



## CABINET

<b>DATE:</b>	<b>Friday, 8 November 2019</b>
<b>TIME:</b>	<b>10.30 am</b>
<b>VENUE:</b>	<b>Essex Hall - Town Hall, Station Road, Clacton-on-Sea, CO15 1SE</b>

### MEMBERSHIP:

Councillor Stock OBE	- Leader of the Council
Councillor Broderick	- Independent Living Portfolio Holder
Councillor C Guglielmi	- Deputy Leader of the Council & Corporate Finance and Governance Portfolio Holder
Councillor P Honeywood	- Housing Portfolio Holder
Councillor McWilliams	- Partnerships Portfolio Holder
Councillor Newton	- Business and Economic Growth Portfolio Holder
Councillor Porter	- Leisure and Tourism Portfolio Holder
Councillor Talbot	- Environment and Public Space Portfolio Holder

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**Meeting papers can be provided, on request, in large print, in Braille, or on disc, tape, or in other languages.**

**For further details and general enquiries about this meeting, contact Ian Ford on 01255 686584.**

**DATE OF PUBLICATION: TUESDAY, 29 OCTOBER 2019**

## AGENDA

### **1 Apologies for Absence**

The Cabinet is asked to note any apologies for absence received from Members.

### **2 Minutes of the Last Meeting (Pages 1 - 10)**

To confirm and sign the minutes of the last meeting of the Cabinet held on Friday 11 October 2019.

### **3 Declarations of Interest**

Councillors are invited to declare any Disclosable Pecuniary Interests or Personal Interest, and the nature of it, in relation to any item on the agenda.

### **4 Announcements by the Leader of the Council**

The Cabinet is asked to note any announcements made by the Leader of the Council.

### **5 Announcements by Cabinet Members**

The Cabinet is asked to note any announcements made by Members of the Cabinet.

### **6 Matters Referred to the Cabinet by the Council**

There are none on this occasion.

### **7 Matters Referred to the Cabinet by a Committee - Reference from the Resources and Services Overview & Scrutiny Committee - A.1 - Ground Maintenance (including Weed Spraying) in Tendring (Pages 11 - 14)**

To enable the Cabinet to give consideration to recommendations made by the Resources and Services Overview & Scrutiny Committee in respect of the above.

### **8 Matters Referred to the Cabinet by a Committee - Reference from the Community Leadership Overview & Scrutiny Committee - A.2 - Scrutiny of Elements of Community Safety (Pages 15 - 18)**

To enable the Cabinet to give consideration to a recommendation made by the Community Leadership Overview & Scrutiny Committee in respect of the above.

### **9 Matters Referred to the Cabinet by a Committee - Reference from the Community Leadership Overview & Scrutiny Committee - A.3 - New Statutory Scrutiny Guidance (Pages 19 - 22)**

To enable the Cabinet to give consideration to a recommendation made by the Community Leadership Overview & Scrutiny Committee in respect of the above.

**10 Matters Referred to the Cabinet by a Committee - Reference from the Resources and Services Overview & Scrutiny Committee - A.4 - Review of the Business Case for the Future of Publicly Owned Leisure Centres within the District (Pages 23 - 26)**

To enable the Cabinet to give consideration to recommendations made by the Resources and Services Overview & Scrutiny Committee in respect of the above.

**11 Leader of the Council's Items**

There are none on this occasion.

**12 Cabinet Members' Items - Report of the Partnerships Portfolio Holder - A.5 - Update on Community Projects (Pages 27 - 62)**

To provide an update on community projects relating to Health and Wellbeing, Education, Community Safety and Regeneration, and to ask Cabinet to endorse these projects.

**13 Cabinet Members' Items - Report of the Corporate Finance and Governance Portfolio Holder - A.6 - Performance Report: July to September 2019 (Quarter 2) (Pages 63 - 112)**

To present the deliverables and measurable outcomes for the Cabinet's agreed Priorities and Projects 2019/20, as well as reporting the current position as at Quarter Two (July – September 2019).

**14 Cabinet Members' Items - Report of the Corporate Finance and Governance Portfolio Holder - A.7 - Financial Performance Report - In-Year Performance against the Budget at end of the Second Quarter 2019/20 and Long Term Financial Forecast Update (Pages 113 - 166)**

To provide an overview of the Council's financial position against the budget as at the end of September 2019 and to present an updated long term forecast.

**15 Cabinet Members' Items - Joint Report of the Housing Portfolio Holder and the Corporate Finance & Governance Portfolio Holder - A.8 - The Local Council Tax Support Scheme, Discretionary Council Tax Exemptions / Discounts for 2020/21 and Annual Minimum Revenue Provision Policy Statement 2020/21 (Pages 167 - 214)**

To enable Cabinet to consider and agree for recommending to full Council the following:

- Local Council Tax Support Scheme 2020/21 (including associated exceptional hardship policy);
- Discretionary Council Tax Exemptions and Discounts 2020/21; and
- Annual MRP Policy Statement for 2020/21.

**16 Management Team Items**

There are none on this occasion.

**17 Exclusion of Press and Public**

The Cabinet is asked to consider the following resolution:

“That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of Agenda Item 18 on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, as amended, of the Act.”

**18 Exempt Minutes of the Meeting held on Friday 11 October 2019 (Pages 215 - 222)**

To confirm and sign the exempt minutes of the meeting of the Cabinet held on Friday 11 October 2019.

**Date of the Next Scheduled Meeting**

*The next scheduled meeting of the Cabinet is to be held in the Town Hall, Station Road, Clacton-on-Sea, CO15 1SE at 10.30 am on Friday, 13 December 2019.*

**The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012**

**Notice of Intention to Conduct Business in Private**

Notice is hereby given that, in accordance with Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, Agenda Item No. 18 is likely to be considered in private for the following reason:

The item detailed below will involve the disclosure of exempt information under Paragraph 3 (Information relating to the financial or business affairs of any particular person (including the authority holding that information)) to Schedule 12A, as amended, to the Local Government Act 1972:

Exempt Minutes of the Meeting held on Friday 11 October 2019

# **Information for Visitors**

## **ESSEX HALL** **FIRE EVACUATION PROCEDURE**

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**MINUTES OF THE MEETING OF THE CABINET,  
HELD ON FRIDAY, 11TH OCTOBER, 2019 AT 10.30 AM  
ESSEX HALL - TOWN HALL, STATION ROAD, CLACTON-ON-SEA, CO15 1SE**

**Present:** Councillors Neil Stock OBE (Leader of the Council)(Chairman), Joy Broderick (Independent Living Portfolio Holder), Carlo Guglielmi (Deputy Leader of the Council and Corporate Finance & Governance Portfolio Holder), Paul Honeywood (Housing Portfolio Holder), Lynda McWilliams (Partnerships Portfolio Holder), Mary Newton (Business and Economic Growth Portfolio Holder), Alex Porter (Leisure and Tourism Portfolio Holder) and Michael Talbot (Environment and Public Space Portfolio Holder)

**Group Leaders Present by Invitation:**

Councillors Terry Allen (Leader of the Tendring First Group), Gary Scott (Leader of the Liberal Democrats Group), Mark Stephenson (Leader of the Tendring Independents Group) and Graham Steady (Deputy Leader of the Independent Group)

**Also Present:** Councillors Delyth Miles (except items 42 - 49) and Gina Placey

**In Attendance:** Ian Davidson (Chief Executive), Martyn Knappett (Deputy Chief Executive (Corporate Services)), Paul Price (Corporate Director (Operational Services)), Lisa Hastings (Head of Governance and Legal Services & Monitoring Officer), Keith Simmons (Head of Democratic Services and Elections), Richard Barrett (Head of Finance, Revenues and Benefits Services & Section 151 Officer), Tim Clarke (Head of Housing and Environmental Health), Ian Ford (Committee Services Manager & Deputy Monitoring Officer) and Matt Cattermole (Business Support Assistant)

**42. APOLOGIES FOR ABSENCE**

Apologies for absence were submitted on behalf of Councillors Chapman (Leader of the Independent Group) and I J Henderson (Leader of the Labour Group).

**43. MINUTES OF THE LAST MEETING**

It was **RESOLVED** that the Minutes of the meeting of the Cabinet held on Friday 13 September 2019 be approved as a correct record and signed by the Chairman.

**44. DECLARATIONS OF INTEREST**

There were no declarations of interest made at this time though later on in the meeting as recorded below:-

- (1) Councillor G V Guglielmi declared a personal interest during the discussions on report A.1 – House Building by Tendring District Council – when such discussions

- touched on the subject of Gifted Units insofar as he was a Director of the Lawford Housing Enterprise Trust; and
- (2) Councillors G V Guglielmi, P B Honeywood and M E Stephenson each declared a personal interest during the discussions on report A.3 – Freehold Disposal of Land at Vista Road, Clacton-on-Sea and Freehold Acquisition of Land at Rush Green, Clacton-on-Sea insofar as they were also Elected Members of Essex County Council.

**45. ANNOUNCEMENTS BY THE LEADER OF THE COUNCIL**

Ministerial Visit to Harwich Port

The Leader of the Council (Councillor Stock OBE) informed Cabinet that there had been a Ministerial visit to the Port of Harwich the previous day. The Secretary of State had been impressed with the level of BREXIT resilience planning and preparation at the Port especially as Harwich was the designated ‘resilience port’ for Dover.

Councillor Stock reported that, together with Councillor I J Henderson (a local ward member for Harwich and the County Councillor for the Harwich Division), he had taken the opportunity to ‘lobby’ hard the Secretary of State that the business case, revised route and funding for the urgent upgrade of the Hare Green to Harwich stretch of the A120 be produced as a matter of urgency given the extremely poor condition of the road. He made the point that in the present circumstances it would be a waste of public money to repair the road given the needed upgrade.

Therefore, Councillor Stock stated that he would be liaising with Essex County Councillor Kevin Bentley, the County Council’s Portfolio Holder for Infrastructure with a view to sending a joint letter to the Secretary of State that would reinforce the points made by Councillors Stock and Henderson at the Ministerial site visit.

**46. ANNOUNCEMENTS BY CABINET MEMBERS**

There were none on this occasion.

**47. MATTERS REFERRED TO THE CABINET BY THE COUNCIL**

There were none on this occasion.

**48. MATTERS REFERRED TO THE CABINET BY A COMMITTEE**

There were none on this occasion.

**49. LEADER OF THE COUNCIL'S ITEMS**

There were none on this occasion.

**50. CABINET MEMBERS' ITEMS - REPORT OF THE HOUSING PORTFOLIO HOLDER - A.1 - HOUSE BUILDING BY TENDRING DISTRICT COUNCIL**

Councillor G V Guglielmi declared a personal interest during the discussions on this item when such discussions touched on the subject of Gifted Units insofar as he was a Director of the Lawford Housing Enterprise Trust.

The Cabinet gave consideration to a report of the Housing Portfolio Holder (A.1) which set out the proposed aspiration of the Council to deliver good quality, affordable housing to support economic growth within the District and to ensure that the Council delivered on its commitment to further underpin the housing led renewal process in Jaywick Sands by providing safe new housing as part of the housing led regeneration strategic priority.

Members were aware that the District of Tendring, together with London and other parts of the South East, was facing a shortage of homes of all tenures and, in particular, a shortage of good quality homes which were affordable to those on lower to middle incomes. The shortage of homes was pushing up market sale prices and rents to unaffordable levels for some households. Equally it was recognised that to attract new employment a good mix of aspirational as well as more affordable housing must be available for workers. Currently, many new developments were designed to maximise development profit and so properties were frequently small, lacking storage space and were unimaginatively designed.

However, it was reported that recent planning approvals and build out rates across Tendring suggested that the local market might be reacting differently but this might also be just a lag ahead of the slow down which had seen house prices fall in London, indeed they had fallen for 18 consecutive months, which would no doubt have an impact on build out rates and would also squeeze the space standards and suitability of new homes.

The Cabinet was advised that until such time as the housing market stabilised it would be premature to look to undertake new build other than to deliver housing at social rents in order to ensure that for those priced out of the market the Council could support those households. Should the market change and the option for the Council to enter the "home ownership" market then at that time a further options report would be brought forward.

Members were further advised that clearly there were also areas such as Jaywick Sands where it was difficult to attract traditional developers due to the lack of market confidence. This was another area where Tendring District Council could take a lead to reshape the market. The Council had been recognised as "Housing Business Ready" following an audit by the Housing and Finance Institute and so it needed to build upon the good foundations already established within the Council to influence the market and deliver new homes.

Cabinet was made aware that detailed proposals would be brought forward on a site specific basis as and when development opportunities were identified, but that this report set the overall framework and context within which such decisions would be made. Each site specific proposal as well as that framework would also take into account the overarching direction which would be established by the emerging Housing Strategy.

Members were also informed on the proposed approach to some small complications which had arisen on gifted units, which, as this was a unique proposition, did not appear to have arisen previously or anywhere else in the country and, therefore, there were no precedents to rely upon.

Having considered the information provided in the report including the financial, risk and other implications and the legal advice provided by Officers:-

It was moved by Councillor P B Honeywood, seconded by Councillor G V Guglielmi and:-

**RESOLVED** that Cabinet –

- (a) endorses the approach proposed in respect of building new Council owned homes;
- (b) approves, “in principle”, to build 200 new Council houses on the basis that any proposed specific site development opportunities will be approved by Cabinet on an individual business case and will reflect the overarching direction established via the emerging Housing Strategy;
- (c) approves the accepting of Gifted Units under Section 106 Planning Agreements with on-going responsibility for service charges incurred by management companies and, in some instances, a requirement for the Council to become shareholders in such companies; and
- (d) authorises the Corporate Director (Operational Services), in consultation with the Portfolio Holder for Housing and the Head of Governance and Legal Services, to agree the final terms and conditions for the transfer of Gifted Units including the management company governance arrangements.

**51. CABINET MEMBERS' ITEMS - JOINT REPORT OF THE CORPORATE FINANCE & GOVERNANCE PORTFOLIO HOLDER AND LEISURE & TOURISM PORTFOLIO HOLDER - A.2 - BUSINESS PLAN FOR CLACTON LEISURE CENTRE**

Further to Minute 22 of the meeting of the Cabinet held on 19 July 2019, Members gave consideration to a joint report of the Corporate Finance and Governance Portfolio Holder and the Leisure and Tourism Portfolio Holder (A.2) which requested approval of the business case in order for the proposed asset improvement works (with an allocated budget of £525,000) at Clacton Leisure Centre to proceed.

It was reported that those asset improvement works, with associated energy efficient adaptations would assist the Council in its objective to achieve high quality facilities throughout the District, together with improving customer access to services. Enhancing sports facilities would also compliment work which was currently taking place on the Sport England Local Pilots project, which had recently attracted £10m of investment spread between Tendring, Colchester and Basildon Councils.

Cabinet was informed that improving the quality of the leisure centre environment would in turn improve the customer experience at Clacton Leisure Centre. The refurbishment would provide a facility which users would expect from a modern leisure centre and which would contribute to the Council's 10 year strategy by driving down the subsidy through both increasing membership numbers and casual users, along with reducing expenditure on maintenance issues associated with the deterioration of the areas subject to the proposed refurbishment.

The business case was set out in the Project Management Scoping Document, which was before Members as Appendix A to the Portfolio Holders' report. The key issues were that:

- (1) the proposed works were the first phase of a wider Sports Facilities Strategy which would be considered by Cabinet in November 2019. This asset improvement scheme was considered to be the first priority of a number of projects due to be considered. Good quality changing facilities were the foundations of providing a high quality service in leisure provision and improvements to this basic function were considered essential prior to progressing in other areas;
- (2) the refurbishment would improve customer service and perception to both retain and attract new customers;
- (3) due to savings on maintenance costs and increased income from activities, the return on investment would be 8% despite this being an asset improvement scheme; and
- (4) there would also be a reduction in the carbon footprint of the facility through energy efficient adaptations added through the refurbishment.

Having considered the information provided in the report and the appendix attached thereto:-

It was moved by Councillor Porter, seconded by Councillor G V Guglielmi and:-

**RESOLVED** that Cabinet –

- (a) approves the business case for asset improvement works to Clacton Leisure Centre; and
- (b) agrees to proceed with the project set out in the 'Clacton Leisure Refurbishment' report previously reported to Cabinet in July 2019, with the Head of Sport and Leisure be delegated to undertake the necessary procurement in accordance with the Council's procurement procedure rules.

**52. CABINET MEMBERS' ITEMS - REPORT OF THE CORPORATE FINANCE AND GOVERNANCE PORTFOLIO HOLDER - A.3 - FREEHOLD DISPOSAL OF LAND AT VISTA ROAD, CLACTON-ON-SEA AND FREEHOLD ACQUISITION OF LAND AT RUSH GREEN, CLACTON-ON-SEA**

Councillors G V Guglielmi, P B Honeywood and M E Stephenson each declared a personal interest during the discussions on this item insofar as they were also Elected Members of Essex County Council.

The Cabinet gave consideration to a report of the Corporate Finance and Governance Portfolio Holder which enabled it to consider objections and comments received in respect of the potential disposal of public open space and also consider whether to approve, in principle, the various property transactions and contractual arrangements required in order to facilitate the extension of the sixth form facility at Clacton County High School and the improvement of public open space at Rush Green.

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Members were reminded that Tendring District Council (“TDC”) owned the freehold of land including Clacton Leisure Centre and the Vista Road Recreation Area. The land lay adjacent to Clacton County High School in Walton Road, Clacton-on-Sea (“CCHS”). CCHS was an Academy school under the umbrella of Sigma Trust (“ST”).

In addition, TDC owned the freehold of land including Rush Green Bowl and the Rush Green Recreation Area. That land lay adjacent to the Tendring Education Centre site formerly known as Bishops Park.

It was reported that Essex County Council (“ECC”) had approached TDC with a proposal to expand and improve secondary education in Clacton and in the District by expanding CCHS in order to accommodate additional 11-16 year olds and by creating a new sixth form facility.

Cabinet was informed that in order to meet space requirements ECC needed to expand the CCHS site in order to accommodate the additional pupils. ECC had therefore requested that a defined area of land be transferred from TDC to ECC with the intent that it would then be transferred to ST for the purpose of the extending the education facility, in a manner yet to be finalised.

Members were advised that as the land in question was held by TDC as public open space and recreation land a public notice had been published (as required by section 123 of the Local Government Act 1972) advertising TDC’s intention to dispose of the land. Responses received at the time of printing the Portfolio Holder’s report were attached as Appendix D to that report and consideration of those responses were set out in the body of the report.

Cabinet was made aware that discussions between ECC and TDC officers had led to a proposal that included:

1. TDC transferring the land identified off Vista Road, shown edged red in Appendix A to ECC;
2. ECC transferring the land identified off Jaywick Lane, shown edged red in Appendix B to TDC;
3. TDC granting rights of access to ECC and ST for construction access, general access and installation and use of services in the car park and access roads adjoining the Leisure Centre and School sites;
4. ECC, TDC and ST entering into a revised joint use agreement currently related to the football changing room but proposed to encompass:
  - a. a revision in relation to the changing room;
  - b. regulation of the use and management of the car park and access;
  - c. facilitation of public use of the area transferred to ECC at Vista Road outside of school hours;
  - d. facilitation of the use, by ST during school hours, of the all-weather pitch owned by TDC;
5. ECC transferring a sum of money to part fund the replacement of the all-weather pitch and fund the various improvement works at both of the locations as indicated on the plans save for the potential multi-purpose building which would be subject to separate TDC business case; and
6. TDC being obliged to procure and carry out all of the key improvements and would at its discretion use the remaining funds to carry out the other improvements indicated on the plans.

