster meetings 1/3/22 City SENCO meetings focus on school information report and schools LO 27/4, 57% schools attended, with second mop up session on 17/5 Moderation on 24/5, and subsequently next term All subsequent school reviews will be based upon new guidance
139	<p>*Intention is to merge 4&6</p>	2. Parent step by step guide for universal offer (all children; pre SEN Support; SEN Support to EHCP)	<ul style="list-style-type: none"> Meetings taken place with Parent carer Forum) PCF on coproduction of "guide" Jan-Feb Meeting with PCF 9/3 to determine engagement with wider parent groups and families Series of deep dives to be undertaken in settings March Meeting set up (25/3) to engage with STRM to support co-production of parent guide Focus groups with children, families and professionals "what is important to you" 29/3 Step by step guide published June Accessible format coproduced with C&YP and parent groups and published in August
		3. Schools engaged and active in improving wider inclusion project June	<ul style="list-style-type: none"> Inclusion Project proposal taken through Education Board Governance starting on 9/3 Shared with various HT groups throughout March Reviewing body commissioned and working group identified. Report scheduled for October Education Board
6a	<p><i>*Reduce the number of "refusal to assess" at initial stages of EHCNA decision</i></p>	1. <i>Review undertaken of data and process mapping for panel assessment and procedures March</i>	<ul style="list-style-type: none"> <i>NB the peer review team worked off 2020 data (48% Do Not Assess (DNA). The recent SEN2 submission to the DfE for 2021 indicates the DNA has significantly reduced to 35%. It was disappointing that the peer review were not able to take account of this measure as a result of annual publication by the DfE. This significant reduction places up below our regional neighbours and was as result of the changes made by the SEND team following OFSTED (2028) and prior to peer review. These included prompts to contributors ahead of deadlines and schools more aware of evidence requirements.</i> <i>It should also be remembered that the peer review regarded positively the processes, administration, robustness of the multi-agency panel during the</i>

			<p><i>review week and the Ofsted/CQC revisit recognised the improvement in quality of EHCPs.</i></p>
		2. <i>Clear guidelines produced for pre panel evidence gathering and expectations April</i>	<ul style="list-style-type: none"> • A fully analysis of the reasons for DNA was submitted to SEND governance in Dec 21, and the process changes that had already been put in place • SENDIASS/SSIF information event held at Tickfield on 8/3 • SEND team continue to offer “way forward” meetings to all remaining DNA
		3. <i>Process reinforced to commission/secure missing evidence ahead of panel with relevant stakeholders April</i>	<ul style="list-style-type: none"> • The systems put in place to secure evidence ahead of the meeting are now proving more effective require and prompt evidence to be made available ahead of panel. Previously the absence of evidence could only result on DNA. Additional staffing has been requested to support and strengthen this area as the caseload of the two officers is very high and there is no capacity to cover absence.
		4. <i>Processes made clear to schools and parents May</i>	<ul style="list-style-type: none"> • Draft guidance presented to SEND governance in Dec 21 • Subsequent finalised guidance signed off and published on local offer April 22
5	Develop clear timescales and outcome measures for the joint commissioning roadmap	1. Roadmap reviewed and revised to include clear timelines and outcomes march	<ul style="list-style-type: none"> • Meeting with SSIF 18/3 • Roadmap redesigned and formatted, to be populated with forward plan following parent meeting post 11/3 • Roadmap draft discussed at meeting 26/4 • Format shared with PCF and approved Feb • Format signed off by SEND Governance Feb
		2. Roadmap signed off by SSSPB/Joint Commissioning Board April	<ul style="list-style-type: none"> • Relevant parts of roadmap (accepting influence of strategy consultation) on agenda for governance in April • Live link to most current roadmap will be live on Local Offer by Autumn Term
		3. Accelerate Progress Plan (DfE/NHSE) meetings report progress in joint commissioning quarterly w.e.f. Jan 2022	<ul style="list-style-type: none"> • DfE/NHSE monitoring meeting for residual area of WSOA 21/3 (deferred by DfE/NHSE from Jan) • Weekly dialogue with DfE taking place with DfE SEND representative as part of covid recovery
		4. Progress of roadmap tracked by joint commissioning board 6 times a year	<ul style="list-style-type: none"> • Tracking standing item on all JCB meetings from Jan onwards
7	Update the threshold of need document	1. New pathway document reviewed and redrafted and consulted on/coproduced by CWD team April	<ul style="list-style-type: none"> • Draft threshold pathways model produced Feb • Differentiation for Early Help/CWD included, progressing to Children’s Service governance 2/3
		2. Two orientation events run for parents May	<ul style="list-style-type: none"> • New youth groups established at two age ranges, operation from 14/3 onwards • Dates for orientation events will coincide with 7.3 below
		3. Publish new threshold and pathway document on the Local Offer site June	<ul style="list-style-type: none"> • Guidance planned for wider consultation May 22 It is recognised that many children and their families do not require the level of support currently on offer from the CWD Team. A proposal has been written incorporating the thoughts of parents and that of professionals working with this cohort of children and their families. The report also considers