Members were reminded that the existing all-weather pitch, parking and various other features at the sites were in need of some investment and refurbishment. The aforementioned proposals would enable TDC to assist with the facilitation of educational improvements as well as taking a more holistic view of the potential upgrading of facilities both at Vista Road and at Rush Green.

Members placed on record their appreciation to the Head of Property Services (Andy White) and his Team for their excellent work in bringing this matter to such a successful conclusion.

Having considered the information provided in the report and appendices and, in particular, the financial, risk and other implications, the legal advice provided by Officers and the public representations received in response to the public notice:-

It was moved by Councillor G V Guglielmi, seconded by Councillor P B Honeywood and:-

**RESOLVED** that Cabinet –

- (a) having considered the objections and comments received, as set out in Appendix D to the Portfolio Holder's report, in respect of the potential disposal of public open space, agrees that the loss of public open space is outweighed by the provision of a new extended school facility and by the provision of a dedicated sixth form education facility in the District;
- (b) approves, in principle,:
  - a. the freehold disposal of land at Vista Road, Clacton-on-Sea, as shown edged red on the plans in Appendix A, for the purposes of educational provision, relying on the General Consent Order for the reasons set out within the report;
  - b. the freehold acquisition of land at Rush Green Clacton-on-Sea, as shown edged red on the plans in Appendix B, for the purposes of public open space;
  - c. the granting of rights for access and installation and use of services in the Council's retained land at Vista Road;
  - d. the revision and extension of an existing shared use agreement related to changing rooms in order to include grass and artificial pitch areas;
  - e. the Council entering into an umbrella agreement with Essex County Council in order to encompass the foregoing to then secure funding from Essex County Council for various improvement works in return for the various rights granted and Tendring District Council's undertaking to procure and carry out key improvement works at the Vista Road site;
- (c) authorises officers to procure, contract and carry out the key improvement works and such other works that are shown on the plans and listed at Appendix C and other improvements that are considered necessary by the Corporate Director (Operational Services), subject to the sufficiency of funding;

- (d) authorises the Deputy Chief Executive and the Corporate Director (Operational Services), in consultation with the Portfolio Holder for Corporate Finance & Governance, to enter into the necessary legal agreements to deliver this project.

**53. CABINET MEMBERS' ITEMS - JOINT REPORT OF THE CORPORATE FINANCE & GOVERNANCE PORTFOLIO HOLDER AND HOUSING PORTFOLIO HOLDER - A.4 - FREEHOLD PURCHASE OF A RESIDENTIAL PROPERTY**

The Cabinet gave consideration to a joint report of the Corporate Finance and Governance Portfolio Holder and the Housing Portfolio Holder (A.4) which sought its approval for the freehold purchase of a residential property within the District.

It was reported that Officers were working with a family who were threatened with homelessness due to mortgage arrears but who also had a need for an adapted property. It was likely that the Council would be in a position where it needed to find suitable accommodation in order to prevent or relieve such homelessness. However, for a number of years the Council had had a very strong demand for the needed size of property which had been adapted to assist tenants with disabilities. Turnover of such tenancies was very low and it was very unlikely that a property suitable for this family would become available.

Cabinet was informed that the property currently occupied by the family had been purchased from the Council a number of years ago through the Right to Buy scheme. Taking a broad and pragmatic view of what were very unusual and complex circumstances it was felt that an effective option for the Council would be to explore the purchase of this property that was already undergoing adaptations via a Disabled Facilities Grant. This would bring a further adapted property into the housing stock whilst discharging a statutory homelessness duty.

Members were made aware that the family had been accepted onto the Council's Housing Register and were in a high priority banding that would qualify them for a property such as this were it to become available. It was therefore proposed that the family become tenants of the property upon completion of the sale.

Cabinet was advised that the Housing Manager and the Development & Building Manager had both visited the property and were in agreement that it was a suitable property to bring back into the Council's housing stock. In addition, a Chartered Surveyor valuation had been obtained and a purchase price agreed with the family.

Having considered the information provided in the report:-

It was moved by Councillor P B Honeywood, seconded by Councillor G V Guglielmi and:-

**RESOLVED** that Cabinet authorises, in principle, the freehold purchase of the property, subject to its decision to be taken later in the meeting in relation to the terms of the contract and the transfer of deeds necessary to complete the purchase of the property.

**54. MANAGEMENT TEAM ITEMS**

There were none on this occasion.

**55. EXCLUSION OF PRESS AND PUBLIC**

It was moved by Councillor Stock, seconded by Councillor P B Honeywood and:-

**RESOLVED** that under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of Agenda Items 15 to 17 on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A, as amended, of the Act.

**56. EXEMPT MINUTE OF THE MEETING HELD ON FRIDAY 13 SEPTEMBER 2019**

It was **RESOLVED** that the Exempt Minute of the meeting of the Cabinet held on Friday 13 September 2019 be approved as a correct record and signed by the Chairman.

**57. CABINET MEMBERS' ITEMS - REPORT OF THE CORPORATE FINANCE AND GOVERNANCE PORTFOLIO HOLDER - B.1 - TERMS FOR THE FREEHOLD DISPOSAL OF LAND AT VISTA ROAD, CLACTON-ON-SEA AND FREEHOLD ACQUISITION OF LAND AT RUSH GREEN, CLACTON-ON-SEA**

**RESOLVED** that Cabinet, having had regard to its discretionary powers under the General Disposal Consent Order (England) 20013, -

- (a) approves the terms for the freehold disposal of Land at Vista Road to Essex County Council (ECC), as scheduled in the Current Position section of the Portfolio Holder's report;
- (b) approves the terms for the freehold acquisition of Land at Rush Green from ECC as scheduled in the aforementioned Current Position section;
- (c) approves the terms for the terms for the granting of works access over Land at Vista Road to ECC, as scheduled in the above mentioned Current Position section;
- (d) approves the terms for the granting of an easement for installation and use of services under of Land at Vista Road to ECC, as scheduled in the aforesaid Current Position section;
- (e) approves the terms for the addition/revision/extension of the joint user agreement related to the football changing rooms to include shared use of the transferred land, car park, access and all-weather pitch at Vista Road with Sigma Trust and/or ECC, as scheduled in the previously mentioned Current Position section;
- (f) authorises the acceptance of £1,010,315 from ECC together with the undertaking to complete the key improvements and to expend the other funding only on improvements at the Vista Road and Rush Green sites;
- (g) authorises Officers on receipt of the funds to procure and complete works as (f) above, including the commissioning of advisors and contractors as required;
- (h) authorises the Deputy Chief Executive to conclude detail of the terms as scheduled in the aforementioned Current Position section; and
- (i) authorises the Deputy Chief Executive to enter into the various contracts as above, and any umbrella or supplemental contracts that he considers necessary, all on the terms set out and subject to such other terms that he considers necessary.

58. **CABINET MEMBERS' ITEMS - JOINT REPORT OF THE CORPORATE FINANCE & GOVERNANCE PORTFOLIO HOLDER AND HOUSING PORTFOLIO HOLDER - B.2 - TERMS FOR THE FREEHOLD PURCHASE OF A RESIDENTIAL PROPERTY**

**RESOLVED** that Cabinet –

- (a) approves the terms for the freehold purchase of the property; and
- (b) authorises the Deputy Chief Executive to enter into a contract and transfer deed in order to complete the purchase of the property on the terms set out and subject to such other terms that he considers necessary.

The Meeting was declared closed at 11.36 am

**Chairman**

<b>Key Decision Required</b>	<b>No</b>	<b>In the Forward Plan</b>	<b>No</b>
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## CABINET

**8 NOVEMBER 2019**

### **REFERENCE REPORT FROM RESOURCES AND SERVICES OVERVIEW AND SCRUTINY COMMITTEE OF 29 JULY 2019**

**A.1 GROUND MAINTENANCE (INCLUDING WEED SPRAYING) IN TENDRING**  
(Report prepared by Ian Ford, Richard Barrett, Ian Taylor & Damian Williams)

**BACKGROUND**

At the meeting of the Resources and Services Overview and Scrutiny Committee held on 29 July 2019 (Minute 16 refers) the Committee had before it a report of the Head of Public Realm – A.3 – Ground Maintenance (Including Weed Spraying) in Tendring, which presented to the Committee the Council’s procedure on Ground Maintenance (Including Weed Spraying).

The Council’s Head of Public Realm and the Open Space and Transport Manager attended that meeting to present the report to the Committee and to answer any questions Members raised.

The advantages generally for the District, its residents and visitors of key gateway sites and routes being well maintained was a focus for discussion at the Committee. Those sites included the vicinity of Railway Stations.

The RSOS Committee was advised that many areas of land adjacent to the highway were the responsibility of the Highways Agency, others were directly the responsibility of the Essex County Council and others were the responsibility of the Council under its agreement with the County Council. In broad terms, of the £100,000 received from Essex County Council and referenced in the report, £20,000 related to highway weed spraying, £40,000 for highway verge maintenance and £40,000 to highway tree maintenance.

The Committee also considered the role of a range of Parish and Town Councils in the area who undertook measures to maintain open spaces.

The Committee commended the Officers for their report.

**COMMITTEE RECOMMENDATIONS TO CABINET**

Having considered and discussed the report it was:-

**RESOLVED** that the Resources and Services Overview and Scrutiny Committee **RECOMMENDS TO CABINET** that:

- £50,000 should be available for works to be carried out in the Tendring District's area to improve the look of the area for visitors and improve the quality of life for residents; and
- Discussions be held with Town and Parish Councils in the District about opportunities to best achieve the stated aims.

Cabinet is now asked to consider the recommendations of the Resources and Services Overview and Scrutiny Committee.

#### **PORTFOLIO HOLDER'S COMMENTS AND RECOMMENDATIONS TO CABINET**

##### **Comments**

The Environment and Public Space Portfolio Holder thanks the Resources and Services Overview and Scrutiny Committee for its recommendations and comments as follows:-

*"I thank the Committee for the points that they raise, which are timely, given similar work is already underway within the Council.*

*In terms of improving the look of the area that the Committee refers to, additional funding has already been identified for 4 additional posts – 2 within Public Realm and 2 within Building and Engineering services. The activities of these roles will include grass verge and tree maintenance, additional planting and landscaping opportunities and weed control as well as the ability to join up to create a hit team able to respond quickly to issues relating to public realm in sensitive areas. Further to this, the additional posts will provide a welcome extra resource to the public realm team and its overall work. The additional posts within the Engineering Service will create team that will be responsible for improving and maintaining the cleanliness of a number of Town Centres supporting the recently purchased steam cleaning machine. This team will also be responsible for minor repairs to pavements and street furniture and will look to respond quickly to remedy repair issues as they arise.*

*As part of developing these enhanced services, it would seem sensible to talk to Town and Parish Councils to achieve the required aims.*

*The Committee's comments also overlap to some extent with the additional £50k match funding contribution proposed within Appendix H of the Financial Performance Update report elsewhere on today's agenda. This should lever in an additional*

*contribution of £100k from ECC to support highways improvement works which should also make a positive contribution to the overall look of the area.*

*Given that the 4 additional posts have only recently been agreed, improvements will not be visible until the associated officer restructures have been fully implemented. However once the officers are in place we should see some really positive changes which hopefully addresses the point raised by the Committee.”*

**Recommendation to Cabinet**

That Cabinet notes the Resources and Services Overview and Scrutiny Committee’s recommendations and endorses the response of the Environment and Public Space Portfolio Holder thereto.

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<b>Key Decision Required</b>	<b>No</b>	<b>In the Forward Plan</b>	<b>No</b>
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## CABINET

**8 NOVEMBER 2019**

### **REFERENCE REPORT FROM COMMUNITY LEADERSHIP OVERVIEW AND SCRUTINY COMMITTEE OF 7 OCTOBER 2019**

#### **A.2 SCRUTINY OF ELEMENTS OF COMMUNITY SAFETY**

(Report prepared by Keith Simmons and Richard Barrett)

<b>BACKGROUND</b>
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Further to the concerns raised at the meeting of the Community Leadership Overview and Scrutiny Committee on 1 July 2019 (Minute 55 refers), the Committee had sought to examine Community Safety issues at its meeting held on 7 October 2019. The Committee's work programme identified several elements of Community Safety that were to be scrutinised at this meeting as follows:

(a) An outline of the challenges and priorities over the coming period as identified by the new Divisional Police Commander. An assessment of the issue of County Lines/Cuckooing etc and the proliferation of drugs and the response to it.

(b) Anti-Social Behaviour – looking at data on this, hot spots in the District and changes over time. The outcome of the partnership funding of £10,000 by this Council/Essex Police for additional police patrols in July/August (did it work, how did it compare with 2018, what would be the impact if not repeated in 2020 etc), delivery of the new Anti-Social Patrol Officer (looking at the justification for the post and how it had operated, had it delivered against the rationale for being established), and the arrangements for and work involved in Community and Street Action Days – are their measures of their success?

With the agreement of the Committee, the relevant Portfolio Holder, Councillor McWilliams (Portfolio Holder for Partnerships) attended the meeting and expressed her appreciation for the Committee's interest in this matter and the collaborative work being undertaken.

The Committee had before it a Report of the Head of People, Performance and Projects – Speaker(s) With a Focus on Community Safety which requested that the Committee determined whether it had any comments or recommendations it wished to put forward to the relevant Portfolio Holder or Cabinet.

In addressing the elements identified for scrutiny at this meeting, Tendring Community Policing Team Inspector Darren Deex was present at the meeting. He provided the Committee with a presentation and outlined the four key challenges and priorities for the Force locally were:

- Reducing Serious Violence / Knife Crime,
- Tackling County Lines & Drug Supply,
- Protecting Vulnerable People,
- Community Engagement,

The presentation then addressed all of the above separately. In respect of community engagement it was noted that the Police would produce a regular briefing document that would be sent to all Councillors advising them of key facts and progress against the above key challenges/priorities. Community engagement by the Police in Jaywick Sands was specifically touched upon at the meeting.

Details of Operation Spider were provided to the Committee. This Operation was put in place with matched funding from this Council and Essex Police to provide £20k towards additional policing of Clacton Town Centre between 1st July and 3rd September 2019. Against the objective of Operation Spider, the Committee was advised that in 2018 there had been a decline in anti-social behaviour in Clacton Town Centre; this had risen in 2019 back to similar levels as there were in 2017. However, this was mainly originating with one individual. If that additional presence had not been provided, the response to that spike in criminal behaviour would have further impacted on visible policing across the District as officers sought to respond to it. In this case, the response of the Police would also not have been as effective as it was this year due to the Council's funding. The response of the Police to the spike in criminal behaviour appeared to have been well received by businesses in the Clacton Town Centre area.

The perception and fear of crime in Clacton Town Centre at night and the impact on the late evening and night time economy in that Town Centre remained an issue to be addressed.

The Council's Safer Communities Manager was in attendance and presented to the Committee information on; Community Safety Priorities, the Safer Communities Team, The Anti-Social Behaviour Patrol Officer, and Street Action Days.

The priorities of the Community Safety Team of the Council were:

- Tackling Anti-Social Behaviour and Acquisitive Crime
- To reduce harm to and safeguard vulnerable victims (including Children)
- Reducing Violence and Knife Crime

In respect of the new Ant-Social Behaviour Patrol Officer in Clacton Town Centre, the Committee was advised that the post holder had been in post for 30 days. The following were indicators of the work in that 30 day period:

- The work pattern was 3 day time shifts, 3 late shifts followed by 3 rest days – giving a 9 day shift pattern )
- 68.5 hrs - Foot Patrol Hours
- 30.5 hrs – Admin / Briefings / Intelligence Gathering
- 6 Verbal Warnings for ASB (cycling, flytipping, kicking street furniture, fire in rubbish bin on promenade – youths caught and taken home and advice given to parents)
- 21 PSPO Warnings (begging / street drinking / loitering)
- 19 knife sweeps in town centre and periphery
- 122 active engagements with members of public and businesses

The presentation also referenced the seven Street Action Days co-ordinated by the Community Safety Team this calendar year; in Jaywick Sands, Walton-on-the-Naze, Harwich and Clacton Town Centre (Pier Ward). The numbers of streets canvassed, agencies involved, forms completed and referrals made were reported to the Committee.

The positive early evidence from the deployment of the newly established Anti-Social Behaviour Patrol Officer post at the Council was welcomed and the Committee recorded that the Cabinet decision to approve the funds for this to be a permanent position appeared to be justified by this early evidence.

The Committee also noted the evidence that had been received from Operation Spider.

The Committee decided to amend its work programme to provide for scrutiny of the work of the new/revived Multi-Agency Coordination Panel (MACP); that has the remit of examining enforcement powers and protocols between various agencies locally to ensure that the most effective response possible is put in place to a range of criminal and anti-social behaviour. The scrutiny will be programmed for the Committee's meeting on 6 April 2020 when the Committee would envisage receiving a written report setting out the work of the MACP over the 6 months and the intentions for the following year. Indicators for success of the MCAP should be included with a commentary on progress towards those.

The Committee further welcomed the announcement by the Police of monthly written briefings that will be circulated to Councillors (amongst others) as a move in community engagement by the Police.

#### **COMMITTEE RECOMMENDATIONS TO CABINET**

Having considered and discussed the presentation and report it was:-

**RECOMMENDED TO CABINET** that it looks favourably on any application received for achieving the same level of high visibility policing over the summer in 2020 in Clacton Town Centre as has been provided in 2018 and 2019. This level of high visibility Policing had been referenced as 'Operation Spider'.

Cabinet is now asked to consider the recommendation of the Community Leadership Overview and Scrutiny Committee.

**PORTFOLIO HOLDER'S COMMENTS AND RECOMMENDATIONS TO CABINET**

**Comments**

The Portfolio Holder for Partnerships thanks the Community Leadership Overview and Scrutiny Committee for its recommendations and comment as follows:-

*"The scrutiny of the Cabinet's decisions around jointly funding the increased Police presence in Clacton Town Centre in the summer, given the operation name Spider, and to provide funding for a continuing post of Anti-Social Behaviour Patrol Officer is welcomed. From the evidence presented to the Committee, both decisions seem to have been fully justified. Going forward, we are as committed as ever to work with our partners to address anti-social behaviour and provide a safe environment for the communities we serve.*

*In terms of specific request around a repeat of operation spider in the summer of 2020, if an application for funding is received, it will definitely be reviewed in light of its success over recent years. However, the funding of such initiatives need to be considered in a more joined up way and measured against other items that help us meet the wide range of priorities set out within the emerging corporate plan. Therefore, I would like to see this item included in the action plan that will be developed early in 2020 to deliver against those priorities once the Corporate Plan is in place. This would also be consistent with the point set out in the financial performance report on today's agenda that seeks to bring together a range of items we would like to invest in across the whole Council that can then be considered together."*

**Recommendation to Cabinet**

That Cabinet notes the Community Leadership Overview and Scrutiny Committee's recommendations and endorses the responses of the Portfolio Holder for Partnerships thereto.