			<p>the remit of other services within the department. The proposal has been noted to answer the concerns noted by families and outlined in the LGA report as it outlines an offer of Early Support to children and their families. The proposal has indicated that there is a need for additional resources to support the actions outlined and thus, is being reviewed by senior management in respect of funding allocation. It is important that funding is agreed prior to facilitate the discussion and update to policies and procedures.</p>
8	Introduce specific training for staff working in SEND on Neurodiversity	1. Work with parent groups to co-produce new training for area staff on Neurodiversity March	<ul style="list-style-type: none"> All SCC SEND staff completed autism awareness training Mar 22. E learning Course will form part of induction process for new staff Audit of existing staff and requirement to complete training Feb Invitation to extend to wider area staff was not possible due to IT network access issues PCF three day conference on neurodiversity, available to staff Feb. Some staff attended as workload allowed. Dedicated Medical Officer considered commissioning of external support SENCO network theme of neurodiversity for annual conference to extend autism awareness to schools and officers Sept
		2. Programme of training devised and implemented April	<ul style="list-style-type: none"> PCF to take training programme over with effect from April Rolling programme based upon demand established
9 132	Carry out an audit of children and young people where neurodiversity is a possibility	1. Clear picture established on number open/closed cases Feb	<ul style="list-style-type: none"> Audit of diagnosis of SEN support of autism undertaken from Jan census 164 cases Analysis of plans stating ASD Feb for SEN support and dashboard March
		2. Audit workshop to identify issues from parents perspective takes place March	<ul style="list-style-type: none"> Date for parents meeting identified for Autumn Term
		3. Guidelines developed with parents to inform future identification and support April	<ul style="list-style-type: none"> To be undertaken at parents meeting in Autumn Term
10	Strengthen the early help offer for children with disabilities, including short breaks	1. Research, review and report on current processes to CSIB March	<ul style="list-style-type: none"> Detailed review and implementation plan drafted Feb Comparative work with other LAs undertaken Feb Consultation and implementation plan to be signed off through directorate leadership meeting Short Breaks review undertaken new guidance document produced Feb, including legal framework Bid submitted to DfE for one of five projects March – Bid was unsuccessful a plan for consultation and development of the Early Help offer was outlined and shared with managers within the Department. Unfortunately, the identified support had to be re-assigned due to competing priorities. A further bid has been made to address these gaps. Children's Social Care have recently awarded funds to families and organisations for the current financial year. The number of children/families

			<ul style="list-style-type: none"> that have benefited has increased and the number of organisations and their offer has also increased. The capacity to ensure an effective Short Break Offer is being developed is currently being reviewed by senior management
		2. Cabinet approve new proposals for short breaks (July)	<ul style="list-style-type: none"> If required SB to be added to forward plan Consultation on new guidance May 22
		3. New processes publicised on the Local Offer website and implemented July	<ul style="list-style-type: none"> Guidance will be published on Local Offer once agreed Current Financial Year short breaks advertised on Local Offer
11	Consider the level of seniority of the chair of the Resource Allocation Panel	1. DSWEHYS identifies and implements new chair of RAP Feb	<ul style="list-style-type: none"> New chair in place w.e.f. 1/2
12	Consider moving the SENDIASS service outside the SEND/CWD service	1. Members of SENDIASS and SBC HR team consulted Jan	<ul style="list-style-type: none"> Consultation with team manager and other officers Jan
		2. New appropriate line management arrangement identified Jan	<ul style="list-style-type: none"> Options appraisal considered undertaken, including outsource; Voluntary Sector; move within council and move within directorate. 22/1
		3. Implement the new line management arrangements Feb	<ul style="list-style-type: none"> New arrangements implemented with SENDIASS now reporting to HOS Access and Inclusion.
		4. Communicate new arrangements Feb	<ul style="list-style-type: none"> New arrangements in place w.e.f.1/4; to be reviewed after six months, by 1/10
13	Consider training and support for staff, councillors and other partners to strengthen resilience across the workforce Aligned to recommendation 2	1. Training programme for area, including Councillors established March	<ul style="list-style-type: none"> As above, two level training planned and needs analysis undertaken 28/2
		2. Relevant officers and Councillors identified and invited March	<ul style="list-style-type: none"> Dates made available to democratic services
		3. Resilience feature in all relevant staff supervisions April	<ul style="list-style-type: none"> Resilience has featured as part of the annual conversations and supervisions for relevant staff April onwards
		4. Rolling programme for existing staff implemented April	<ul style="list-style-type: none"> Additional training needs analysis for relevant staff identified through annual conversation processes April onwards
		5. Training forms part of induction for new staff and Councillors, in relation to resilience when dealing with ward members Aug	<ul style="list-style-type: none"> To form part of the rolling programme of training offered to Councillors, starting March
14	Incorporate learning from complaints as part of the quality assurance system	1. Formal learning review process established April	<ul style="list-style-type: none"> Initial conversation with corporate complaints team 1/3 Current complaints reports identified, including annual Children's and Adults complaints report at People Scrutiny annually Scrutiny of report and annual statistics collated and analysed March Local SEND complaints log created for 22/23 Financial Year Relevant themes identified from annual report and current caseload April to inform teams through Children's Services Improvement Board April