<b>Key Decision Required</b>	<b>No</b>	<b>In the Forward Plan</b>	<b>No</b>
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## CABINET

8 NOVEMBER 2019

### REFERENCE REPORT FROM COMMUNITY LEADERSHIP OVERVIEW AND SCRUTINY COMMITTEE OF 7 OCTOBER 2019

#### A.3 NEW STATUTORY SCRUTINY GUIDANCE

(Report prepared by Keith Simmons)

##### BACKGROUND

At the meeting of the Community Leadership Overview and Scrutiny Committee held on 7 October 2019 the Committee received a report of the Head of Democratic Services and Elections – New Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities. It was invited to note the content of the report and determine whether it had any comments or recommendations it wished to put forward to Council / the Cabinet and otherwise record that it will be mindful of the guidance when it undertakes its work.

The report is available at the link below:

<https://tdcdemocracy.tendringdc.gov.uk/documents/s23448/Report%20on%20new%20Stat%20Guidance.pdf>

An identical report had been submitted to the Resources and Services Committee on 29 July 2019 (Minute 17 refers).

The Committee was advised that on 7 May 2019, the Government had published new statutory guidance on overview and scrutiny in local and combined authorities. The guidance itself was issued following the report of the House of Commons' Communities and Local Government Committee of 15 December 2017 into the 'Effectiveness of Local Authority overview and scrutiny committees'. The Council's Constitution already sets out its compliance with statutory requirements for overview and scrutiny committees, the appointment of Members of those Committees, the appointment of Chairmen and Vice-Chairmen of the same, the procedures for such matters as call-in, and work programming, access to information for Members of the committees and Member-Officer protocols etc. Officers will consider the statutory guidance in their work, through the Monitoring Officer, to ensure that the constitution is kept up-to-date.

The Committee was also made aware that training for officers who presented or

wrote reports for Committees and Cabinet was being proposed for the forthcoming period and that it was intended that this training would also reference the new statutory guidance.

The debate on this item referenced the extent to which there was 'parity of esteem' between the executive and scrutiny elements of the decision making processes of the Council. The promotion in the guidance of the development of an Executive-Scrutiny protocol to embed a positive and productive culture of collaborative working that respects the independence of those two elements was commented upon.

The Committee recorded that it will be mindful of the new statutory scrutiny guidance when it undertakes its work.

#### **COMMITTEE RECOMMENDATIONS TO CABINET**

Having considered and discussed the presentation and report it was:-

**RESOLVED TO RECOMMEND TO THE CABINET** that it receives the new Statutory Guidance on Scrutiny in Councils and considers the potential of developing an Executive-Scrutiny Protocol to address the way in which both will work together for the benefit of the Council as a whole while confirming the independence of both elements of the decision making process of the Council.

Cabinet is now asked to consider the recommendation of the Community Leadership Overview and Scrutiny Committee.

#### **PORTFOLIO HOLDER'S COMMENTS AND RECOMMENDATIONS TO CABINET**

##### **Comments**

The Portfolio Holder for Corporate Finance and Governance thanks the Community Leadership Overview and Scrutiny Committee for its recommendations and comment as follows:-

*"It is clear that the Committee were aware of the existing provisions in the constitution that provide for a robust and independent scrutiny function at this Council. The receipt of the Statutory Guidance is timely for us all to reflect on the arrangements we have and the opportunity to improve upon them in a collaborative way. This collaborative approach was one that worked really well in the review of the Constitution at the end of last year and earlier this year. In fact we will be picking up that work again soon as we undertake the review promised after 6 months of operation of the changes to the constitution and, specifically, to the full Council Procedure Rules. The invitation for Cabinet to consider a possible Executive-Scrutiny Protocol as referenced in the Ministerial Guidance is one I would want to*

*integrate into the process around the 6 month review of the changes to the constitution. The working group will, by its nature, involve Cabinet and Scrutiny Committee Members and so will be good forum to examine the potential advantages of a new protocol. Obviously, I would then want to broaden the discussion around any protocol with all the Members of the Overview and Scrutiny Committee Members and Cabinet colleagues before any final recommendations are submitted.”*

**Recommendation to Cabinet**

That Cabinet notes the Community Leadership Overview and Scrutiny Committee’s recommendations and endorses the responses of the Portfolio Holder for Corporate Finance and Governance thereto.

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<b>Key Decision Required</b>	<b>No</b>	<b>In the Forward Plan</b>	<b>No</b>
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## CABINET

**8 NOVEMBER 2019**

### **REFERENCE REPORT FROM RESOURCES AND SERVICES OVERVIEW AND SCRUTINY COMMITTEE OF 14 OCTOBER 2019**

#### **A.4 REVIEW OF THE BUSINESS CASE FOR THE FUTURE OF PUBLICLY OWNED LEISURE CENTRES WITHIN THE DISTRICT**

(Report prepared by Keith Simmons and Michael Carran)

<b>BACKGROUND</b>
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At the meeting of the Resources and Services Overview and Scrutiny (RSOS) Committee held on 14 October 2019 (Minute 30 refers) the Committee received a presentation from the Council's Head of Sport and Leisure of a verbal update on the development of the proposed Business Case for the future of publicly owned leisure centres within the District. He advised the Committee that later in this Calendar Year there was intended to be consideration by Cabinet of a 10 year Strategy for Sports facilities in the District as provided by the Council. The underpinning themes of the new Strategy were reported as:

- (1) Securing the financial sustainability of the Council's leisure and sports facilities.
- (2) Seeking to harness the work being undertaken with Sport England to break the cycle of inactivity and consequential health problems and design services that will align with the outcomes of the project.
- (3) Adjusting the service offer and pricing policy to respond to the changing market in leisure facility provision nationally and attract more users.

He also pointed out that the agreement for joint use facilities in Brightlingsea, Harwich and Manningtree had a term that would come to an end in the next 2-3 years.

The Committee was advised that the Football Foundation had identified the appropriateness of 3<sup>rd</sup> generation artificial pitches (3G pitches) in Clacton, Harwich and Walton and the Council would work with partners to respond to the Foundation's assessment.

Each project under the intended Business Case for the future of publicly owned leisure centres within the District would need to be separately assessed and approved in the same way as the project for asset investment for Clacton leisure

Centre had when it was considered by Cabinet on 11 October 2019. For reference, the Committee had before it a report of the Portfolio Holders for Corporate Finance and Governance and Leisure and Tourism Business Plan for Clacton Leisure Centre which had been submitted to the meeting of the Cabinet held on 11 October 2019.

Several Members of the Committee asked questions about the financial basis of the proposals in the report to Cabinet on Clacton Leisure Centre asset investment. Likewise there were questions about the timing of the project in view of the peak in gym memberships occurring in January each year. There were concerns expressed about the absence of consultation with members and users of the Centre about the proposals and issues such as disabled access to different areas within the Centre based on the proposals set out in the report. Questions also spanned the potential for use of the photo-voltaic cells on the roof of the Centre to generate electricity.

There were further questions around procurement and contract management for the project; given the previous experience of works at the Centre (a lift near the Spa Pool that failed to work repeatedly).

The Head of Sport and Leisure informed the Committee that there had been some slippage in the scheme programme and it was now unlikely to commence at the end of November 2019. The duration of the project was reported as being five weeks.

#### **COMMITTEE RECOMMENDATIONS TO CABINET**

Having considered and discussed the presentation and report it was:-

**RESOLVED** that the Resources and Services Overview and Scrutiny Committee **RECOMMENDS TO CABINET** :

- (1) That the asset improvement works to Clacton Leisure Centre as approved by the Cabinet Committee on 11 October 2019 not be commenced until after the end of January 2020 and that before those works commence consultations are undertaken with Members and other users of the Leisure Centre on the works and the findings of those consultations reported on and considered; and
- (2) That the detail of the cost implications of the individual elements of the project be fully reported on and considered.

Cabinet is now asked to consider the recommendations of the Resources and Services Overview and Scrutiny Committee.

## **PORTFOLIO HOLDERS' COMMENTS AND RECOMMENDATIONS TO CABINET**

### **Comments**

The Portfolio Holders for Corporate Finance and Governance and Leisure and Tourism thank the Resources and Services Overview and Scrutiny Committee for its recommendations and comment as follows:-

*“We can confirm that the refurbishment works will not commence until after January 2020. Once the wider Sports Facilities Strategy has been considered by Cabinet in December, a decision over what consultation is appropriate in relation to this project will be made. Furthermore, once proposals have been provided by contractors and details are subsequently developed for energy efficiencies, we would be happy to share details with the Overview and Scrutiny Committee.”*

### **Recommendation to Cabinet**

That Cabinet notes the Resources and Services Overview and Scrutiny Committee's recommendations and endorses the responses of the Portfolio Holders for Corporate Finance and Governance and Leisure and Tourism thereto.

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<b>Key Decision Required:</b>	<b>No</b>	<b>In the Forward Plan:</b>	<b>No</b>
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## CABINET

**8 NOVEMBER 2019**

### REPORT OF PARTNERSHIPS PORTFOLIO HOLDER

#### **A.5 UPDATE ON COMMUNITY PROJECTS**

(Report prepared by Anastasia Simpson, Rebecca Morton, Leanne Thornton, John Fox, Tom Gardner, Teresa Watson, Gill Burden and Laura Richardson)

#### **PART 1 – KEY INFORMATION**

<b>PURPOSE OF THE REPORT</b>
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To provide an update on community projects relating to Health and Wellbeing, Education, Community Safety and Regeneration, and to ask Cabinet to endorse these projects.
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<b>EXECUTIVE SUMMARY</b>
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| <ul style="list-style-type: none"> <li>• The Council’s Corporate Plan 2020-2024 puts Community Leadership at the heart of everything we do across the Council and within this context a number of projects are being undertaken to support the Health and Wellbeing, Education, Regeneration &amp; Skills and Community Safety agendas across the District.</li> <br/> <li>• The Council has a track record of assisting and working with partners and has already supported improvements in the areas of Education, Health and Wellbeing and Community Safety.</li> <br/> <li>• Current specific projects in relation to <b>Education</b> are formed around the following:-             <ul style="list-style-type: none"> <li>• Wellbeing Hub - Gt Bentley Primary School</li> <li>• Recruitment &amp; Retention of Teachers                 <ul style="list-style-type: none"> <li>- North East Essex Teacher Training</li> <li>- Teach First</li> </ul> </li> <li>• IntoUniversity</li> <li>• Education Newsletter</li> <li>• Marathon Kids</li> </ul> </li> <br/> <li>• Current specific projects in relation to <b>Health and Wellbeing</b> are formed around the following:-             <ul style="list-style-type: none"> <li>• Sport England Local Delivery Pilot (LDP)</li> <li>• Health and Wellbeing Board</li> <li>• Mental Health</li> <li>• Housing/Mental Health</li> </ul> </li> </ul> |
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- Current specific projects in relation to **Community Safety** are formed around the following:-
  - Walk Online Roadshow
  - Water Safety Event
  - Street Action Days (SAD)
  - Hate Crime Ambassador Training
- Current specific projects in relation to **Regeneration** are formed around the following:-
  - Dig4 Jaywick Community Garden
  - Junior Ambassadors Project
  - Holiday Fun
  - Princes Youth Theatre
  - Art donation
  - Creative & Cultural Strategy
- The projects identified above will continue to form the subject of regular updates to the Portfolio Holder and at Member briefing sessions.
- Engagement in these areas is supplemented by the work of the Community Leadership Overview and Scrutiny Committee which provides overview and scrutiny of these sectors as part of its work programme.

### **RECOMMENDATION(S)**

**It is recommended that:-**

- a) Cabinet endorses the listed projects as those which will continue to be delivered in 2019/2020 in support of the Corporate Plan priorities;**
- b) the currently identified projects are monitored through the Council's quarterly performance report together with future projects agreed with the Portfolio Holder.**

## **PART 2 – IMPLICATIONS OF THE DECISION**

### **DELIVERING PRIORITIES**

The Council's Corporate Plan 2020-2024 puts Community Leadership at the heart of everything we do, and within that has a focus on education, health, community safety and regeneration through the following priorities:-

- Community Leadership through Partnerships
- A Growing and Inclusive Economy
- Delivering High Quality Services
- Building Sustainable Communities for the Future

➤ Strong Finance and Governance

## **FINANCE, OTHER RESOURCES AND RISK**

### **Finance and other resources**

The majority of the projects identified rely on the input of officer time to make them work. Some projects are subject to external funding or partners' financial support.

Community Safety projects are funded predominantly by the Police, Fire and Crime Commissioner for Essex. The projects also rely on the partners within the Community Safety Partnership to come together to deliver the projects.

### **Risk**

There is a limited risk that projects may fail. However, robust project management and good partnership working help to mitigate this.

## **LEGAL**

It is recognised that Tendring District Council does not have specific powers in relation to education, health and wellbeing but through its Community Leadership role it does engage with partners in supporting and influencing improvements in relation to these areas.

## **OTHER IMPLICATIONS**

**Consideration has been given to the implications of the proposed decision in respect of the following and any significant issues are set out below.**

**Crime and Disorder / Equality and Diversity / Health Inequalities / Area or Ward affected / Consultation/Public Engagement.**

The above will be considered as part of the formulation of individual projects.

## **PART 3 – SUPPORTING INFORMATION**

### **BACKGROUND**

The Council's Corporate Plan 2020-2024 puts Community Leadership at the heart of everything we do and within this context a number of projects are being undertaken to support the education, health, community safety and regeneration agendas across the District.

#### **Education**

One priority has been to ensure that partnership working continues to be effective and that the Council continues to provide support, encouragement and commitment to working collaboratively with schools to improve school attainment levels and raise aspirations and opportunities for children and young people across the District.

The work being done to support the Education agenda also supports both the Essex and Tendring Children & Young People's Strategy 2016 and Tendring's Delivery Plan 2019/2020. Tendring's priorities include ensuring children are emotionally healthy, have positive futures and have access to good quality education, training and work opportunities.

## **Health**

Health and Wellbeing became a statutory responsibility for upper tier and unitary authorities in local government from April 2013. However, District Councils play a vital role in the Health and Wellbeing agenda and in Tendring it was agreed that a local Health and Wellbeing Board would be beneficial in bringing together stakeholders in an attempt to share knowledge and join up healthcare provision for the benefit of our residents. The Board has established the priorities for the Tendring District which are improving mental health and wellbeing, better support for people living with long term conditions and tackling obesity, improving diet and increasing physical activity. The Tendring Health and Wellbeing Board has representation from the North East Essex Clinical Commissioning Group (CCG), Police, Essex County Council Public Health and Community Voluntary Services (CVS) Tendring just to list a few. Closer working with Colchester Borough Council resulted in a shared recruitment of Public Health Improvement Co-ordinators and attendance at our Tendring Health and Wellbeing Board, which has led to further collaboration with a North East Essex approach in mind on projects such as the Sport England Local Delivery Pilot and the livewell Housing and Health video.

## **Community Safety**

Crime and Anti-Social Behaviour prevention is not the sole responsibility of any one public service but of all agencies and communities. The success of dealing with the complex challenges faced in Tendring, ranging from gangs, drugs, people trafficking and anti-social behaviour needed innovative solutions. In order to find a different way of working, all partners came together to identify how we could maximise the different skills and powers of partners to address the myriad of problems. Essex Police and Tendring District Council worked together to develop a Hub approach where partners could be co-located to share formal and informal information.

An analysis review of overall recorded crime together with an evaluation of responses from public engagement identifies the key priorities for the Tendring Community Safety Partnership 2019 – 2020 should be the following:

### **Tackling Anti-Social Behaviour and Acquisitive Crime:**

Identifying and supporting repeat and vulnerable victims. Identify hotspot locations and / or increases in crime trends. Anti-Social Behaviour affects families and communities and by addressing these activities we can help improve the quality of life in the community. Improve perceptions and facilitate local problem solving to address issues.

### **To reduce harm to and safeguard vulnerable victims (including Children) from:**

Domestic Abuse, Sexual Offences incl Rape, CSE, Gang related violence, Hate Crime, Cyber bullying / grooming, Serious Organised Crime to include Modern Day Slavery, Human Trafficking and Violent Extremism. With a specific emphasis on: Tackling the root causes of Domestic Abuse.

### **Reducing Violence and Knife Crime**

Identifying hotspot locations, and / or increases in crime trends. Work with partner agencies to raise awareness of Knife Crime across the district. The fear of crime, whether real or perceived, can also have a very serious impact upon people and

communities. With a specific emphasis on County Lines and Drug / Alcohol related violence.

**Regeneration**

Regeneration has the economic development of Tendring and investment into the District at its core. Community projects undertaken by the team tend to therefore have an economic focus, for example the emerging Creative & Cultural Strategy for Tendring, which highlights the opportunities for job creation and business growth in this sector across the District.

A number of smaller projects have come about as a result of partners recognising TDC’s work in this sector, for example a partnership with Firstsite (Colchester) to deliver a Holiday Fun project in Harwich to address food poverty, as well as the administration of the donation of artworks by a local artist, for display in public areas of TDC’s buildings.

Projects such as the Dig4Jaywick Community Garden and the Junior Ambassadors project also have demonstrated great success, with the garden now a staple of the Jaywick Sands community and the Ambassadors project extended across the District. Attracting attention from University of Essex and Anglia Ruskin as well as forging strong partnerships with organisations such as Refugee Action and local BME groups; this project has far exceeded its initial primary aim of enriching the cultural education of local children.

Day to day support for community projects is provided within the team, with resources for access to external grant funding provided to community groups and similar on a case by case basis.

**PROJECTS AND PRIORITIES**

The following sets out details of specific projects which are being undertaken, in partnership, to support the Education, Health, Community Safety and Regeneration agendas across the District.

**Tendring Children & Young People Strategy 2017 – 2020**

The Tendring & Young People Strategy 2017 – 2020 identifies our priorities for the children and young people of Tendring as follows:-

<b>PRIORITIES</b>	
1.	<b>Start Well</b> – to continue to support schools in improving and maintaining attainment levels, promoting school readiness, and a positive experience and opportunities through school to allow each child to achieve their full potential
2.	<b>Stay Safe</b> – children and young people feeling safe in their community
3.	<b>Mental Health &amp; Emotional Wellbeing</b> – enjoying good mental health

	and wellbeing
4.	<b>Positive Futures</b> - working together with partners to enable families to lift themselves out of poverty, enhance aspirations and provide opportunities for life long wellbeing

Many of the projects and initiatives detailed within this report support these strategic priorities.

## **EDUCATION**

### **Wellbeing Hub, Gt Bentley Primary School**

**Background** - Within Tendring one of the Cluster Lead Head teachers at Gt Bentley Primary school set up a pilot Wellbeing Hub within the school which launched in April 2017, and operates as an after school facility. The sessions for the children are arranged in groups around the themes of play, art, construction, and science. As well as the sessions for children the Hub offers information sessions for parents and carers on subjects such as sleep, nutrition and behaviour management.

The Wellbeing Hub aims to build the children’s resilience and self-esteem, encouraging them to recognise their own emotions and learn tools and techniques to deal with these. Also, developing a culture where the children accept feelings such as anxiety will happen and learn how to identify that in themselves and others, gaining a “rucksack of skills” to take them forward into secondary school and beyond.

Evaluation of the pilot was completed in October 2017, and outcomes showed very positive early signs of improvements in the children, who were more able to express their feelings, help one another and generally feel better about themselves. Gt Bentley School presented on the Wellbeing Hub at the Strategic Transformation Partnership Leaders Event on Friday 20<sup>th</sup> April 2018.

Both TDC and Gt Bentley School share the aspiration to see the model of the Wellbeing Hub “rolled out” in schools across the District. Working with the Public Health Co-ordinator a bid was submitted to the Health Alliance Investment fund to support the rollout of the Wellbeing Hub in primary schools in Tendring & Colchester. Further information is provided in the Health section.