			<ul style="list-style-type: none"> Main themes of complaints were timeliness of EHCP (we were 95% on time for 2020 and 2021), timeliness of reviews and amending plan following review and unhappiness with school placement.
		2. Quality Assurance learning informs all future processes and decisions May	<ul style="list-style-type: none"> Review of process flow chart to be devised for all learning at corporate and statutory complaints; MP complaints, Local Government Ombudsman, Tribunal and Councillor complaints May Review to inform practice through CSIB and relevant teams May
		3. Learning also taken in conjunction with wider council complaints and that of the area partnership May	<ul style="list-style-type: none"> Matter to be raised at SEND Strategic Partnership Board in terms of shared learning and understanding Oct

15	Develop a trauma informed approach for those families who are angry and distressed about their experience	1. Other authorities experiences and approach to trauma Informed practice researched March	<ul style="list-style-type: none"> Literature review undertaken by Principal Educational Psychologist (PEP) Feb Generic matter on agenda for Regional PEP meeting 14/3; LA network March Working with regional HE project April Possible external support being evaluated 3/3
		2. Parent groups consulted on an appropriate third party to co-produce a way forward May	<ul style="list-style-type: none"> Work undertaken to engage with all parent groups May Consideration of engagement of external additional capacity to resolve issues with particular families
		3. Trauma informed training for particular staff involved introduced June	<ul style="list-style-type: none"> Needs identified as part of annual conversation process April onwards

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On track/action completed or in hand
Dates/information to be finalised at time of drafting
Limited progress against action
Completed/implemented in full

Southend-on-Sea Borough Council

Briefing Note For the People Scrutiny Committee

11

11th October 2022

Report prepared by: Anne Warburton
Service Manager – Integrated Transport and Fleet Services
Civil Engineering Group

Vecteo Ltd – progress brief on the provision of Key Performance Indicators

Cabinet Member: Councillor Steven Wakefield

1. Purpose of Briefing Note

- 1.1 To provide members with substantiated data on the Key Performance Indicators (KPIs), provided by our Joint Venture company Vecteo Ltd, on their performance, improvements and areas where further improvement or reporting is necessary to determine if their overall service operation is improving and performing to the expected standards required.

2 Summary

From Appendix 1, Apart from 1 KPI for meet and greets all others are showing as green in the RAG rating status. The Meet and Greets are showing Amber due to the sub-contractors not passing information onto Vecteo in a timeline for this report. You will notice that whilst Amber there were 43 meet and greets required for new starters for Vecteo's self-delivery. All 43 were contacted and 23 took this offer up. Of the remaining 20, 10 had already had an induction in July so declined a second visit and the other 10 either have other children at the school or declined for reasons not stated or did not respond to messages left by Vecteo. Schools do not open in August, however, the Contract Management Team have seen a vast improvement with the operational management of the Vecteo Ltd team and this has been evident in the smooth return to school and compliments by head teachers and parents.

3 Background

It was agreed that members of the People Scrutiny Committee, in accordance with the decision of the Council on 25th November 2021, would receive regular updated information on the performance of Vecteo Ltd.

Subsequent to this, In July 2022 Members requested that;

- 3.1 The circulation of the full schedule of KPIs applicable to the Services Agreement with Vecteo for the provision of special educational needs and disabilities (SEND) home to school transport would be provided for every subsequent meeting.
- 3.2 The provision of a comprehensive report on the performance of Vecteo against each of the key performance indicators applicable to the contract to each future

meeting of the Committee, setting out actual performance figures rather than percentages.

- 3.3 Details of performance against each of the Minimum Service Requirements for the contract for the provision of special educational needs and disabilities home to school transport services.

4.0 Information and progress requested

- 4.1 The full schedule of KPIs within the Services Agreement are attached as Appendix 1 and have been annotated for the month of August. Please note KPIs are a month in arrears for each meeting due to the collation by Vecteo and the verification process by the Contract Management Team.

- 4.2 Appendix 2 is a table of the Minimum Service Requirements (MSRs) for the Services Agreement that includes all core services Vecteo Ltd perform. This has been annotated to cross reference the KPI data that gives us an overall position of performance of core services against the MSRs. It also includes what we have been able to verify and what/why we haven't been able to validate where additional procedures/resource could be required.

5.0 Financial Implications

- 5.1 There are no financial implications as a result of this brief.

6.0 Legal Implications

- 6.1 There are no Legal implications as a result of this brief.

7.0 People Implications

- 7.1 There are no People implications as a result of this brief.

8.0 Property Implications

- 8.1 There are no implications as a result of this brief.

9.0 Equalities and Diversity Implications

- 9.1 There are no Equality or Diversity implications as a result of this brief.

10 Risk Assessment

- 10.1 None

11 Value for Money

- 11.1 N/A

12 Community Safety Implications

- 12.1 None.

13 Environmental Impact

13.1 None

14 Other Options

14.1 There are no other options proposed.

15 Background papers

15.1 Appendix 1 – KPI schedule

15.2 Appendix 2 – MSR requirements

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Service Criteria	KPI Number	KPI	Rank	Mar 2022 - Feb 2023					Service Required	
				Mar	Apr	May	Jun	July		August
				1	2	3	4	5		
Passenger Management	1	Full written report of accidents by 5pm if occurring in the morning and by 11am the following working day if occurring in the afternoon	10	Not captured	Not captured	0	Not captured	0	0	100%
Co-ordination	2	Specialist equipment i.e. harnesses ordered within 3 working days of completed risk assessment.	10	Not captured	0 Only captured for new starters.	0	0	0	100% reached. 20 booster seats required	98%
Co-ordination	3	1 hour "end to end journey time" for primary school Service Users where journeys are to and from within the borough of Southend	10	Not captured	32 Routes 19 trips over the accepted timings	32 Routes 13 trips going over the accepted timings (One route is responsible for 9 out of the 13 occurrences Vecteo will look at this route with a view to reducing it). SCC unable to verify as no journey time data provided after requests	Not captured - Vecteo advised data sheets were shredded in an administration error.	100% reported on time (36 routes self delivered). (SCC are still verifying at time of this report being verified using Cordic system and compliance inspection data during July)	No journeys during August	90%
Co-ordination	4	One hour and 15minutes "end to end journey time" for secondary school age or adult Service Users where journeys are to and from within the borough of Southend	10						No journeys during August	90%
Customer Service	5	Pre transport phone calls to introduce the Partnership, the Drivers and Passenger assistant and to arrange a pre meet and greet (if required by parent)	10	Not captured	2 new starters (1 received meet & greet, 1 not captured by sub contractor)	Not captured	Not captured	0 new starters	Self delivery - 43 new students - 23 took place. 10 had received a meet & greet during transition week in July. 10 either did not respond or had siblings attending so crew known to parents. SUB-CONTRACTORS 27 meet & greets required 17 recorded have taken place. Vecteo still chasing Sub-Contractors for information on the remaining 10 students.	100%
Customer Service	6	Response times to the Council's requests for further information relating to safeguarding issues within 3 hours	10	1 Request made response timescales met (did not meet LADO criteria)	No safeguarding incidents reported	A Vecteo member of staff heard a child discussing a concern that would come under Safeguarding. They reported this to the school who advised they would take this concern up.	No safeguarding incidents reported	No safeguarding incidents reported	No safeguarding incidents reported	95%