### **Start Well, Raising Aspirations & Positive Futures**

#### **Recruitment & Retention**

#### **North East Essex Teacher Training (NEETT)**

#### **Recruitment & Retention of Teachers - North Essex Teacher Training (NETT)**

For secondary schools, 10 trainees were employed in local Tendring schools in 2018 (from a cohort of approx. 25); Harwich, Clacton County High School and 2 at Tendring Technology College.

For primary, 14 trainees were employed in the Tendring area from a cohort of 30.

Website: <http://www.nett.org.uk/>

### **Teach First**

**Background:** Teach First is a national organisation that operates both as a training provider and recruitment agency and the authority has been working with schools and Teach First to encourage them to place teachers and work more closely with schools in the Tendring area.

Due to the introduction of the Governments' "Opportunity Areas" the number of teachers placed in Tendring dropped from 7 to 3 in 2018. Unfortunately Tendring was not a priority area for placing teachers. (TeachFirst are part funded by central government and were set targets for areas identified as part of the Opportunity areas initiative).

Website: <https://www.teachfirst.org.uk/>

### **IntoUniversity**

**Background:** In 2017, IntoUniversity and Anglia Ruskin University formed a partnership to launch a new Learning Centre in Clacton which opened in October 2017. The joint investment of £1.2 million for the new centre will ensure that the project can run for at least 5 years.

IntoUniversity is an education charity that provides learning centres where young people are inspired to achieve. There are currently 24 centres across England. IntoUniversity offers an "innovative, long term programme" to young people (age seven to eighteen) from disadvantaged backgrounds to fulfil their potential. To date no centre that has been opened has subsequently closed.

The Clacton learning centre, has four full time members of staff and has a particular focus on STEM subjects (Science, Technology, Engineering and Maths).

IntoUniversity had a very successful first year in partnership with Anglia Ruskin University, raising young people's chances of progressing to University or further education:-

- 1,007 total students worked with the Centre (academic year)
- 628 Primary
- 379 Secondary
- 76 students seen for academic support
- 49 students seen on the buddy Programme
- 608 students seen on the Primary Focus Programme and
- 340 seen on the Secondary Focus Programme

For further information: <https://intouniversity.org/>

### **TDC Education Newsletter to Schools, Parents & Carers**

With contributions from a number of Officers and external partners, the Executive Projects Officer produced the enclosed Tendring Education newsletter, **reference Appendix A**, to highlight work by a number of TDC Officers and the partnership

working, projects and initiatives that support schools and education across Tendring. This was distributed to all schools across the District.

### **Marathon Kids**

**Background** – Kids Run Free is a registered national charity. One aspect of what they do includes Marathon Kids, which challenges children to run or walk up to four marathons over an academic year by running laps of a course on either the school field or playground. The programme focuses on personal achievement rather than competition and is fully inclusive regardless of fitness or ability.

Using the Marathon Kids 5 Pillars schools can set goals, track performance and reward effort:

- **Goal Setting** - children set their own goals and work hard for them
- **Tracking** - schools track everyone's participation using the FREE Digital Tracking System provided by Kids Run Free
- **Role-modelling** – Marathon Kids supports teachers and parents to run, because children run further than in schools where adults do not participate
- **Rewards** - the giving of certificates, stickers, medals keeps children motivated to reach each milestone
- **Celebration** - Marathon Kids celebrates every child's achievement no matter the distance

The Executive Projects Officer and Public Health Improvement Officer worked jointly with the charity Kids Run Free to bring Marathon Kids to primary schools within the District. Kids Run Free had been successful in securing funding to launch and support 12 primary schools in the District over two years, with a view to getting children more active, improve their health & wellbeing, to challenge and inspire. 7 schools signed up for the programme in 2018. Work continues into 2019.

### **HEALTH**

#### **Health and Wellbeing Projects in this report:**

- Sport England Local Delivery Pilot (LDP)
- Mental Health
- Housing and Health

#### **Sport England Local Delivery Pilot (LDP)**

The Sport England Local Delivery Pilot which seeks to improve activity in those who are inactive sees £10 million coming to Essex and being delivered specifically in the key target areas of Tendring, Colchester and Basildon. The areas of focus are around children and their families, those with poor mental health and older people and in particular with a reference to deprived areas. As the Pilot seeks to address those who are inactive funding is unlikely to be directed to traditional sporting activities such as providing football pitches as this tends to make those already active, more active.

This has been worked up via a Core Team at Essex County Council which has Tendring officers represented on the group and has been involved in developing the core thinking behind the project, investment plans, application processes and working

with Sport England to ensure the funding is available locally with the initial development grant now having been drawn down.

At a local level the focus has been on developing wider contacts with the community with an officer liaising with these groups and uncovering new groups or individuals who are passionate about making a difference to their community.

A Tending Leadership Group has also been formed to help deliver locally which has representatives from the community and voluntary sector and other organisations and partners which match the focus areas of children and families, those with poor mental health and older people but also the wider system settings as well. There are a number of key wider system settings where the Local Delivery Pilot needs to work to tackle inactivity for example in relation to social care, community safety, health, the community, the workplace and planning and infrastructure and representatives from these areas are also present either on the Leadership Group or a wider expert panel.

The role of the Leadership Group is to represent the community and wider system settings and it has developed a local plan for Tending highlighting the work of the Local Delivery Pilot in Tending and the areas of focus and potential for the community and this will be shared widely with individuals, groups and partners. The next step is to turn this into a delivery plan.

As representatives of the community, members of the group will help inform the wider community of the opportunity presented by the Local Delivery Pilot and support them to make bids which will be initially vetted by the Leadership Group prior to a final sign off at Core Team. If approved the members of the Leadership Group would also then support the applicant to help deliver the project so the whole process is inclusive to assist and support members of the community in what they wish to achieve.

The first funding available will be around micro grants which will be up to £2500 for individuals or community groups to start to develop actions in their area about which they are passionate and it is envisaged that these grants will be available within the next couple of months.

At the same time some training is being provided to members of some of our communities around asset based community development which helps to focus on the strengths in an area and precipitate the passion of local individuals and groups.

Besides helping to deliver improvements to the community there is also a focus on generating system change so partners in the system start to work in a different way to generate and sustain improvements in activity for example, how partners can assist social care to improve activity in terms of how they interact with people who are discharged from hospital or identifying those at risk of going to hospital and provide an intervention to stop this.

The organisation to deliver this project locally is at an advanced stage and the opening of the micro grants heralds the delivery of further investment in our area.

**Health and Wellbeing Board**

The latest meeting of the Board took place on 7 October 2019 and in particular focussed on the relevance of heritage in terms of delivering improvements to health and wellbeing and its potential to address social isolation and bring people together to form a community. This will help support the connection of people with a purpose and with a sense of pride and interest in their place with associated wellbeing benefits including for example improvements around mental health and activity.

An update was also provided around carers and how Essex County Council are taking actions to support carers who form a significant group within the population. They are seeking to connect carers more effectively, provide support and seek to realign the system to assist carers for example around interactions with GPs.

Essex County Council has produced a Joint Health and Wellbeing Strategy with partners including local Health and Wellbeing Boards which seeks to deliver public health across the county. The strategy aligns closely with Tendring's Health and Wellbeing Strategy so the key areas for both include mental health, obesity and activity, long term conditions and addressing health inequalities. The Board discussed the contributions that are currently being made to deliver the strategy which will be fed back to the Director of Public Health and also considered wider issues that could be addressed for example in relation to workforces. Updates were also provided on the contribution made locally around mental health with respect to embedding a mental health professional within the Council to deliver improved outcomes and how the system is aligning to deliver on improved respiratory care.

An update was also provided around community transport and the invaluable role it plays in delivering wider health outcomes by connecting and supporting people and allowing them to access health care such as hospital visits and with particular relevance due to low levels of car ownership in the area. Also highlighted was the importance of ensuring on going funding is provided to maintain an effective service.

The Health and Wellbeing Board therefore provides an excellent opportunity for partners to engage over the shared agenda to deliver joint outcomes and this is being further considered in terms of aligning the Community Safety Partnership with the Health and Wellbeing Board.

### **Mental Health**

A priority of the Health and Wellbeing Board is improving mental health and two key pieces of work being undertaken are the potential extension of the Wellbeing Hub at Great Bentley primary school and working with the Mental Health Trust to provide support around interventions the Council undertakes.

A bid was made for funding from the Alliance transformation fund to extend the work of the Wellbeing Hub in Great Bentley which will see the project rolled out to wider primary schools both within Tendring and also Colchester and will include peer support for teachers, training to help deliver mental health support and development of a tool kit for use by wider schools. The project is for the next two years and the bid was for £245 000. This was approved by the Alliance panel and is awaiting final approval at Clinical Commissioning Group level and will also need to align with some wider government funding also seeking to improve mental health in schools but utilising a more top down approach.

**Housing/Mental Health** - A successful bid was also made to the Clinical Commissioning Group to help provide mental health support and expertise for Council officers undertaking routine work where they experience individuals with significant mental health issues for example in housing cases or where there is a filthy and verminous premises as these are often associated with poor mental health.

Previously officers have found it difficult to determine the right support for those with poor mental health or have not been able to successfully refer people for support and so the funding is to be used to align some mental health staff with officers to ensure that when this type of client is experienced they are dealt with by a mental health professional. The exact nature of the support is still being worked up with Essex Partnership University Trust (the mental health trust) and it is currently proposed to deliver a holistic model with specialist mental health support but also staff to deliver wider general health support as well.

### **COMMUNITY SAFETY**

Community Safety Projects in this report are:-

- Walk Online Roadshow
- Water Safety Event
- Street Action Days (SAD)
- Hate Crime Ambassador Training

#### **Walk Online Roadshow:**

The Walk Online Roadshow has been developed by a company called EST E-Safety Training to raise awareness in young people about the potential dangers when using the internet. The roadshow highlight issues that both adults and young people are not aware of, including how easily young people can be exploited through well-known online games and apps. The content illustrates exactly how these sites are used to identify young people for potential exploitation and critically how young people can be alert to these risks knowing how to identify and report them.

One of the Tendring CSP's key priorities is protecting vulnerable people from hidden harm, which includes keeping children safe online.

As our world becomes ever-more digital it becomes increasingly important that we stay safe online, and that extends to our children as well as ourselves.

It is vital that not only do we equip children themselves with the basic skills to protect themselves from various online crime, but that teachers, parents and other adult relatives also keep up to date with the latest trends and make sure that they are monitoring their children's behaviours online and keep settings secure

The roadshow was run 5-7 March 2019, over 700 year 5 pupils attended and 148 staff members. We also ran 2 parents sessions that had over 182 adults attend.

#### **Water Safety Event:**

The CSP ran a Water Safety Awareness Event to coincide with National Drowning Prevention Week to raise awareness of the dangers of the Sea. This was held on Saturday 15<sup>th</sup> June, 10 – 2 down on the promenade adjacent to the Beach Patrol,

attended by our partner organisations; R.N.L.I, Coastguard, Essex Police, Essex County Fire and Rescue Service, TDC Beach Patrol and Community First Responders. Our portfolio holder Cllr McWilliams was interviewed by a national news crew.

**Street Action Day's (SAD):**

SAD are an opportunity to engage with the community we all serve. In essence it is about taking services to the doorstep of often isolated / vulnerable people.

Residents are surveyed on various aspects of their lives, including their thoughts about living in Tendring, any issues or concerns relating to living in the area, and if they have been a victim of crime. Residents are given the opportunity for referrals to be made to agencies, should they have any issues that partner agencies can offer support with. We also 'leaflet drop' in the area the week before a SAD, with contact details for residents that won't be available on the day, but would still like us to visit them at a later date.

We focus on 4 areas across Tendring as identified by the Local Health & Wellbeing Board and CSP survey, and have a SAD in those areas one each month, therefore each area should get 3 SAD's per year

- Jaywick
- Pier Ward – Clacton
- Walton on the Naze
- Harwich / Dovercourt

We want to "Make Every Contact Count", therefore a week before the actual SAD takes place we (agencies / Active Citizens etc) will leaflet drop the area they will be working in.

So far this year these days have engaged with 133 residents throughout the areas, with a total of 36 referrals being made to partner agencies.

Activities on the days include advice on ASB, support with health issues via ACE Lifestyles, and the installation of smoke alarms by ECFRS, amongst other community focused activity.

SAD (Day 1) Partners to attend allocated streets (am only) – 9:00am – 1:00pm

SAD (Day 2) Partners to attend allocated streets (pm only) -12:00pm – 4:00pm

SAD (Day 3) Make referrals to agencies – evaluation of the day

**Hate Crime Ambassadors Training / Hate Incident Reporting Centre (HIRC) roll**

**out:** Safer Communities Team organised Hate Crime Ambassadors training for front line TDC staff, the training was designed to enable staff to be able to engage with members of the public and encourage them to report Hate Crime. 27 Hate Crime Ambassadors were trained and 2 TDC buildings (Pier Avenue Council Offices & Town Hall) were launched as a HIRC. The HIRC's offer an alternative venue for members of the public to report Hate Crime, rather than having to report to Police or at a Police Station. Ambassadors can also discuss various support services with people and signpost them to access services.

**Community Safety Newsletter** – please see Appendix B.

## **Regeneration**

### **Dig4 Jaywick Community Garden**

Formed in 2011 and supported by Tendring District Council, the Dig4 Jaywick Community Garden Project was set up to provide opportunities for garden related education and recreation activities for people living or working in the Jaywick area.

This community led project has evolved over the course of time, with a notable amount of core volunteers attending the garden on a weekly basis.

Centring on wellbeing is a vital aspect of the overall project. As such the group holds a referral system, working with organisations such as Job centre Plus and Green Elms Surgery, whose customers are given the opportunity to volunteer in the garden: gaining work experience, addressing social isolation or recovering from forms of addiction. Some volunteers just enjoy being in the garden.

In addition the group welcomes other organisations into the garden, encouraging local groups to use the space for garden related activities and workshops.

In 2018 the group were awarded 5k by Sport England's LDP, to support the development of the wildlife garden. The criteria for the funding focused on physical activities and children and young families living in the Jaywick area took part in activity based workshops in the garden. Groups involved included: Jaywick Resource Centre Nursery, Extra Support for Families, Jaywick Scouts and Barnardo's.

Supported by the Jaywick Sands Neighbourhood Team, the group are now focusing on a proposed project that will add further opportunities for local people which will look to establish the garden as a learning centre. This will be achieved by delivering accredited courses such as the RHS level 1 in Horticulture. This proposal is funding dependant and is in its formative stage.

### **Tendring Junior Ambassadors Project**

During 2017, following a successful funding bid, TDC received 9k from The Police, Fire and Crime Commissioners Community Safety Development Fund. These monies supported the delivery of the Tendring Junior Ambassadors project to 11 schools during 2018. The project was received well by parents, staff and pupils of the schools involved. Following this success, Tendring District Council funded the project again in 2019, enabling the delivery to a further 13 schools in the area.

Devised in response to a rise in Hate Crime in the Tendring area and involving year 5/6 year students. The project theme is Cultural Awareness. By being part of the project Junior Ambassadors become community ambassadors who will deliver the message to friends and families about their understanding of the differences between themselves and people from other countries or other backgrounds, especially differences in attitudes and values.

One of the many benefits of developing a sense of cultural awareness is that we learn to recognise and understand that we all have different values, shaped by our diverse cultural backgrounds. What we consider to be 'normal' behaviour in one country can be entirely different in another. By being respectful of others and accepting people's opinion, rights and feelings – even when they are different to our own – allows us to develop more as an individual.

As part of the project pupils will take part in educational activities involving several organisations whose work centres on diversity and cultural awareness. Pupils will also have the opportunity to produce a Booklet that demonstrates their understanding of this subject.

This initiative continues to gain an impressive level of endorsement regarding the effect and value of the delivery and outcomes by partners such as: Victim Support, Refuge Action – Colchester and the National Institute of Health Research. It is envisaged that further funding will be sourced to continue the project during 2020.

### **Holiday Fun**

Tendring District Council was approached by the Director of Firstsite, Colchester, in late 2018 to discuss the expansion of a project they run at the Gallery in Colchester with the primary aim of reducing food poverty for families during the school holidays. Their aim was to expand on their successful track record and deliver the project further afield into Tendring. In consultation with TDC, it was decided that Harwich and Dovercourt would be the most appropriate location in terms of need for this type of service; it also benefits from established local groups as well as popular, accessible venues which could serve to drive attendance.

TDC and Firstsite applied to and were successful in securing circa £15,000 through Arts Council England's 'Grants for the Arts' scheme, with TDC contributing the remaining circa £5,000 to meet to total £20,000 required for delivery. This input attracted further funding from the North Essex Clinical Commissioning Group (CCG), with circa £70,000 allocated to the entire scheme (with Colchester, and Firstsite, as the base). Harwich Festival of the Arts is a delivery partner, in that they have opened their centre as venue for the sessions over the summer. Similarly, Homestart has been a key driver of promotion and attendance with many of the attendees regulars at Homestart's weekly sessions. Local schools, libraries and other services have also assisted in promotion.

The scheme is comprised of arts and physical activity sessions in Harwich, with a hot lunch provided either at low cost or free for those who would be in receipt of free school meals during term time. Other sessions outside of term time have linked in with existing family sessions from Homestart, which has meant that the reach has been expanded to families with younger children. Through this scheme, not only is food poverty addressed during school holidays, using arts and physical activity to open dialogue with local families can allow signposting to further support where necessary and appropriate.

The arts sessions in Harwich have focussed on ongoing work by artist Susan Pui San Lok, currently exhibiting at Firstsite, with the aim of work produced by local families being exhibited alongside her own at the end of the project. This, alongside sessions including essential skills such as public speaking and teamwork, means that parents/guardians can also gain tangible benefits from the sessions; increasing confidence and accessing/contributing to local creative and cultural activity.

The £20,000 initial cost has allowed for an appropriate kitchen to be fitted at the Harwich Arts and Heritage Centre, as well as for qualified staff to deliver the physical activity sessions and catering. The project ran until the end of the Summer Holidays 2019, and continued outside of term time for families with children below school age until the Autumn. The further funding allocated to Firstsite through the CCG could mean further expansion in subsequent years, although whether this will again be in Tendring, or alternatively will have a wider North Essex focus remains to be decided.

Strategically, this project has contributed to:

- Community Leadership: Our Council Our Community, Health and Housing, Employment and Enjoyment
- The emerging Creative and Cultural Strategy, Youth Agenda and Public Health Priorities
- Tendring Children and Young People Strategy 2017-2020.

### **Princes Youth Theatre – Town Twinning Project**

For the past 22 years the Princes Youth Theatre has been organising town twinning projects with both Biberach and Valance. The various projects and performances have provided the young people with valuable life and cultural skills whilst travelling and performing in our twin towns. These projects and performances held in our twin towns have been fully funded by the Youth Theatre Group through fundraising, donations and ticket sales.

The Princes Youth Theatre activities help improve young people's confidence, self-worth and self-esteem by offering them an opportunity to work together and deliver an innovative and creative project. It increases their employability and enhances CV's by offering advanced drama training, volunteering opportunities and the chance to work with industry professionals. The young people develop transferable life skills such as communication, team work and literacy so they have better chances in life. It reduces isolation, antisocial behaviour and gang crime by providing free, easy to access, long term inclusive activities that appeal to young people.