Customer Service	7	Acknowledge receipt of complaints within 3 working hours	10	Not captured	0 complaints recorded (SCC unable to verify)	0 complaints recorded (SCC unable to verify)	0 complaints recorded SCC advised of two complaints that had already received and shared for Vecteo to respond	1 complaint recorded (SCC aware of 3 complaints) - acknowledgement not sent in timescales due to further investigation required from sub contractor. SCC have logged 2 other comments that Vecteo have dealt with but not recorded as complaints. Vecteo are aligning their complaints procedure and definition to SCCs	No complaints received	90%
Customer Service	8	Respond to complaints within 3 days of receipt	10	Not captured	0 complaints recorded (SCC unable to verify)	0 complaints recorded (SCC unable to verify)	0 complaints recorded SCC advised of two complaints that had already received and shared for Vecteo to respond	1 complaint recorded (SCC aware of 3 complaints) - timescale of response not met due to further investigation required from sub contractor	No complaints received	100%
Management information	9	Training and DBS records of all staff to be provided at each review meeting	10	Due quarterly	Due quarterly	Due quarterly	Vecteo reported 100% up to date SCC unable to verify as no records been provided - Vecteo HR collating a report from their systems to enable SCC to verify	Due to refresher training taking place currently we are expecting an updated list by 31st August to ensure all staff are appropriately trained for September. DBS records have been provided.	Vecteo have supplied a full training matrix of all staff. All staff have the appropriate training for the passengers needs. Further cross training for any contingencies that arise is also taking place (i.e. anaphylaxis training).	100%
Data Protection & Security	10	Immediate notifications of data protection breaches which the provider becomes aware of including whereby the provider or anyone in its supply chain is responsible	10	Not captured	Not captured	No DP breaches	Not captured	No DP breaches	No DP breaches	100%
Data Protection & Security	11	All staff to be data protection regulation trained	10	Not captured	Not captured	Not captured	98.9% - 4 staff required to undertake training	99% - 1 staff member to undertake training	100% staff trained	100%
Passenger Management	12	On-board incidents notified to the Council within 1 hour of being notified	9	14 recorded - timescales were not recorded during this month	4 recorded - 1 outside timescale	7 recorded - timescales were not recorded during this month	22 recorded - timescales were not recorded during this month	14 recorded - timescales not recorded (minor incidents 11 were involving the same user which Vecteo have looked into)	No SEND transport running. No incidents	100%
Passenger Management	13	Number of new applications for children social care transport to be processed and allocated a route within next working day if requested by 2pm the previous day.	9	Not captured	100% 3 applications - timescales met	85.6% 7 applications - 1 missed timescale	100% 5 applications - timescales met	100% No applications	0 LAC children for home to school were transported in August	90%
Passenger Management	14	Emergency measures to cover business continuity including Sub – Contractor provisions	8	Not captured	Not captured	Not captured	Not captured	New Manager working on these procedures these will be reported in Augusts return.	Business Continuity in place that covers sub-contractors - 100%	100%
Customer Service	15	Communication with all relevant stakeholders to notify of any foreseen changes of service giving a minimum of 24 hours notice.	8	Not captured	Not captured for all stakeholders	Not captured for all stakeholders	Not captured for all stakeholders	Not captured for all stakeholders	No service running	98%
Customer Service	16	Response times to the Council's requests for general management information within 3 working day.	8	No recording mechanism in place to evidence reported figure	No recording mechanism in place to evidence reported figure	No recording mechanism in place to evidence reported figure	No recording mechanism in place to evidence reported figure	New Manager working on these procedures these will be reported in Augusts return.	100% - all responses within 3 working days	98%
Invoicing	17	Invoice queries dealt with to satisfaction within 5 working days	8	Not captured	Not captured	Not captured	Not captured	New Manager working on these procedures these will be reported in Augusts return.	100% - all responses within 3 working days	100%
Passenger Management	18	Number of incidents on-board a vehicle that were reported to the provider via Driver/Passenger Assistant	6	12	3	6	21	14	No service running	100%

Passenger Management	19	Number of new applications for home to school/college transport to be processed and allocated a route within 10 working days including meet and greet.	6	Not captured	4 applications - 2 did not meet timescales	No applications	No applications	No applications	100% - all in house new starters were communicated with and meet and greets completed where required before the end of Aug - contractor meet and greets were done at the start of September and will be included in Septembers KPI	95%
Passenger Management	20	Number of new applications for adults with learning disabilities transport to be processed and allocated a route within 3 working days.	6	No applications	No applications	No applications	No applications	Due to time report submitted, SCC still verifying	100%. Vecteo/SCC will be chaning this KPI as the process does not work and cannot match the KPI requirement. Will be reported from as from Septembers return.	90%
Passenger Management	21	Inability to operate a Route, or any part of a Route, this must be reported to the Council's representative Transport and Contracts Manager, by the provider, in writing on the same day on which the default takes place	5	Not captured	4 routes merged into two - SCC not advised within timescales	2 routes that merged in April unmerged - SCC not notified within timescales	No further changes since May	No further changes since June	No service running	< 5 per month and 100% reported
Passenger Management	22	Number of new applications for Dial-a Ride transport to be processed and allocated a route within 3 working days.	5	0 applications	4 applications	1 applicaton	3 applicatiions	3 applications	2 applications both confirmed within 3 days. 100%	90%
Social Value Outcomes	23	Case studies and Qualitative and Quantitative report provided evidencing social value outcomes	2	Due quarterly	Due quarterly	Due quarterly	Report to follow	Social value trips arranged for August trips. Employ local residents, employ some staff with SEND whom were previous passengers	Please see attached report by Vecteo	Quarterly reporting in line with SPB.
Passenger Management	24	Number of passengers per route/service	1	Partial registers provided sub contractors not captured	Registers provided sub contractors partially reported	Registers provided sub contractors partially reported	Registers provided including sub-contractors (SCC random compliance inspections undertaken)	Registers provided including sub-contractors (SCC random compliance inspections undertaken)	No service running	100%
Passenger Management	25	Number of route changes over 3 month period	1	N/A	N/A	N/A	Not captured - Mechanism to report figure over 3 monthly period still being devised but details are captured within other KPI's	New Manager working on these procedures assured to b ready to report for August	Not applicable. This resets from every September	100%
Passenger Management	26	Driver changes to allocated routes over a monthly period	1	Kingsdown 87 crew changes over 690 trips	Kingsdown 7 crew changes over 252 trips	Kingsdown 6 crew changes over 608 trips	Kingsdown 14 crew changes over 576 trips	Kingsdown 13 crew changes over 480 trips	Not applicable. This resets from every September	98%
Passenger Management	27	Passenger Assistant changes to allocated routes over a monthly period	1	St Christophers 43 crew changes over 598 trips St Nicholas 37.5 crew changes over 184 trips Lancaster 17 changes to crew over 46 trips Overall 12% change Sub contractor data not captured	St Christophers 4 crew changes over 240 trips St Nicholas 3 crew changes over 160 trips Lancaster 0 crew changes over 20 trips Overall 6% change Sub contractor partially captured 0 crew changes	St Christophers 7 crew changes over 456 trips St Nicholas 3 crew changes over 152 trips Lancaster 1 crew change over 38 trips Individual routes to above schools 1 crew changes over 266 trips Overall change 2% Sub contractor partially captured 0 crew changes	St Christophers 10 crew changes over 432 trips St Nicholas 1 crew change over 144 trips Lancaster 1 crew change over 36 trips Individual routes to above schools 0 crew changes over 108 trips Overall change 2% Sub contractor 0 crew changes	St Christophers 6 crew changes over 390 trips St Nicholas 3 crew changes over 120 trips Lancaster 3 crew changes ovr 30 trips Individual routes to above schools 2 crew changes over 60 trips Overall change 3% Sub contractor 0 crew changes	Not applicable. This resets from every September	