With the opportunity to celebrate the 50<sup>th</sup> Anniversary of Clacton being twinned with Biberach, the Youth Theatre have collaborated with German students from 'Juks' Youth Theatre in Biberach to jointly perform Godspell in Biberach and Clacton. In April 2019, 70 young people from Tendring travelled to Germany to begin rehearsals with further trips planned during August in advance of the first joint performance on 7<sup>th</sup> September 2019 in the Princes Theatre as part of the celebration of the 50<sup>th</sup> Anniversary of twinning with Biberach.

Many of the young people have challenging social and educational needs and the experience provides immense confidence and cultural gains and for some the first opportunity to travel outside the UK. The visits and performances are exceptionally well received in Biebrach by the local people and the young people attending form lasting friendships and embrace new cultures and traditions.

A budget has been identified within Regeneration in 2019/20 to support this project which will enhance skills and aspiration in young people.

### **Donation of Art to TDC for permanent display**

A retired artist now living in the district, Mr Lawrence Blackwell, has donated 15 of his paintings for permanent display. The paintings are from a range of dates and in a style called "Sonism, The Visual Description of Sound" which was first created by him in 1962. The essence of Sonism is to depict or interpret sounds visually: the various shapes colours and textures representing different sounds and passages in Music. Mr Blackwell has sold and donated a number of his works and the fifteen paintings offered to the Council comprise the remainder of his canon in the style. Fourteen of the pieces are interpretations of classical music and one is of natural sounds and the collection has been formally gifted to TDC by way of a legal agreement.

The paintings have been framed and interpretation boards created for each piece. The first of the paintings have been positioned in the Pier Avenue offices, and a reception was held for the Artist and his wife to meet with dignitaries in the Chairman's Parlour, Town Hall, and to view the works on display in September 2019. The remaining pieces will be placed in the public, civic and staff areas of the Town Hall in due course.

### **Creative and Cultural Strategy**

The Regeneration Team have met with various representatives from the Creative and Cultural sector to discuss ways to develop the industry in Tendring to create jobs and to promote innovation and entrepreneurship.

Essex is a priority area for Arts Council England (ACE) due to a proportionally lower investment per head of population than other areas. The average investment by ACE in any given county is 99p per capita and in Essex it is just 33p per capita. In addition the Strategic Programme that ACE is currently delivering looks to support activities that address diversity including social deprivation which can be demonstrated in the district.

The creative and cultural sector is often narrowly defined as representing museums, galleries, entertainment and events, whilst in reality the sector is much broader than this, embracing as it does a dynamic range of industries that collectively make a significant contribution to the UK's economy.

Nine broad industries currently define the sector. These are:-

Advertising and Marketing  
Architecture

## Crafts

Design (product, graphic and fashion)

Film, video, radio, and photography

IT, software and computer services

Publishing

Museum, galleries and libraries

Music performing and visual arts

Creative Industries can add significant economic value to a locality and with a push from Arts Council England to allocate a far higher proportion of its funding outside of London there is potential to start creating a clustering of creative industries locally. The number of Creative Industry Jobs in England grew faster than the all-sector average between 2009 -2014 and in 2017 the total number of creative industry jobs in England rose to over 1m for the first time.

The Council's emerging Creative & Cultural Strategy has at its heart: economic development: business growth; job creation, but also seeks to enrich the creative and cultural offer of the district by increasing the opportunities for informal participation amongst residents and visitors, and by supporting wider health and social wellbeing imperatives.

The emerging Strategy has three overarching objectives:

1. To be a centre for creative innovation
2. To build high levels of cultural participation
3. To encourage both variety and cohesion

These objectives are underpinned by four complementary themes:

1. Supporting innovation
2. Increasing empathy
3. Health and wellbeing
4. Building personal agency and participation

A number of the community projects undertaken by the Regeneration team, including Holiday Fun, have been brought about through partnership with external organisations (in this case, Firstsite) having recognised the work TDC is establishing in this sector.

## **Conclusion**

This report provides an overview of the projects, which have been identified in accordance with the role of the Council, as a Community Leader. The Council is not the lead provider for education, health and wellbeing, and community safety. However, through influence, bringing stakeholders and partners together to share and improve practices there are a number of areas where the Council can offer support to education, health and community safety providers and ultimately the pupils, learners, patients and residents across the District.

The projects identified above will continue to form the subject of regular updates to the Portfolio Holder for Partnerships and will continue to be subject to external overview and scrutiny through the work of the Community Leadership Overview and

Scrutiny Committee.

**BACKGROUND PAPERS FOR THE DECISION**

None

**APPENDICES**

Appendix A – Education Newsletter

Appendix B – Community Safety Newsletter

# CONNECT

## Free E Safety Workshop

The Dark Web -  
How much do  
you know?

## Funded Programme for Primary Schools

Marathon Kids -  
Support to get children  
active and healthy

## IntoUniversity

Academic support  
sessions for  
SATs and GCSE

## Water Safety

Swim Safe Sessions -  
Get Involved

**Tendring**  
District Council



## 12 Primary Schools Celebrate Junior Wardens

A big cultural  
celebration

## Free Fun Day

26th May 2019



Councillor Lynda McWilliams -  
Cabinet Member for Health and Education  
"I would like to welcome you to the second  
edition of CONNECT our annual education  
newsletter from TDC. Highlighting the  
varied work we do to support schools and  
partners to make a positive impact on  
children, young people and their families  
across the District."

## Teach First

In Tendring

## Local Delivery Pilot in Tendring

Once in a lifetime  
opportunity

## Community Safety

Our work with children  
and young people

# Help All Children Get Active with Marathon Kids Programme

More active children, higher attendance and better attainment – these things are achieved by giving children the opportunity to do more physical activity, which is why the recommendations are out there for schools to provide 30 minutes a day.

Of course, with packed-out timetables this is hard to achieve, and that's why the charity Kids Run Free has developed a programme with evidence-based tools that can help schools to achieve this.

They reached over 83,000 children last year with its Marathon Kids programme, and with 95% taking part in 60% of runs offered, they know it works!

It also measures the programme's impact and continuously improves its offer, and the best thing is it's absolutely free!

## How it works

Children run or walk up to four marathons over the year with the emphasis being on working towards their own personal goals, rather than it being a competition. Running a marathon is recognised by everyone as a massive achievement and Marathon Kids breaks this down in a way that makes it possible for *all* children.

It's flexible and sustainable and works with existing timetables so sessions can be run when it suits the school. Plus, you get an online Digital Tracking System to measure and track your running, so you know how well the children are performing and when they reach their milestones.

To help get started and engage the children there are lots of helpful support tools available. For a more hands-on approach, use your Sports Premium to purchase the time of a dedicated Marathon Maker who will come and set it up so you're ready to run!

Starter kits and branded rewards, such as medals and t-shirts are also available from the [online shop](#). The other great thing on offer is the free KRF Running App which parents are encouraged to use so families can track their running outside of school.

Kids Run Free is incredibly proud to have the support of global ambassador, Sir Mo Farah, who is helping the charity to inspire the next generation: *"I love running and it's given me and my family so much," says Farah. "As a dad, I know how important it is for my children to be active, and I'm honoured to have the chance to inspire kids to run with Marathon Kids."*

Marathon Kids is also part of the 'Active Kids Do Better' initiative developed by Discovery Education and Nike. Check out [activekidsdobetter.co.uk](http://activekidsdobetter.co.uk) to see what it's all about.



**Check out the Marathon promo video:**

<https://www.youtube.com/watch?v=Tm-Mc8IGFmU>

## Academic Support at IntoUniversity Clacton

Academic Support is the after-school programme offer by IntoUniversity at all of its learning centre across the UK. Here in Clacton we run Academic Support for Primary School students on Tuesday and Wednesday and for Secondary School students on Monday and Thursday. Primary school students can choose one day a week to attend, whereas secondary school students can attend both days if they wish.

Students receive help with homework, coursework, revision and university applications. They are supported to complete their academic work to a high standard and on time. Primary students may also study our tailored, termly curriculum which is based on university degree subjects. Each 'degree' covers key National Curriculum numeracy and literacy learning objectives. Secondary students may also complete 'Future Readiness Projects' where they develop the transferable skills necessary to become independent learners.

This term in Clacton the Primary students are studying nutrition, and have spent the last few weeks learning all about the different food groups and why they are important while also exploring place value and gaining confidence in ordering numbers with up to three decimal places. We have also been developing our skills at working with fractions by developing tasty, and nutritional fruit smoothies. As well as gaining all these numeracy skills we have developed our literacy skills through pieces of creative writing about our favourite foods, and through regular reading.

At this point in the year, many of our students, in year 6 and at secondary school, are starting to focus on upcoming exams, such as their SATs and GCSE. With that in mind, we will be running revision sessions for SATs and GCSEs in the Easter Holidays and are always happy to support students with developing key skills for their exams during their Academic Support sessions.

Spaces for Secondary Academic Support are now quite limited. However, we do still have lots of spaces during our Tuesday Primary Academic Support session. If you have students that you would like to refer, then please do get in touch.

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# Tendring Water Safety Forum

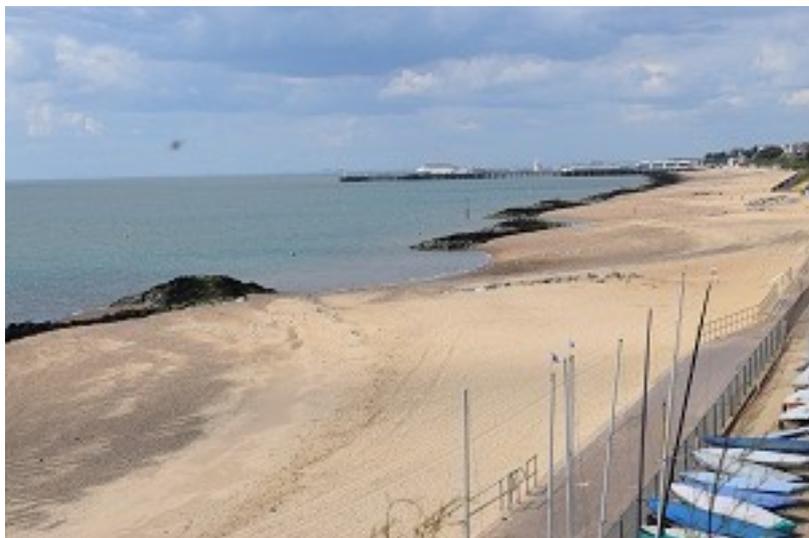
The Tendring Water Safety Forum has been meeting since the autumn to look at ways of improving water safety around our district's coastline, and in particular making children safer.

Made up of a number of agencies including Tendring District Council, the RNLI, Maritime and Coastguard Agency, Harwich Haven Authority, Brightlingsea Harbour Commission, Essex Police and Essex County Fire and Rescue Service, the Forum is leading on some key initiatives, including a video being produced in partnership with Clacton Coastal Academy which it is hoped you can share with pupils once completed.

There are two other ways the Forum is keen to get schools involved.

Swim Safe is again holding sessions in Tendring this summer, greatly expanded after funding was secured to deliver the outdoor swimming lessons to around 2,000 children across Harwich, Walton and Clacton. There are a number of school sessions available for education providers such as yourselves to book - please see [www.swimsafe.org.uk](http://www.swimsafe.org.uk) for details of sessions and to book a place.

The Forum is also holding several '**Train the Trainer**' sessions around water safety. Rather than duplicate the existing material used by many of the Forum partners around staying safe on our coastline and in the water, the Forum is looking to empower schools and other groups to deliver the correct core messages in their own format - it could be in a PE lesson, an assembly, or part of PSHE. **As part of that the Forum is keen to train some staff at every school in the district to help pass on the vital water safety message to children in Tendring. For details of sessions and to sign up email [seafronts@tendringdc.gov.uk](mailto:seafronts@tendringdc.gov.uk)**



# Junior Wardens Project

Following a successful bid to the Essex Police, Fire and Crime Commissioners Community Safety Development Fund, Tendring District Council has delivered a successful project amongst 12 schools in the Tendring area, entitled, Tendring Junior Wardens.

The theme was Cultural Awareness, this being in response to Statistics that showed an increase in Hate Crime, particularly Racial.

Partners involved included: Essex County Council, Victim Support and Colchester Refugee Action.

Involving year 6 pupils and artists from the region, the children learned of other cultures through: African Song and Drumming, Bollywood Dancing, Chinese Calligraphy and Art sessions. In addition they worked with an author to collect their interpretations of this emotive subject through the written word; involving poetry, stories and even press reporting! These works were collated into a booklet for each school to hold as a resource.

Another aspect of the project was delivered by Refugee Action-Colchester, who were accompanied on their visits to each school by a young Syrian refugee, Zak. The children learned from Zak about the journey from his home in Syria, to this country. They also learned of the problems he met when settling into this country. Due to his age, the children related to Zak and responded to him well. Zak has learnt the art of rapping and to the children's delight, would 'rap' a rendition of his story to them.

At the close of the project schools met to deliver an event that celebrated their learning. Demonstrations of the activities enjoyed throughout the project, such as Bollywood Dancing and African song, were presented, by the children, to an invited audience which included parents and carers.

Overall the project was declared a success as children from each school read several testimonies that described their experiences and impact of the project and how much they had enjoyed it.

There was opportunity for involvement as the celebration event drew to an end as the audience, Artists and staff from the schools joined the children in Bollywood Dance and a great time was had by all!

Due to the level of the project's success; further funding is now being sought for 2019.



**Check out the Junior Wardens  
celebration event:**

<https://youtu.be/-3dWxE8Gpk4>



Teresa Watson

Jaywick Sands Neighbourhood Team Manager

01255 428090

Page 49 [twatson@tendringdc.gov.uk](mailto:twatson@tendringdc.gov.uk)

# FREE E-SAFETY WORKSHOPS

## The Dark Web - How much do you know?

Child sexual exploitation (CSE) is an increasingly high profile issue that affects children and young people of all backgrounds and from all communities, right across the UK. As part of a crackdown on CSE in Tendring, Tendring Community Safety Partnership are giving Year 5 pupils, in Tendring schools, the opportunity to attend the Walk Online Roadshow during March in a bid to keep children safe from online predators and how to avoid unknowingly giving out personal information.

The Roadshows will be delivered by EST E Safety, more commonly known as the '2 Johns'. Over the past year 'The 2 Johns' have delivered their Walk Online Roadshow™ to in excess of 100000 young people and the feedback received has been continually outstanding and over the past few years 'The 2 Johns' have been keynote speakers at many professionals events sharing their expertise around all issues of Online Child Sexual Exploitation.

The 2 Johns are both qualified Police Trainers and EST E-Safety Training offer a large range of bespoke training options. They trained every Youth Officer within Essex Police and qualified them to run E Safety assemblies in schools throughout Essex. We look forward to once again welcoming the '2 Johns' to Tendring to deliver the Roadshow to our young people.

In addition to the Walk Online Roadshows the '2 Johns' will also be running a staff session, open to all staff within schools across Tendring and two sessions for parents/grandparents/guardians.

The parent sessions are free to attend but places must be reserved online via the Princes Theatre website.

**6th March 2019 12:30pm - 2:30pm**  
**7th March 2019 7:00pm - 9:15pm**  
**Book Online - [www.princestheatre.co.uk](http://www.princestheatre.co.uk)**

Charlotte Root  
Safer Communities Assistant, Tendring District Council  
Tel: 01255 686359  
Mob: 07748 657147  
Email: [croot@tendringdc.gov.uk](mailto:croot@tendringdc.gov.uk) / [gc.croot@tendringdc.gcsx.gov.uk](mailto:gc.croot@tendringdc.gcsx.gov.uk)



6th March 2019—12:30pm-2:30pm in conjunction with Extra for Families

7th March 2019—7pm—9:15pm

Princes Theatre, Clacton on Sea



# Tendring Community Safety Partnership

## Working with Young People, Schools and Local Partners

2018 marked the final year of OPFCC (Office of the Police, Fire and Crime Commissioner) funded gangs work in Tendring.

The piece of work spanned a two year period, and had three tiers of engagement

### Training for frontline professionals:

Front line staff ranging from teachers and school staff, to social workers, support workers, and customer facing members of TDC staff, spent the day learning about how gangs operate and recruit for county lines, the potential pitfalls, and cultural reference points associated with county line involvement, and how young people within the district of Tendring were at risk of being drafted into a lifestyle that exploits their naivety.

In total, over 300 staff attended the training days during the two year period. This is just the beginning of raising awareness amongst professionals, with further events and training sessions in the pipeline.

### Education sessions for young people:

Each of the secondary schools in the district was offered the chance to partake in sessions that were designed to engage young people on their level. Interactive discussions, role plays and scenarios were all used to bring about an understanding of the risks posed to young people, and how spot potential gang members and the tools they use to coheres young people into county line activity.

The sessions were extremely successful and were used by some young people as a springboard that allowed them to disclose information about concerns in their own lives.

### One to one mentoring:

Working closely with the police gangs unit- Op Raptor, we were able to refer some of the most at risk, and engrained young people for one to one mentoring by Gangsline. Due to the nature of the lifestyle, these sessions were very much aimed at the needs of the young person, and as such some meetings were held in the evenings, or weekends in order to ensure full engagement from the young person referred.

As well as the gangs work, we partnered with Family Solutions to provide a six week group that worked with primary school aged children on the periphery of anti-social behaviour and criminal activity.

**This year we are already working with partners on some exciting projects that include boxing, football, cricket, one to one mentoring, vocational & work based training and skills, and more gang related projects.**



The Tendring  
Community Safety  
Partnership

If you would like to know more please contact me: [reastwood@tendringdc.gov.uk](mailto:reastwood@tendringdc.gov.uk)

# Local Delivery Pilot

Hi, I'm Cheryl, I work for Active Essex, the organisation responsible for getting people across the county physically active. Active Essex currently work with schools by running the annual School Games events as well as promoting the Daily Mile initiative.

Essex is one of 12 regions selected by Sport England to run a Local Delivery Pilot, to encourage people who are currently inactive to start doing some sort of activity. In Essex, the pilot is running in Colchester and Basildon as well as Tendring, and is focused on supporting people mental ill-health, older people as well as families with young children in areas of high deprivation.

As the Local Delivery Pilot Coordinator for Tendring, my job is to meet members of the community and find out what is stopping them getting active, listen to their ideas and aspirations, and understand how we can help increase participation in activity, now and in the future.

We know that previous attempts to increase activity have relied on exercise referral schemes, reduced prices at the gym, swimming vouchers etc, but so far, this has met with limited success. Tendring has the highest level of physical inactivity within Essex (33%), a figure we want to reduce for the health and wellbeing of the community.

Having lived in Tendring my whole life, I have a real passion for the area and the communities here and I am very excited by the opportunities that this pilot could unlock.

The graphic is a grid of logos for key partners in the Essex Local Delivery Pilot. At the top left is the 'eldp' logo. The title is 'Key Partners in the Essex Local Delivery Pilot'. The logos are arranged in a 4x4 grid:

- Row 1: ESSEX HEALTH & WELLBEING BOARD, Essex County Council, ActiveEssex, Basildon Council
- Row 2: Colchester, Tendring District Council, collaborate, Community Voluntary Services Tendring
- Row 3: University of Essex, NHS North East Essex Clinical Commissioning Group, NHS Basildon & Brentwood Clinical Commissioning Group, Intelligent Health
- Row 4: Basildon, Basildon & Brentwood CCG, 360 Together We Thrive, SPORT ENGLAND, Public Health England

At the bottom left is the 'LOTTERY FUNDED' logo. At the bottom right, it says: 'Visit: [www.activeessex.org/LocalDeliveryPilot](http://www.activeessex.org/LocalDeliveryPilot) to:' followed by a list of actions: '- Learn more', '- Sign up for our newsletter', '- Share your experiences', and '- Find out more about our partners'.



Cheryl Double  
Local Delivery Pilot Co-Ordinator  
Tendring District Council  
01255 686758  
[cdouble@tendringdc.gov.uk](mailto:cdouble@tendringdc.gov.uk)

# TeachFirst

Teach First is a charity which trains and supports people with leadership potential to become inspirational teachers in schools facing the greatest challenges.

If eligible, your school can **recruit driven, passionate people to train and teach in your school** through our Leadership Development Programme, rated Outstanding by Ofsted. Eligibility criteria is determined by the proportion of your pupils that are in the most deprived deciles of the Income Deprivation Affecting Children Index (IDACI).

In the East of England we recruit and train in Science, Maths, English, History and Primary.

In 2018, **79%** of East of England trainees gained a Grade 1 in their final assessment. **9 out of 10 Headteachers** partnering with Teach First agree that they would recommend us to other schools:

*The quality of the candidates is superb, their drive, energy and commitment does both them and the programme credit.* [East of England Headteacher]

## Our trainees lead the way



### Dedicated to change

Our trainees make up around a fifth of new teachers in low-income areas of England.



### Leadership material

Seven times more likely to become senior school leaders.



### Excellent teachers

In 2017, 99% of trainees who gained QTS achieved one of the two highest grades



### Heading up schools

7 of our alumni have become headteachers.



“We actively recruit from Teach First if we can, because they’re a different calibre of teachers than you get through recruitments ads. We know the quality of the trainees and the difference that they make is huge!”

**Rose Hughes, Headteacher, Yardleys School, Birmingham**

We would welcome the opportunity to meet you to discuss your school’s recruitment needs and our primary programme- please email [eastofengland@teachfirst.org.uk](mailto:eastofengland@teachfirst.org.uk) to speak to one of the School Partnerships Team.



Rhian Harris - Partnerships Manager  
[rharris@teachfirst.org.uk](mailto:rharris@teachfirst.org.uk) - 07447 180056

## FIND OUT MORE

For detailed information about the programme, including the costs for your school, visit:

[www.teachfirst.org.uk/teachertraining](http://www.teachfirst.org.uk/teachertraining)

# Free Family Fun Day

**26 May, Clacton-on-Sea, West Greensward, Marine Parade West  
10.30am to 5pm (first activities & live performances begin at 10.30am)**

You are warmly invited to a free day of family fun to celebrate the Essex Sunshine Coast and put a smile on your face!

We are offering a colourful celebration of the 'Great British Seaside' with live variety show entertainment for your family and friends. We'll keep your children entertained for free all day with lots of seaside themed activities.

We have Punch & Judy, the New Seaside Follies singing troupe, a children's magic show and The Marvellous Museum of Coastal Curiosities, a treasure trove of Clacton's secret seaside novelties from the past. Hear about Dare-devil Peggy, a one-legged 'flaming' diver and Stratosphere Girl who used to perform at Butlin's!

Did you know we used to have elephants bathing in the sea in Clacton?!

There'll be free workshops for 'clowning' skills, puppetry skills, arts and crafts all for your entertainment. There's something for everyone, including Nan and Grandad, with our nostalgic history fair of Tendring's glorious seaside past. Local historians will tell tales of 'champagne air in Clacton' and the Ideal Holiday Girl in our seaside resorts along the Essex coastline.

The Blackwater free fair (formerly Joskins fair) will be there in its full glory, including storytelling, swing boats and cork shooters!

Performers include: Escapologists the Maniac Brothers, Princes Theatre Youth Group and the West Cliff Youth Theatre.

Bring your rugs and picnics!

Loos available on site and parking available at local public car parks throughout Clacton.

The day is provided courtesy of the Heritage Lottery Fund, Essex County Council in partnership with Tendring District Council for 'Resorting to the Coast' heritage project. Further details can be found here:

<https://www.tendringcoastalheritage.org.uk/content/new-contributions/free-family-fun-day-26-may-2019>





# The Tendring Community Safety Partnership

July 2019

Welcome to the first Newsletter for 2019 – 2020. This newsletter covers the first quarter of this year (April / May and June) and highlights how the Tendring Community Safety Partners continue to work together to deliver fantastic projects and initiatives for our residents and communities.

Thank you for your continued commitment and support to partnership working.

Leanne Thornton

## Leanne Thornton

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## Richard Eastwood

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*Safer Communities Assistant*

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Tel: 01255 686359

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## Priorities

- ◆ Tackling anti-social behaviour and acquisitive crime
- ◆ To reduce harm to and safeguard vulnerable victims (including Children)
- ◆ Reducing violence and knife crime

## Contact us



[www.safercommunitiestendring.co.uk](http://www.safercommunitiestendring.co.uk)



**Tendring Community Safety Partnership**



**TendringCSP**

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# News...

## Street Action Days

This quarter Street Action Days were undertaken in Harwich, Walton, Jaywick and Pier Ward.

The SAD events have become bigger and better each month, and we are lucky to be supported by a plethora of partners such as ECFRS, Samaritans, ACE Lifestyles and more.

Residents are leafleted the week before to ensure they are aware we are coming. The leaflet includes details of partners in attendance, and should they need a service but not be home on one of the SAD dates they can contact me direct and arrange for a partner to visit another time.



## Closure of problematic HMO

The Safer communities' team, alongside colleagues from TDC's Private Sector team, Essex Police and ECFRS worked together on the closure of a HMO in Pier Ward that had fallen well below legal standards.

The issues in the HMO were brought to our attention during a recent SAD in the area, and residents shared their concerns over living conditions. Whilst surveying residents, ECFRS and Essex Police observed issues and conditions that they were also unhappy with.

The following week, The Safer Communities team, Private Sector team ECFRS and Essex Police revisited the property where multiple infringements such as an infestation of bed bugs, multiple fire safety violations, and the exploitation of extremely vulnerable people, were discovered.

Working with the various teams involved, TDC housing were aware in advance of the potential closure and as such were able to support those who were displaced, and support was offered to those that required it.

This was a real demonstration of the power of partnership working, and how the Community Safety Partnership itself is a force to be reckoned with!

# News...

## Water Safety Event

On Saturday 15th June to coincide with National Drowning Prevention Week, a national campaign run by RLSS, Tendring Community Safety Partnership organised a small water safety event on Clacton Promenade. Partners involved were RNLI, Coastguard, TDC Beach Patrol, TDC Leisure Centres, ECFRS, Essex Police and First Responders.

The event was picked up by BBC Look East and our portfolio holder Cllr McWilliams was interviewed and the event promoted that evening on the news!

## Op Explorer Training

Leanne, Richard and Charlotte attended Op Explorer training at Writtle College at the end of June with our colleagues at Essex Police, organised by the Eastern Region Special Operations Unit (ERSOU).

The training was designed to increase partnership working around counter terrorism.

We are hoping to roll out something similar in the district for our partners so watch this space.

## Hate Crime Ambassador Training

Lou Middleton from Essex Police came down and conducted 2 training sessions for Tendring District Council staff to become Hate Crime Ambassadors. There are now 27 members of staff trained to be an ambassador.

Clacton Town Hall and Pier Avenue are also due to become Hate Incident Reporting Centre's by the end of July.



## Wrap Training at Colchester United

In April, Charlotte provided a Workshop to raise awareness of Prevent (WRAP) to members of staff at Colchester United.

WRAP is designed to help make them aware about their contribution in preventing vulnerable people being exploited for extremist or terrorist purposes. The workshop improves the understanding of the processes used by those who radicalise individuals and ensures that staff are aware of whom to contact within their organisation to discuss any concerns. This workshop aims to give you:

- ◆ An understanding of the Prevent agenda and your role within it.
- ◆ The ability to use your existing expertise and professional judgement to recognise potentially vulnerable individuals and know when an intervention may be necessary to support them.
- ◆ Knowledge of when, how and where to refer concerns about vulnerable individuals

## Careline

Tendring Careline, a service provided by TDC, had begun working with a London technology company to offer a new wearable device that can be used to summon help whenever the user needs it.

The Personal Alarm Watch (PAW) is worn just like a normal watch but has added features. The wearer can use it to track their blood pressure and monitor their heart rate and it also counts their steps.

But here is where the PAW is different. Inside each watch is a roaming Sim card that locks onto the strongest mobile telephony signal and is programmed to call Careline at just the push of one button. The watch has a small speaker and microphone so a two way conversation can be had between the wearer and the Careline Control Centre. It behaves in the same way as a normal Careline alarm unit that is installed in someone's home, but can keep them safe wherever they are.

And of course it also tells the time

If you would like to know more, please contact Careline on 01255 222022 or email [careline@tendringdc.gov.uk](mailto:careline@tendringdc.gov.uk)



# News...



Volunteers' week is a chance to say Thank-you for the fantastic contribution our Volunteers give our Local Community.

Each year we organise our celebration day to coincide with the National Volunteer Week this was from 1<sup>st</sup>-7<sup>th</sup> June this year.

On the 6 June our 50 volunteers enjoyed a celebration day at the CVST Beach Hut.

Preparation started as early as March, to ensure a fun filled day. Volunteers were invited to give ideas, one of which was the Beach clean-up which was started at 10am on the day when

the weather was cooler.

Everyone was asked to contribute some tasty food which was shared around to all the volunteers. Our volunteers are always very generous and every year we have an enormous amount left over, which is then shared with family, friends, and passers-by.

Rounder's and Boules are brought along for anyone wishing to join in. This is a Team building exercise with old and new Volunteers, making new friendship and bumping into people they haven't seen for years.

After lunch we all get together and try our hand at the General Quiz games. Prizes are given to the winners.

With the additional Seating and tables set out before for the event, including lots of refreshments, fantastic food with a good dollop of sunshine = a great day had by all.





## VPC Leader opportunities

Become a Volunteer Police Cadet Leader and help to shape the future

The Essex Volunteer Police Cadet (VPC) programme is a leader in its field and we want you to come and help us shape the future.

We are looking for more police officers, staff and Specials to become Volunteer Cadet Leaders, assisting with the running of our hugely successful VPC Units around the county.

If you are interested in volunteering then please email your expression of interest to [Volunteer Police Cadets Essex](#) or, for more information, contact VPC co-ordinator Neil Dibell on ext 110025.

Volunteer Police Cadets (VPC) is a national, uniformed voluntary youth organisation and is currently being delivered successfully in Essex and many other force areas.

The scheme is open to young people aged 13 -18, including those vulnerable to crime or social exclusion.

The VPC offers a fantastic variety of opportunities to the young people involved, many of which would otherwise be well beyond their expectations.

The aim is to prepare young people for their future by providing varied activities and opportunities to develop qualifications, enhance their inter-personal skills and confidence, and achieve a sense of pride through supporting community policing.



## WE ARE RECRUITING ACTIVE CITIZENS

### Have you ever thought of volunteering for Essex Police to help prevent crime in your area?

- Do you have any time to spare?
- Want to help make a difference in your community?
- Assist with providing a high visibility presence?
- Work in partnership with police and council teams?
- Do you need voluntary experience to further your studies or career?
- Distribute crime prevention leaflets to residents and community groups in identified areas
- Opportunity to volunteer in the community
- Gain experience of working with the public

IF YOU'RE INTERESTED AND WANT MORE INFORMATION ON BECOMING AN ACTIVE CITIZEN, PLEASE EMAIL [active.dizen@essex.pnn.police.uk](mailto:active.dizen@essex.pnn.police.uk)

# News...

## Restorative Justice & Mediation Service

### Restorative Justice in Essex

**We are looking to recruit volunteer Restorative and Mediation Facilitators in the Tendring area.**

This is a scheme which will allow victims of crime and anti-social behaviour (such as neighbour disputes) the chance to communicate with the perpetrators has been launched.

The **Essex Restorative Justice and Mediation Service** facilitates safe communication between those involved in a crime or conflict and allows victims to ask questions and receive meaningful reparation for the harm that has been caused.

Restorative Justice results in high victim satisfaction and a reduction in reoffending as it encourages those who have caused harm to take responsibility for their actions. It is a voluntary process and everyone must consent to take part.

If you have been involved in crime or Anti Social Behaviour and you feel that this process could help you

Or

You would like to become a volunteer Restorative Justice Facilitator and become part of the RJ Hub (full training is provided)

Please contact [restorativejustice@essex.pnn.police.uk](mailto:restorativejustice@essex.pnn.police.uk) or ring 01245 291621

Further information can be found on our web site:

<https://www.restorativeessex.co.uk/>

## Upcoming Events

**Modern Day Slavery Training - Dates to be announced!**

**Older Persons Crucial Crew—26th September—Contact Charlotte for more info**

**Problem Solving Tasking and Coordination Group— 31 July 2019—Referrals needed!**

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<b>Key Decision Required:</b>	<b>No</b>	<b>In the Forward Plan:</b>	<b>No</b>
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## CABINET

**8 NOVEMBER 2019**

### REPORT OF THE CORPORATE FINANCE & GOVERNANCE PORTFOLIO HOLDER

#### **A.6 PERFORMANCE REPORT JULY – SEPTEMBER 2019 (QUARTER 2)**

*(Report prepared by Anastasia Simpson & Katie Wilkins)*

#### **PART 1 – KEY INFORMATION**

##### **PURPOSE OF THE REPORT**

This report presents the deliverables and measurable outcomes for the Cabinet’s agreed Priorities and Projects 2019/20, as well as reporting the current position as at Quarter Two (July – September 2019).

##### **EXECUTIVE SUMMARY**

The Performance Reports (*Resources & Services & Community Leadership*) set out the detailed actions and targets for the delivery of the Council’s priorities throughout the year.

##### **Current Performance**

The Performance Report includes both the Council’s emerging Corporate Plan 2020/24 and Priorities and Projects 2019/20.

The Priorities and Projects for 2019/20 were approved by Cabinet at its meeting of the 19th July 2019. It was agreed that the next phase of this work would be to develop specific deliverables (for the priorities and projects) in consultation with the relevant Portfolio Holders and that these would be incorporated into the Performance Report(s) in line with the Quarter Two timetable and presented to Cabinet, so Cabinet can endorse the deliverables before they are subject to scrutiny.

Now the drafting process is complete, officers would like to submit the Performance Reporting Template(s), including the deliverables and measurable outcomes, to Cabinet for formal approval and adoption, as well as reporting the current position as at Quarter Two (July – September 2019).

The Quarter 2 position demonstrates that of the 22 indicators and projects where performance is measured, 19 (86%) are on, or above, their expected target, 1 (5%) is not currently in line with expected performance and 2 (9%) we currently have no data available. The indicators and projects highlighted in the Community Leadership report are deemed ‘non measurable’ as Tendring’s role is that of influence only.

The respective report/s will be presented to the Resources and Services Committee: 28 November 2019 and Community Leadership Committee: 2 December 2019.

##### **TRANSFORMING TENDRING**

The transformation project continues to progress. Although there have been some areas of delay the new areas at Pier Avenue are occupied and the site draws nearer to completion. Initial cohorts of staff have been moving away from Weeley and the areas of the Town Hall that are nearing completion are significantly improved.

Pier Ave: Council Tax Building: Work on office elements, on the ground and first floors are complete. Work on the staircase and redecoration and carpeting on the second floor

accommodation is being carried out in further stages but will not be completed until roofing work is finished. Nesting birds on the roof of the existing building and adverse weather delayed associated reroofing work of that building; full completion is now scheduled for October 2019.

Barnes House and Link: Construction work is now substantially complete and the areas are occupied. Some snagging and furnishing remains outstanding.

Northbourne Depot: Work to create offices is complete. Staff moved into the new offices on 25 March 19. Next stages are the provision of kennels and storage space for Environmental Services.

IT and Chanel Shift: Redesigning of the IT Network and move onto the cloud continues. Training on the new Firmsteps Interface and resolution of some teething issues is progressing well with the interface activated for two environmental functions and ready for activation once other service area applications are ready.

Westleigh House: On 31 July 19 the building and nearby public conveniences had been demolished. Existing car park areas and the site of the pubcons reverted to parking use in August 2019. Other surfacing work should be fully complete in November 2019.

Town Hall: Phase 1 is nearing completion with only flooring, finalising decoration and some wiring outstanding. The phase has experienced large delays and a fixed term site manager may be needed in order to coordinate detailed work on further phases.

Scanning and Digitisation: Service units continue to move to an electronic data system. Work is under way on the stocks of microfiche records that have been identified using new equipment for the purpose.

**RECOMMENDATION**

**It is recommended that:-**

**(a) The deliverable and measurable outcomes that have been developed for the Priorities and Projects and incorporated into the Council's Performance Report(s), are formally agreed by Cabinet.**

**(b) Cabinet note the current position for each performance measure as at Quarter Two (July – September 2019).**

**PART 2 – IMPLICATIONS OF THE DECISION**

**DELIVERING PRIORITIES**

The reports show the high-level projects that are being undertaken to deliver key objectives for the Council. Each project shows details of the objective, how it is being delivered and an update on progress. Furthermore, milestones detail the timeframe that is being worked to, along with the added benefit of any slippage being highlighted.

The performance indicators show key areas of performance in detail, how each is progressing, along with charts and tables to present the ongoing position.

**FINANCE, OTHER RESOURCES AND RISK**

**Resources**

The priorities highlighted within the Performance Reports for the period July – September 2019

(Quarter Two) can be delivered within the Council's existing budgets.

**Risk**

These priorities are all within the current TDC risk framework.

**LEGAL**

The actions proposed in this report are within the Council's legal powers.

**OTHER IMPLICATIONS**

**Consideration has been given to the implications of the proposed decision in respect of the following and any significant issues are set out below.**

**Crime and Disorder / Equality and Diversity / Health Inequalities / Area or Ward affected / Consultation / Public Engagement.**

The implications of individual projects will need to be fully and properly assessed and approved prior to commencing.

**APPENDICES**

**Appendix A: Performance Report (Resources and Services) July – September 2019 (Quarter Two).**

**Appendix B: Performance Report (Community Leadership) July – September 2019 (Quarter Two).**

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# PERFORMANCE REPORT

(RESOURCES AND SERVICES)

Quarter 2 (July - September 2019)



Page 67

# Introduction

The following pages include the Council's emerging Corporate Plan 2020 - 2024 and Tendring District Council's Priorities and Projects 2019/20. There is a clear link between the aspirations, detailed in the Plan, and Priorities and Projects noted. Furthermore, this performance report details our performance against these key projects and targets, as well as headline performance in dealing with complaints and our staff's absence rate. Projects and Performance Indicator targets sit under the following headings:-

## PROJECTS

	<b>A Growing and Inclusive Economy</b>		<b>Building Sustainable Communities for the future</b>
	<u>Tendring for Growth</u> <u>Developing New Businesses</u> <u>Supporting Existing Businesses</u> <u>Creating Job Opportunities</u> Page 6		<u>Garden Communities</u> Page 9
	<u>Enhancing our Great Tourism Offers</u> Pages 7 & 8		<u>Jaywick Sands</u> Page 10
Page 68	<u>Exploring the Opportunities of Brexit</u> (Detailed in the Community Leadership Report under Influencing & Lobbying for Tendring)		<u>Delivering the Local Plan</u> Page 11
			<u>Creating Vibrant Town Centres</u> Page 12
			<u>Residents Feeling This is a Great Place to Live</u> Page 13
			<u>Housing Strategy</u> Page 14
			<u>Manningtree Underpass</u> Page 15

### Current Position

On each project and target, a colour icon is placed as a quick visual identifier regarding the current position.