Compliments		4 Head Teacher/School compliments circa 8 verbal/written compliments either to SCC, Vecteo or on Social Media , by parents, social workers, foster carers	
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APPENDIX 2

PARTNERSHIP SPECIFIC MINIMUM SERVICE REQUIREMENTS – AUGUST 2022

Minimum Service Requirements	Linked KPIs	Comments and Verification to date
<p>1 To deliver the home to school service during the schools’ academic year (although on occasions transport may be required during the school holidays for clubs). This service includes the requirement of wheelchair accessible minibuses that operate with pick-ups and drop offs either at a bus stop or a door to door service. Epileptic and diabetic trained Passenger Assistants are also to be provided (where required) see 6.1.1 above).</p> <p>143</p>	<p>KPI 1 – Written report of Accidents KPI 2 – Specialist Equipment KPI 3 – Maximum journey times primary KPI 4 – Maximum journey times secondary KPI 5 – Pre transport comms KPI 6 – Response for further information relating to safeguarding KPI 7 – Acknowledgment of receipt of complaint KPI 8 – Response of complaint KPI 9 – DBS and training records – quarterly KPI 10 – Immediate notification of GDPR breach KPI 11 – Data Protection training KPI 12 – Onboard incidents notified to Council KPI 14 – Emergency measures to cover business continuity KPI 15 – Comms to stakeholders of foreseen changes KPI 16 – Response times for management information KPI 17 – Response times to invoice queries KPI 18 – Nu of incidents on board a vehicle reported KPI 19 – Number of new applications for home to school KPI 21 – Inability to operate a route KPI 23 – Qualitive and quantitative social value outcomes KPI 24 – Number of passengers per route/service KPI 25 – Number of route changes over a 3 month period KPI 26 – Driver changes within a month KPI 27 – Passenger Assistant changes over a 3 month period</p>	<p>Outstanding actions: Complaints procedure being reviewed to align to SCC complaints procedure. UPDATE: The Contract Management Team are formalising an internal process whereby all internal stake holders that receive comments/complaints can follow.</p> <p>Note: KPI 11 1 member of staff still requires training, which is taking place before September. UPDATE: This training was provided in August.</p> <p>KPI 15 parents/ schools have been made aware, SCC were informed late. This has been addressed for future reporting. UPDATE: This process is now in place.</p>

<p>2 To provide one Passenger Assistant (PA) per eight seater mini-bus and two PAs for 16 seater minibuses or larger vehicles as a standard requirement for the home to school transport service. However, vehicles of less than eight seats used for home to school, supervised contact and children’s respite care may also require a PA where this is required. Where the PA is accompanying an epileptic service user it is expected that the PA will be trained in being able to administer Buccal Midazolam and other requirements as set out in 7.2 below.</p>	<p>KPI 9 – DBS and training records – quarterly</p>	<p>PA staffing levels and training undertaken are verified during SCC compliance inspections.</p> <p>Updated loading lists including staffing will be provided by Vecteo in late August. UPDATE: This has been provided and verified.</p> <p>Vecteo HR will be providing an updated training matrix by the 31st August. UPDATE: This has been provided and verified.</p>
<p>3 To provide a meet and greet introduction with service users for the home to school provision during the school summer holidays to allow service users and parents/carers familiarisation with the PA/driver and transport as outlined in Appendix C (see also 7.3 below).</p>	<p>KPI 5 – Pre transport comms</p>	<p>Letters were sent to existing and new parents advising crews will be contacting them as from the 15th August. Meet and Greets will be offered to all new and existing passengers/families. Vecteo have a process in place to record Meet and Greets taking place. UPDATE: Detail recorded on Appendix 1.</p>
<p>4 To ensure the maximum “end to end journey” time for a service user does not exceed 1 hour for primary school pupils and 1 hour and 15 minutes for secondary school age pupils and adults (which includes walking time to pick-up and drop-off points) where travelling is within the Borough of Southend-on-Sea. The stated times must also take into account the loading and unloading of service users</p>	<p>KPI 3 – Maximum journey times primary KPI 4 – Maximum journey times secondary</p>	<p>The figure Vecteo have provided at the time of this report is currently being verified by SCC. This will be reported during the next committee cycle.</p> <p>UPDATE: Random checks have been made for July and will be undertaken in September and reported in October. Compliance inspections have</p>

with wheelchairs/mobility scooters (see 7.4 below).		so far not indicated any issues for September..
<p>5 To deliver the adults with learning disabilities service between Mondays-Fridays 7.30am and 5.30pm all year round except during the bank holidays and Christmas through to the New Year bank holiday. This service includes the requirement of wheelchair accessible minibuses that operate with pick-ups and drops-offs either at a bus stop or a door to door service. Epileptic and diabetic trained Passenger Assistants are also to be provided (where required) – see 6.1.2 above.</p> <p>145</p>	<p>KPI 6 – Response for further information relating to safeguarding KPI 7 – Acknowledgment of receipt of complaint KPI 8 – Response of complaint KPI 9 – DBS and training records – quarterly KPI 10 – Immediate notification of GDPR breach KPI 11 – Data Protection training KPI 12 – Onboard incidents notified to Council KPI 14 – Emergency measures to cover business continuity KPI 15 – Comms to stakeholders of foreseen changes KPI 16 – Response times for management information KPI 17 – Response times to invoice queries KPI 18 – Number of incidents on board a vehicle reported KPI 20 – Number of applications for Adults LD KPI 21 – Inability to operate a route KPI 23 – Qualitive and quantitative social value outcomes KPI 24 – Number of passengers per route/service KPI 25 – Number of route changes over a 3 month period KPI 26 – Driver changes within a month KPI 27 – Passenger Assistant changes over a 3 month period</p>	<p>This is not part of the home to school service, but is part of the overall core services.</p> <p>SCC are contract managing this service. It was agreed that after 3 months of continued service improvements a review would take place as to transferring this service to Vecteo Ltd.</p> <p>UPDATE: This is still the case and will be reviewed in October once Septembers data has been verified.</p>
<p>6 To deliver the Supervised Contact service seven days a week between 9.00am and 5.30pm (including bank holidays except Christmas Day) after school or during the school holidays including weekends. This service can vary from a return to and from a child's home or a one-way trip. This service is usually provided by a taxi. However there may be occasions where this involves a number of siblings and the requirement of multiple car seats, so a minibus may be used on occasions (see 6.1.3 above).</p>	<p>KPI 1 – Written report of Accidents KPI 2 – Specialist Equipment KPI 6 – Response for further information relating to safeguarding KPI 7 – Acknowledgment of receipt of complaint KPI 8 – Response of complaint KPI 9 – DBS and training records – quarterly KPI 10 – Immediate notification of GDPR breach KPI 11 – Data Protection training KPI 12 – Onboard incidents notified to Council KPI 14 – Emergency measures to cover business continuity KPI 15 – Comms to stakeholders of foreseen changes KPI 16 – Response times for management information KPI 17 – Response times to invoice queries KPI 18 – Number of incidents on board a vehicle reported KPI 21 – Inability to operate a route KPI 23 – Qualitive and quantitative social value outcomes KPI 24 – Number of passengers per route/service</p>	<p>This is not part of the home to school service, but is part of the overall core services.</p> <p>SCC are contract managing this service. It was agreed that after 3 months of continued service improvements a review would take place as to transferring this service to Vecteo Ltd.</p> <p>UPDATE: This is still the case and will be reviewed in October once Septembers data has been verified. More work is required for the transition of this service and we are currently in</p>