Above target	
On target	
Below target	
No Data	

# Introduction

The following pages include the Council’s emerging Corporate Plan 2020—2024 and Tendring District Council’s Priorities and Projects 2019/20. There is a clear link between the aspirations, detailed in the Plan, and Priorities and Projects noted. Furthermore, this performance report details our performance against these key projects and targets, as well as headline performance in dealing with complaints and our staff’s absence rate. Projects and Performance Indicator targets sit under the following headings:-

## PROJECTS

	Delivering High Quality Services		Strong Finances and Governance
✓	<u>Cliff Stabilisation (Protecting our Coastline)</u> Page 16	-	Budget (Reported in the Corporate Budget Monitoring Report)
✓	<u>Waste Contract</u> Page 17	✓	Maximising Our Assets Page 24
✓	<u>Leisure Facilities Review</u> Page 18	-	10 Year Financial Plan (Reported in the Corporate Budget Monitoring Report)
✓	<u>Creating a Quality Environment for our Staff</u> Office Accommodation Customer Services People Digital Pages 19, 20 & 21	✓	Clear Political Leadership and Effective Governance Page 25
✓	<u>Building and Managing our own Homes</u> Page 22		
✓	<u>Carbon Neutrality</u> Page 23		

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### Current Position

On each project and target, a colour icon is placed as a quick visual identifier regarding the current position.

Above target	↑
On target	✓
Below target	!
No Data	●

# Introduction

The following pages include the Council’s emerging Corporate Plan 2020 - 2024 and Tendring District Council’s Priorities and Projects 2019/20. There is a clear link between the aspirations, detailed in the Plan, and Priorities and Projects noted. Furthermore, this performance report details our performance against these key projects and targets, as well as headline performance in dealing with complaints and our staff’s absence rate. Projects and Performance Indicator targets sit under the following headings:-

## TARGETS

Page 70		<a href="#">Fly Tipping</a> Page 26		
		<a href="#">Missed Bin Collection</a> Page 27		Miscellaneous Indicators
		<a href="#">Recycling Rate</a> Page 27	-	<a href="#">Sickness and Authorised Covert Surveillance</a> Page 29
		<a href="#">Proactive Planning Approach</a> Page 28		<a href="#">Complaints</a> Page 30

### Current Position

On each project and target, a colour icon is placed as a quick visual identifier regarding the current position.

Above target	
On target	
Below target	
No Data	

## Our Vision

To put community leadership at the heart of everything we do through delivery of high quality, affordable services and working positively with others.

### Delivering High Quality Services

- Modern, high quality buildings and facilities for customers and staff
- 24 hour a day digital services – My Tendring
- Minimise waste; Maximise recycling
- Proactive Planning Service
- Public spaces to be proud of
- Effective regulation and enforcement
- Carbon Neutral by 2030

# Tendring District Council Corporate Plan 2020-2024



INVESTORS IN PEOPLE | Gold

### Community Leadership Through Partnerships

- Health and wellbeing - for effective services and improved public health
- Education - for improved outcomes
- Law and Order - for a safer community
- Sport England and Active Essex- for physical activity and wellbeing
- Joined up public services for the benefit of our residents and businesses
- Influence and lobby - for Tendring's future

## Community Leadership Tendring4Growth

### Building Sustainable Communities for the Future

- North Essex Garden Communities
- Jaywick Sands - more and better housing; supporting the community
- Vibrant Town Centres
- Building and managing our own homes
- Effective planning policies

### Strong Finances and Governance

- Balanced annual budget
- 10 year financial plan
- Effective and positive Governance
- Strong and focused leadership
- Use assets to support priorities

### A Growing and Inclusive Economy

- Develop and attract new businesses
- Support existing businesses
- More and better jobs
- Promote Tendring's tourism, cultural and heritage offers
- Maximise our coastal and seafront opportunities

## Our Values

- ◆ Councillors and staff uphold **personal integrity, honesty** and **respect** for others
- ◆ **Innovative, flexible, professional** staff **committed** to delivering excellence
- ◆ Recognising the diversity and **equality** of individuals
- ◆ Working **Collaboratively**

# PRIORITIES AND PROJECTS 2019/2020

## Chief Executive

Strategic Community Leadership

- Health
- Education
- Law and Order

## Deputy Chief

### Executive

(Corporate Services)

- Budget
- Maximising our assets
- 10 year financial plan
- Clear political leadership and effective governance
- Creating a quality environment for staff
  - ◆ People
  - ◆ Office accommodation
  - ◆ Digital
  - ◆ Customer Services

## Corporate Director

(Planning and Regeneration)

- Tendring4Growth
- Developing new businesses
- Supporting existing businesses
- Creating job opportunities
- Delivering the local plan
- Creating vibrant town centres
- Proactive planning approach
- Garden Communities
- Manningtree underpass
- Improving digital connectivity
- Exploring the opportunities of Brexit
- Influencing and lobbying for Tendring (proactive and reactive)

## Corporate Director

(Operational Services)

- Enhancing our great tourism offers
- Jaywick Sands
- Cliff stabilisation
- Waste contract
- Leisure facilities review
- Residents feeling this is a great place to live
- Housing Strategy
- Customer services
- Building and managing our own homes
- Sport England
- Carbon Neutrality

# Tendring4Growth: Developing New Businesses, Supporting Existing Businesses & Creating Job Opportunities (A Growing and Inclusive Economy)

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*“We aim to encourage and facilitate economic growth through recognising, and supporting, the ambitions of the diverse range of businesses and sectors across the District. Working with Partners across Tendring, and the wider North Essex area, we will deliver business support and infrastructure to achieve this”.*

**Management Team Lead:** Ewan Green – Corporate Director

*Business and Economic Growth Portfolio Holder*

**Lead Officer:** Tom Gardiner

**Delivery Mechanism:** Projects and other interventions will be developed and delivered in-house, and in partnership with the Council’s key public and private sector partners, to support economic growth across the District. As part of a review of the Council’s business support activities, we have developed a range of business led events which promote growth opportunities, these include development of key sectors, bespoke business advice and business networking events.

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Activity	Current Position	To be Completed
Work in partnership with Braintree, Colchester and Essex Councils, to develop a North Essex Economic Strategy.	The strategy is being developed to maximise the economic benefits of the North Essex A120 corridor, recognising that a collaboration will deliver outcomes at a scale and impact which will support economic growth. The strategy is being drafted and will be subject of a report to Cabinet in November 2019.	Dec 19
Develop and Deliver Tendring Business Week w/c: 30.09.19:- To include Jobs Fair and Blue Ribbon Awards.	Tendring4Growth week is fully planned and commenced on Monday 30 September ( <i>update will be provided in October report</i> ). Events include a focus on the energy sector, skills development and business to business networking opportunities.	Oct 19
Hold 10 Business Engagement Events aimed at supporting growth of Small Medium Enterprises.	A programme of events is being delivered which will raise awareness of new opportunities, support and networking for businesses across the district.	Mar 20
Support 10 businesses through the Small Medium Enterprise Growth Fund programme.	The programme budget has been fully allocated following assessment of applications received - funding agreements are now being finalised for each applicant. A full update will be provided for Members in November 2019.	Nov 19

# Enhancing our Great Tourism Offers

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## (A Growing and Inclusive Economy)

*“To deliver our key events to a high standard, working with partners to showcase the District and encourage tourism and inward investment. These high-profile events should contribute towards the Council’s aspiration to stage a year round tourism programme.”*



**Management Team Lead:** Paul Price – Corporate Director

*Business and Economic Growth Portfolio Holder and Leisure and Tourism Portfolio Holder*

**Lead Officer :** Michael Carran

**Delivery Mechanism:** The Clacton Air Show will be delivered by the Council’s Tourism and Events Team, with support from our partners in the emergency services and private and voluntary sectors. Tendring are the primary organiser of the Tour de Tendring. The Mayflower 400 will involve working with private and voluntary sector partners, together with the other key destinations involved in the Mayflower story.

Activity	Current Position	To be Completed
<p>Mayflower 400: Series of events and projects to build up to the celebrations in 2020, including:-</p> <p>Open Christopher Jones’ house to the public.</p> <p>Develop and install a Mayflower Trail in Harwich.</p> <p>Stage the Illuminate Festival as part of the international launch of Mayflower 400.</p> <p>Develop and open a Mayflower Visitor Centre.</p>	<p>The Tourism and events team are working to deliver the Mayflower projects with partners and contractors. Each project is progressing well and aimed at delivering a high quality outcome. The Illuminate Festival will be part of an international launch for Mayflower 400 and will bring together a projection mapping show on Harwich Quay with live entertainment and twilight flights. Work to develop the Visitor Centre and Christopher Jones house is at the creative stage and the proposals are considered exciting, interactive and use new technologies. The trail will compliment the other attractions and the Council is working with local historians, academics and partners to develop the historic text.</p>	<p>Work to commence: Oct 19</p> <p>Open Nov 19</p> <p>Nov 19</p> <p>Nov 19</p> <p>Feb 20</p>
<p>Car Rally:- Work with Chelmsford Motor Club (CMC) to improve communications and promotion of the event, which is now part of the British Rally Championships. Manage Safety Advisory Group to ensure that the event is run safely and meets the needs of local people.</p>	<p>A communications plan has been worked up with CMC to improve communications for the rally and attempt to provide all the District’s residents with information about the event. The Safety Advisory Group process will commence later on the in year for the 2020 event.</p>	<p>Apr 20</p>
<p>Tour de Tendring:- Organise and stage the Tour de Tendring and associated events to maximise the number of riders and increase exposure/promotion of the district as a tourism destination in the Mayflower commemoration year.</p>	<p>The Council is working with the host organiser (Bike Events) to develop the event for 2020 and brand the event under the Mayflower banner. It is envisaged that there will be other facets to the event in 2020, to capitalise on the brand awareness of Mayflower 400 and increase the number of riders.</p>	<p>Jun 20</p>
<p>Beside the Seaside:- Organise and stage the series of Beside the Seaside events for 2020 to maximise visits and wider promotion of the district.</p>	<p>Early preparation are taking place for the 2020 events and in particular looking at fresh ideas for the event in Clacton. A communications plan is being developed and the dates for Beside the Seaside will be announced shortly.</p>	<p>Aug 20</p>

# Enhancing our Great Tourism Offers Continued...

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## (A Growing and Inclusive Economy)



*“To deliver our key events to a high standard, working with partners to showcase the District and encourage tourism and inward investment. These high-profile events should contribute towards the Council’s aspiration to stage a year round tourism programme.”*

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**Lead Officer:** Michael Carran

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Activity	Current Position	To be Completed
Clacton Airshow:- Deliver the Clacton Airshow to maximise the benefit of the event on the local economy, this is to include financial sustainability, increasing visitor numbers and the wider promotion of the district as a tourist destination.	Business planning for the 2020 event is well underway and the bids for Military Flights have been submitted. The dates for the 2020 event have been announced and a full communications plan will be completed shortly, for implementation early in the New Year.	Aug 20
District Wide Tourism Strategy:- Develop a District wide tourism strategy to guide and direct development, decision making and the management of resources over the next five years.	Prior to the report being considered by Cabinet, the strategy will be presented to an All Member Briefing in October 19. This will form part of the consultation process which will be rolled out, if approved by Cabinet.	Cabinet Oct 19 All Member Briefing Oct 19
Princes Theatre:- Work towards continual service improvements of the Theatre under a regime of self-sufficiency and impact on the local tourism offer.	In September 19 the theatre held: - 1 x Town Twinning Show, 1 x Wedding Open Evening, 1 x Wedding, 3 x Professional Shows, 1 x Relay For life Celebration Party, 1 x Large Wedding and 1 x Theatre Guild Award Ceremony. Various Civic Events including Older peoples Crucial Crew, Young people’s Crucial Crew, Full Council etc.  New extraction unit fitted in the theatre as many customers complained about the heat in the auditorium during the summer months, this should make customers more comfortable in the years to come.  Held dwarf auditions for local youths to take part in this years Pantomime. Pantomime sales are approx. 6.5k up on this time last year.	On-going

# Garden Communities

## (Building Sustainable Communities for the future)



*“Innovative joint work with Colchester Borough Council (CBC), Braintree District Council (BDC) and Essex County Council (ECC) to develop 3 new sustainable communities in North Essex based on Garden Community principles.”*

**Management Team Lead:** Ewan Green – Corporate Director

Leader, Deputy Leader & Corporate Finance and Governance Portfolio Holder

**Lead Officer:** Catherine Bicknell

**Delivery Mechanism:** Selection of locations to be part of the Local Plan process. The Leader (supported by the Chief Executive) sits on North Essex Garden Communities Ltd board (NEGC). The Corporate Director and Head of Planning Services sit on the senior officer Steering Group and Legal, Finance and Planning Officers participating in topic work streams. Close collaboration on Local Plan process re Garden Communities approach. A shared Chapter 1 of the Plan and specific requirements of any proposed Garden Community proposals across North Essex agreed by each Council.

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Activity	Current Position	To be Completed
Deliver the A120 / A133 Link Road and Rapid Transit Scheme.	Housing Infrastructure Fund bid was successful with £99.9m awarded for the A120-A133 Link Road and a Rapid Transit scheme. Consultation on A133-A120 link road is planned for October 2019.	Mar 23
Develop a proposal and seek agreement for a sustainable North Essex Garden Communities Delivery Vehicle.	A range of delivery models are being explored for the delivery of the garden communities. This includes the potential for a locally led Development Corporation to be established. Further work will be progressed by the NEGC partners prior to further consideration by the Council.	Feb 20
Work with partners to develop a 3 year business plan for NEGC Ltd. 2019-2022	An Interim Business Plan for 2019-2020 and Council funding contribution of £350,000 was agreed by Cabinet in September 2019. A Business Plan for 2020-23 is being developed.	Mar 20

# Jaywick Sands

## (Building Sustainable Communities for the future)



*“Deliver at Least 10 houses in Jaywick Sands by April 2020 and develop long term strategic goals.”*

**Management Team Lead:** Paul Price – Corporate Director

*Housing Portfolio Holder*

**Lead Officer:** Tim. R. Clarke

**Delivery Mechanism:** Bring forward at least one development at Jaywick. Work with Essex County Council (ECC) and other potential partners to develop options for residential and other development. Work with Planning to develop urban design layout.

Activity	Current Position	To be Completed
Deliver 10 units by end 2019.	Piling and build up to first floor nearly complete. Modern Methods of Construction units constructed and piling mat to be installed for crane. Potential minor setback with some queries over pumping station requirements.	Dec 19
Development vehicle/mechanism agreed.		Currently on hold
Examine options for next phase of development.	Spatial plan being developed and Integrated steering group have identified potential early build sites.	Dec 19
Identify funding mechanisms.	Decision regarding potential commitment of HRA funding towards 100 new homes to be taken at Cabinet in October 2019 - details of funding arrangements to be brought back on phased basis.	On-going
Develop local lettings (and sales) plan.	Draft completed.	On-going
Place Plan and Infrastructure Assessment completed by end 2019.	On target.	Dec 19
Development of new employment space and training opportunities.	Ongoing work with ECC.	On-going

# Delivering the Local Plan

## (Building Sustainable Communities for the future)

*“Develop a new Local Plan to guide sustainable development and growth across the Tendring District”*

**Management Team Lead:** Ewan Green – Corporate Director

Leader



**Lead Officer:** Catherine Bicknell

**Delivery Mechanism:** The timetable will coincide with that of Colchester Borough Council and Braintree District Council, as far as possible, to support the Council’s duty to co-operate. The Local Plan Committee on 29 Jan 19 agreed a revised timetable, or Local Development Scheme (LDS), for delivery of the Local Plan. Key milestones in the revised LDS include examination of Section 1 in Autumn 2019; examination of Section 2 in Spring 2020 and adoption of the Local Plan in Winter 2020/21.

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Activity	Current Position	To be Completed
Section 1:- Examination Public Outcome (Joint plan with Braintree and Colchester).	Consultation on additional evidence undertaken August/ September 2019. Results to be submitted to Inspector on 4 October 2019 and examination expected to resume December 2019.	Autumn 19
Section 2:- Examination in Public (Tendring sites and policies).	Early preparation for the examination of Section 2 is underway, including reporting of updated evidence and national policy to the Planning Policy and Local Plan Committee.	Spring 20
Assessment of Community Infrastructure Levy (CIL) implications/opportunities.	To be considered formally once policies and development proposals are certain, following adoption of Local Plan.	On-going
Local Plan adopted.	Adoption of Local Plan on target but subject to scheduling of Examination in Public.	Winter 20/21

# Creating Vibrant Town Centres

## (Building Sustainable Communities for the future)



*“We will develop and deliver a range of strategic interventions aimed at supporting a sustainable and vibrant future for town centres across Tendring”*

**Management Team Lead:** Ewan Green – Corporate Director

*Business and Economic Growth Portfolio Holder*

**Lead Officer:** Tom Gardiner

**Delivery Mechanism:** The Council will work with public, private and community sectors to deliver this project. This will be underpinned by opportunities from Government and national agency funding opportunities. The Dovercourt Town Centre Masterplan is in place and will guide delivery of projects, with an initial focus on the Starlings and Milton Road Car Park. The Clacton Action Plan outlines a range of short term projects for delivery and technical / feasibility studies required to progress major, transformational projects.

Prepared by

Activity	Current Position	To be Completed
Dovercourt Town Centre Masterplan:- Seek Cabinet approval.	The masterplan was approved by Cabinet in July 2019.	Complete Jul 19
Dovercourt Town Centre Masterplan:- Completion of Starlings and Milton Road Development scheme.	The project was agreed by Cabinet in September 2019 and has moved into the next stage of development which is the detailed site investigation and design.	Mar 21
Dovercourt Town Centre Masterplan:- Develop outline proposals for Station Plaza and Kingsway Public Realm.	These projects were agreed by Cabinet, as part of the Masterplan and will be developed to outline stage over the next 6 months.	Mar 20
Harwich Historic Town Project:- Develop project proposals to maximise opportunities for both the Harwich conservation area and for external funding (e.g. Heritage Lottery).	A first draft of this project has been completed and will be further developed (in line with funding opportunities) over the next 6 months.	Mar 20
Clacton Town Centre:- Deliver Short Term Actions and submit bid to High Street Futures Fund.	Collaborative work underway with ECC and local businesses to work up proposals for action in Clacton town centre. Outline Future High Street Fund bid is being progressed with stakeholders.	Sept 20

# Residents Feeling this is a Great Place to Live.

## (Building Sustainable Communities for the future)

*“Develop options to enhance resident and visitor experience of the Council’s managed Public Spaces.”*



**Management Team Lead:** Paul Price - Corporate Director      Business and Economic Growth Portfolio Holder/Environment & Public Space Portfolio Holder

**Lead Officer:** Ian Taylor

**Delivery Mechanism:** Take the necessary action (outlined below) to contribute/support Tendring to be a great place to live (over and above Tendring’s Influencing Role).