	<p>KPI 25 – Number of route changes over a 3 month period KPI 26 – Driver changes within a month KPI 27 – Passenger Assistant changes over a 3 month period</p>	<p>discussion with the service area. Further details will be given.</p>
<p>7 To deliver the respite care service Monday-Friday during the school academic year and school holidays. This service can vary from a return to and from the child’s home or a one-way trip. These return trips could be spread over a weekend or a couple of days (see 6.1.3 above).</p> <p>146</p>	<p>KPI 1 – Written report of accidents KPI 2 – Specialist equipment KPI 6 – Response for further information relating to safeguarding KPI 7 – Acknowledgment of receipt of complaint KPI 8 – Response of complaint KPI 9 – DBS and training records – quarterly KPI 10 – Immediate notification of GDPR breach KPI 11 – Data Protection training KPI 12 – Onboard incidents notified to Council KPI 13 – Processing new applications for LAC KPI 14 – Emergency measures to cover business continuity KPI 15 – Comms to stakeholders of foreseen changes KPI 16 – Response times for management information KPI 17 – Response times to invoice queries KPI 18 – Number of incidents on board a vehicle reported KPI 21 – Inability to operate a route KPI 23 – Qualitative and quantitative social value outcomes KPI 24 – Number of passengers per route/service KPI 25 – Number of route changes over a 3 month period KPI 26 – Driver changes within a month KPI 27 – Passenger Assistant changes over a 3 month period</p>	<p>Outstanding actions: Complaints procedure being reviewed to align to SCC complaints procedure. UPDATE: SCC receive comments and complaints via email directly to officers within SEND and LAC and Adults. An internal procedure is being written to standardise the procedure. Vecteo Ltd are still updating their complaints procedure to go through their website and automation to SCC. This was put on hold due to the September start priority but is now being addressed.</p> <p>Note: KPI 11 1 member of staff still requires training, which is taking place before September. UPDATE: This training was provided in August.</p> <p>KPI 15 parents/ schools have been made aware, SCC were informed late. This has been addressed for future reporting. UPDATE: This process is now in place.</p>
<p>8 To manage the bookings for the provision of ‘on demand’ Dial-a-Ride services Monday to Friday (10.00am-2.30pm) using wheelchair accessible minibuses that operate a door to door service. This</p>	<p>KPI 1 – Written report of Accidents KPI 6 – Response for further information relating to safeguarding KPI 7 – Acknowledgment of receipt of complaint KPI 8 – Response of complaint KPI 9 – DBS and training records – quarterly</p>	<p>Outstanding actions: Complaints procedure being reviewed to align to SCC complaints procedure. UPDATE: SCC receive comments and complaints via</p>

<p>service may also require assistance with carrying the service users shopping to the front door of the service user (see 6.1.4 above).</p>	<p>KPI 10 – Immediate notification of GDPR breach KPI 11 – Data Protection training KPI 12 – Onboard incidents notified to Council KPI 14 – Emergency measures to cover business continuity KPI 15 – Comms to stakeholders of foreseen changes KPI 16 – Response times for management information KPI 21 – Inability to operate a route KPI 22 – Number of new applications KPI 23 – Qualitative and quantitative social value outcomes</p>	<p>email directly to officers within SEND and LAC and Adults. An internal procedure is being written to standardise the procedure. Vecteo Ltd are still updating their complaints procedure to go through their website and automation to SCC. This was put on hold due to the September start priority but is now being addressed.</p> <p>Note: KPI 11 1 member of staff still requires training, which is taking place before September. UPDATE: This training was provided in August.</p>
<p>167 The vehicles used in delivery of this service must meet the standards set out 7.5 and 7.6 below and be fully compliant with all relevant Licencing Regulations and Southend Licencing (where applicable) including the use of signs which must also comply with 7.7 below.</p>	<p>No KPI linked to this MSR</p>	<p>All vehicles and licence plates are verified during SCC compliance inspections.</p> <p>SCC Hackney carriage viewed sample vehicles to be used in 2021 to ensure compliance.</p>
<p>10 To ensure all drivers and passenger assistants comply with the requirements set out in 7.8 below.</p>	<p>KPI 1 – Written report of Accidents KPI 10 – Immediate notification of GDPR breach KPI 11 – Data Protection training KPI 12 – Onboard incidents notified to Council</p>	<p>Note: KPI 11 1 member of staff still requires training, which is taking place before September. UPDATE: This training was provided in August.</p>
<p>11 To ensure all Drivers and Passenger Assistants employed by the Partnership have an enhanced Disclosure Barring Service check before commencement on any service (see 7.9 below).</p>	<p>KPI 9 – DBS and training records – quarterly</p>	<p>Vecteo have provided an updated list of all staff DBS which has been verified by SCC</p>

		<p>Vecteo HR will be providing an updated training matrix by the 31st August.</p> <p>UPDATE: This has been provided and verified.</p>
<p>12 To ensure all Drivers and Passengers Assistants undertake the necessary training as set out in 7.10 below.</p>	<p>KPI 1 – Written report of accidents KPI 9 – DBS and training records – quarterly KPI 10 – Immediate notification of GDPR breach KPI 11 – Data Protection training KPI 12 – Onboard incidents notified to Council</p>	<p>Vecteo HR will be providing an updated training matrix in August.</p> <p>Note: KPI 11 1 member of staff still requires training, which is taking place before September.</p> <p>UPDATE: This training was provided in August.</p>