Activity	Current Position	To be Completed
Street Sweeping:- Ensure streets and pavements are clean and tidy.	Additional resources and equipment have been put in place to address this, the new waste contract arrangements are already showing lower litter levels in urban streets.	On-going
High Quality Public Toilets:- Put in place a planned refurbishment programme for the Councils public conveniences.	Being developed to follow on from our Brightlingsea and Rosemary Road refurbishments.	Mar 20
Retaining and increasing green and blue flags for our public spaces.	On-going works to maintain high standards.	Reassessment  Blue Flags: Feb 20  Green Flags: Summer 20
Develop proposals to increase provision of motor vehicle charging points across the district.	Evaluating options to tie in with climate change working party and technological advances.	Mar 20

# Housing Strategy

## (Building Sustainable Communities for the future)

*“Revised and updated Housing Strategy; work programme to include, evaluation of options for delivery of housing via trading company and associated Homelessness Strategy.”*



**Management Team Lead:** Paul Price – Corporate Director

*Housing Portfolio Holder*

**Lead Officer:** Tim. R. Clarke

**Delivery Mechanism:** Consultation with relevant officers and other key stakeholders to produce Housing Strategy to be agreed by Full Council.

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Activity	Current Position	To be Completed
Develop draft Housing Strategy. *Housing Green Paper, will inform strategy.	Completed.	<b>Complete</b> Jun 19
Seek Cabinet approval (Housing Strategy).	Cabinet approved 19 July 2019.	Cabinet Jul 19
Public Consultation.	Housing Strategy to go out to public consultation after 3 October 2019.	Commence: Oct 19 End: Nov 19
Sheltered Housing review.	Timetable to be drawn up.	Timetable to be agreed once Strategy is finalised.
Develop associated Homelessness Strategy.	Homelessness Prevention and Rough Sleeping Strategy currently being drafted.	Dec 19
Seek Cabinet approval (Homelessness strategy).	As above.	Dec 19

# Manningtree Underpass

## (Building Sustainable Communities for the future)



*“Support proposals for road and rail crossing improvements at Manningtree”.*

**Management Team Lead:** Ewan Green – Corporate Director

*Leader, Deputy Leader & Corporate Finance and Governance Portfolio Holder*

**Lead Officer:** Ewan Green

**Delivery Mechanism:** To lobby the Highway Authority and rail companies to agree a package of parking and highway improvements to alleviate congestion in the area of Manningtree Railway Station. A partnership group has been formed including local MP’s, ECC, Suffolk CC, Babergh & Mid Suffolk Council, TDC, Haven Gateway Partnership, Essex Rail Users.

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Activity	Current Position	To be Completed
Work with partners to support the development of outline proposals for improvements <i>(to include; the economic, social and environmental needs and benefits)</i> and lobby for Government support.	On-going.	TBC

# Cliff Stabilisation (Protecting our Coastline)

## (Delivering High Quality Services)

*“To protect 5km of coastline and 3,019 properties and businesses from coastal erosion for the next 100 years.”*

**Management Team Lead:** Paul Price – Corporate Director

*Leisure and Tourism Portfolio Holder*

**Lead Officer:** Damian Williams & James Ennos



**Delivery Mechanism:** Appoint consultant, via Environment Agency’s Government led framework, to undertake ground stabilisation works to a section of coastal fringe along Holland on Sea (stabilise ground re-profiling and installing drainage), also protecting coast road and residential properties.

Activity	Current Position	To be Completed
Completion of ground stabilisation works.	Ground works completed in July 2019.	Complete Jul 19
Complete works to ‘re-instate’ site for use by the public and residents.	All areas reinstated and open to the public ahead of schedule in August 2019.	Complete Aug 19
Settle final accounts and reporting of financial position.	Final accounts for project areas 1&2 ongoing, due for completion in December 2019.	Dec 19

# Waste Contract

## (Delivering High Quality Services)

*“Manage wheeled bins rollout and variation of contract service from Summer 2019.”*

**Management Team Lead:** Paul Price – Corporate Director

*Environment & Public Space Portfolio Holder*

**Lead Officer:** Damian Williams & Jonathan Hamlet



**Delivery Mechanism:** Work with contractor to deliver contract variation and service improvements.

P 809 84 Activity	Current Position	To be Completed
Extend and vary existing contract to commence from Summer 2019.	Completed.	Complete Summer 19
Procurement of wheeled bins for roll out (dependent upon agreement of extension of contract).	Completed within timescales set.	Complete Jul 19
Delivery of 58,000 bins to households over a 10 week period.	Initial 10 week roll out completed 16 August 2019, with further missed bins delivered during first week of September 2019.	Complete 16 Aug 19
Review performance targets post implementation of new service.	June 2019 recycling data 33.32%, July 2019 recycling data 36.05%. Current target of 30% September 2019 data will be the first full month of new waste service.	Feb 20

# Leisure Facilities Review

## (Delivering High Quality Services)

*“Develop a new commercial structure for Leisure Services.”*

**Management Team Lead:** Paul Price – Corporate Director

*Leisure & Tourism Portfolio Holder*

**Lead Officer:** Michael Carran



**Delivery Mechanism:** Undertake a review of the Council’s Leisure Facilities in the district and explore asset improvement programme for each site.

Activity	Current Position	To be Completed
Develop a 10 year Sports Facilities Strategy to explore options to achieve financial self-sufficiency.	An overview of the 10 year strategy will be presented to the Resources and Services Committee in October 2019 and the final report will be considered by Cabinet in November 2019 as timetabled. The strategy will set out proposals for how the service will be managed and delivered and cover financial sustainability.	Resources and Services Committee Oct 19  Cabinet Nov 19
Develop a business plan for asset improvements to Clacton Leisure Centre:- Once approved, the work will be tendered, procured and delivered by Spring 2020.	The Business Plan for refurbishment will be considered by Cabinet in October 2019 and the procurement process will commence shortly after.	Mar 20

# Creating a Quality Environment for our Staff

## (Delivering High Quality Services)

*“Deliver the agreed elements of the Transformation Programme relating to office accommodation, digital transformation, customer service and people effectively, on time, on quality and on budget.”*



**Management Team Lead:** Martyn Knappett – Deputy Chief Executive     Deputy Leader & Corporate Finance and Governance Portfolio Holder

### Office Accommodation—Lead Officer: Andrew White

Activity	Current Position	To be Completed
Westleigh House:- Site in use as car park.	Revised quotations for a simplified package of works are being sought.	Nov 19
James House/Pier Ave:- Extension and works complete.	Extension work is complete. Associated roofing work has been further delayed by weather.	Oct 19
Town Hall:- Works to Committee Room complete.	The area has been completely stripped out and work to relocate and reinstate services is nearing completion. Next stages will be plaster repairs, decoration, flooring and fittings.	Feb 20
Weeley:- Agree terms for disposal of site.	Revised terms are currently under discussion.	Jan 20

### Customer Services—Lead Officer: Mark Westall     Deputy Leader & Independent Living Portfolio Holder

Activity	Current Position	To be Completed
Complete digitalisation of customer interface to ensure 24/7 access of customer services:- To include system testing and staff training, ready to roll out to initial services.	Some services are already live for residents to use - green waste, waste calendar, report it (street name signs). The missed bins service is completely ready to roll-out, just awaiting the go-ahead from Veolia. The stray dogs process is completed and will be rolled-out once dog wardens have tablets. Work strain 3 will begin in mid-January 2020 to create the remaining processes that have been agreed (Council Tax, Housing Repairs).	Jan 20
Back scanning and secure disposal of existing documentation.	Paper scanning is completed. The remaining paper files will be managed within local teams. Attention has turned to scanning the microfiche. This is underway.	Jul 20

# Creating a Quality Environment for our Staff

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## (Delivering High Quality Services)

*“Deliver the agreed elements of the Transformation Programme relating to office accommodation, digital transformation, customer service and people effectively, on time, on quality and on budget.”*



**Management Team Lead:** Martyn Knappett – Deputy Chief Executive

Deputy Leader & Corporate Finance & Governance Resources Portfolio

**People - Lead Officer:** Anastasia Simpson

Activity	Current Position	To be Completed
'Transformation' Manager training programme to be delivered across the organisation. 'Transformation' Staff training programme to be delivered across organisation.	Requests for specific training being delivered.  Over 250 staff have undertaken the Independence Training. No outstanding queries from UNISON regarding staffing matters. Managers/HR working with Officers on an individual basis if additional support/guidance required.	On-going
IIP Gold:- Maintaining and improving our performance in accordance with IIP Standards.	Council re-assessed as an IIP Gold organisation in January 2019, next mid- term assessment July 2020.	On-going
Equality Impact Assessments (EQIA):- Prepared across services. * Revised policy agreed. * Training delivered. • Equality Impact Assessments prepared and kept under regular review across services.	New Policy and EQIA form issued across the organisation. Webinars have taken place to upskill Officers about Inclusion and Diversity. Action Plan currently being produced by new Executive Projects Officer.	On-going

# Creating a Quality Environment for our Staff

## (Delivering High Quality Services)

*“Deliver the agreed elements of the Transformation Programme relating to office accommodation, digital transformation, customer service and people effectively, on time, on quality and on budget.”*



**Management Team Lead:** Martyn Knappett – Deputy Chief Executive

Deputy Leader & Corporate Finance & Governance Resources Portfolio

**Digital—Lead Officer:** John Higgins

Activity	Current Position	To be Completed
Events App:- Including on-going development.	The Events App was launched in August 2019 and is now live. The content and administration is now being managed by the Events team.	Complete Go Live Aug 19
Town Hall & Pier/ Barnes network:- low level design (cabled & Wi-Fi) completed and implementation commenced.	Cabling works are continuing. Pier/Barnes is close to completion and phase 1 of the Town Hall is well underway.	On-going
Compliance* achieved against Public Services Network (PSN):- Annual audit/renewal.  <i>*Includes on-going Cyber Awareness Training and security initiatives for staff.</i>	The PSN IT Health Check has been performed and the resulting report received and reviewed. As required by the PSN, work is underway to remediate and/or mitigate any vulnerabilities identified with a risk classification of High or Medium. Review meetings are conducted monitor progress and to ensure all required actions are either completed or scheduled, taking account of other ongoing work. A position statement will be included as part of the annual submission of the code of connection renewal this month.	PSN Submission: Oct 19
Completion of integration to Customer Services Portal:- Website, IDOX, Northgate and E Payment systems.	My Tendring is live on our website. Any updates to My Tendring processes are taken into account and changes to the website are performed at the point of process implementation. IDOX – There is currently no IDOX integration to My Tendring. Northgate – We are in the process of migrating the Northgate systems to the Northgate managed service cloud platform. Subject to successful testing, these works are scheduled to be complete by the end of December 2019. E-Payments – We have achieved a successful implementation of e-payments into the My Tendring portal and additional services requiring payment options are being added as each service is implemented.	Feb 20
Cloud migration programme:- Project planning complete & 40% of services migrated by April 2020.	Exchange email is now complete for the majority of users. The migration of the small number of remaining mailboxes and public folders is in progress and on schedule for completion. Firewall replacement is in progress and approximately 80% complete. Work to migrate the cash receipting services has commenced. The migration of the Web Gateway to the cloud has been completed successfully. All remaining works are on schedule.	Apr 20

# Building & Managing our Own Homes

## (Delivering High Quality Services)



*“Develop new Council house building programme; increase the stock of new affordable/Council homes.”*

**Management Team Lead:** Paul Price – Corporate Director

*Housing Portfolio Holder*

**Lead Officer:** Tim R Clarke

**Development Mechanism:** The project will seek to establish a delivery mechanism, financial and practical, to build 200 new Council homes to add to the existing Council housing stock. 100 new homes to be built in Jaywick sands and 100 to be built on other Housing Revenue Account (HRA) sites in areas of housing need elsewhere across Tendring.

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Activity	Current Position	To be Completed
Develop a new build approach; commence with report to Cabinet outlining proposals.	Report will be discussed at Cabinet October 2019 in respect of a commitment to build 100 homes in Jaywick Sands and 100 homes elsewhere in the District.	Oct 19

# Carbon Neutrality

## (Delivering High Quality Services)



*“To respond to the Council decision to declare a Climate Emergency and to be Carbon Neutral by 2030.”*

**Management Team Lead:** Martyn Knappett – Deputy Chief Executive

**Leader**

**Lead Officer:** Tim R Clarke

**Development Mechanism:** Commission research to establish the Council’s Carbon footprint and, working with UK Government and local MP’s, develop associated action plan to meet the aspiration of achieving carbon neutrality by 2030, and encourage others to do the same.

Activity	Current Position	To be Completed
Call on the UK Government and local MPs to provide powers, resources and help with funding to achieve Carbon Neutrality.	To be discussed with the Climate Change working party meeting on 10 October 2019.	Oct 19
Commission research to establish the Council’s Carbon footprint.	A tender for consultancy support is currently live with a closing date of 25 October 2019.	Oct 19
Prepare an Action Plan for agreement by the Council, consisting of two elements · Actions for the Council to take to achieve Carbon Neutrality by 2030. · Community Leadership actions to encourage partners to do the same.	As above – part of the consultancy support.	Mar 20
Allocate funding to achieve the activities identified in the Action Plan.	As above.	On-going
Establish a cross Group Working Party to progress the above.	Group established and held inaugural meeting in September 2019.	Sept 19

# Maximising our Assets (Strong Finances and Governance)

*“Explore options to expand and increase the financial performance and energy efficiency of the Councils Assets .”*

**Management Team Lead:** *Martyn Knappett – Deputy Chief Executive  
ernance Resources Portfolio*

*Deputy Leader & Corporate Finance & Gov-*



**Lead Officer:** *Andrew White*

**Delivery Mechanism:** The team will be seeking to take forward the management acquisition of property with a more strategic, commercial focus in order to address community needs and the Council wide financial position.

Page 39

Activity	Current Position	To be Completed
Submit a review of the Community Asset Rent Offsetting (CAROS) scheme for Cabinet consideration.	Cabinet report in preparation.	Nov 19
Prepare planning applications and disposal material in relation to a tranche of three minor disposal sites.	Background material is being prepared at present with the aim of supporting planning applications towards the end of the calendar year.	Mar 20
Gain approval for works at Martello E and present options for future use of site to Cabinet.	Initial meetings and investigation with Historic England have been successful. Consent for removal of dangerous render has been granted and a specification for urgent works is being prepared by a specialist surveyor. A cabinet report outlining options for future uses and seeking approval and funding for urgent works is in preparation.	Dec 19
Explore options and develop proposals to expand service at Weeley Crematorium.	Scoping of this work to take place in November 2019.	Mar 20

# Clear Political Leadership and Effective Governance (Strong Finances and Governance)



*“Ensure governance arrangements are robust enough to satisfy both Internal and External Audit and Audit opinion is positive.”*

**Management Team Lead:** *Martyn Knappett – Deputy Chief Executive*      *Deputy Leader & Corporate Finance & Governance Resources Portfolio*

**Delivery Mechanism:** Review and strengthen arrangements for promoting good standards and governance across the Council.

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Activity	Current Position	To be Completed
Develop proposals for new Corporate Plan, including Consultation with Partners and adoption by Full Council.	Consultation currently open and a number of consultees submitting replies. The replies to date are positive and constructive.	Cabinet: Sept 19 Start Consultation: Sept 19 End Consultation: Oct 19 Scrutiny: Oct 19 Cabinet (following consultation) Nov 19 Final proposals to Full Council: Jan 20
Annual Governance Statement:- Complete together with the Statement of Accounts, as required, demonstrating delivery against agreed Action Plan.  (Note: performance is reported to and monitored by Audit Committee throughout the year)	An update against the Annual Governance Statement for 2018/19 was included and detailed in the Update Report to Audit Committee at its meeting in September 2019. To date there are no significant issues arising from the actions, with work remaining in progress, performance against which is reported quarterly.	May 20
Census 2021:- Work with partners to support delivery of associated work programme.	Both TDC Census Liaison Manager and Assistant Census Liaison Manager nominated. Progress on 2021 Census plans will be reported as work programme develops.	On-going

# TARGETS

## REFUSE & RECYCLING SUMMARY

Key:

Above target	
On target	
Below target	
No Data	

	19/20 Q1	19/20 Q2
Recycling Rate (Target 29%)	33%	No Data
Flytipping (Target 90%)	87.5%	94.6%
Missed Bins (Target 95%)	No Data	No Data

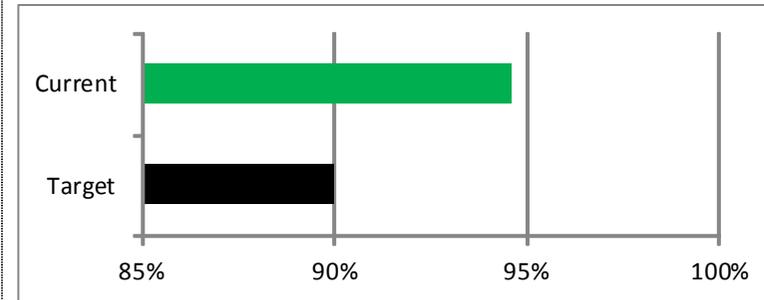
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## Fly Tipping

### (Delivering High Quality Services)

To ensure that 90% of all reported incidents of fly tipping are removed within 72 hours of notification.

#### Monthly Performance Data



**Data does not include asbestos fly tipping which is outsourced to a specialist contractor (PHS) and is not subject to 72 hours clearance.**

Fly tipping data excludes vehicles, caravans or asbestos; all of which have to be removed by specialist contractors.

*ECC have agreed to cover the additional costs incurred by WCAs in clearing fly-tips, which can be directly attributed to the recent operational changes at the sites'. In providing this support there is an expectation that if increases are noted the WCA will work with ECC to make the necessary investigations and take action against the perpetrators.*

Month	A	M	J	J	A	S	O	N	D	J	F	M
No. of incidents	81	89	80	72	85	113						
No. r' mvd <72hrs	80	83	70	65	79	107						
Performance (%)	98.7%	93.2%	87.5%	90.2%	92.6%	94.6%						

1 reported incident of fly tipped boat removed by specialist contractor (NMR) and 3 incidents of fly tipping containing asbestos removed by specialist contractor (Biffa). Data reflects 72 hours once investigated and then passed on to Veolia for clearance.

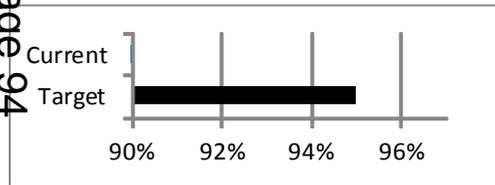
# Missed Bin Collection

## (Delivering High Quality Services)

To ensure that 95% of missed bins are collected within 24 hours of being notified.

With approximately 70,000 homes in Tendring, and each property having two bins collected per week, there is over half a million bins collected per month in Tendring.

### Monthly Performance Data



Month	A	M	J	J	A	S	O	N	D	J	F	M
Target	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
Performance	98.1%	95.5%	No Data									

Total reported "missed" collections for June : 507, July 2531 August 3798. Due to resources these reports are not logged on Uniform and unable to record the number recollected within the 24 hours.

With the introduction of the new waste service the reports of missed collections have increased substantially, not all of these would be missed with collection times and days changed with crews also working later, residents reporting missed when crews still working.

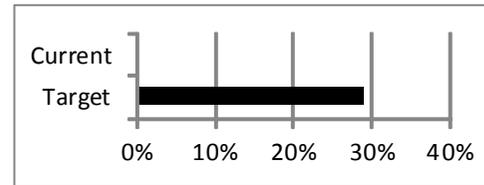
# Recycling Rate

## (Delivering High Quality Services)

Ensure that waste and recycling is disposed of in the most environmental and economically advantageous manner with 29% of household waste sent for reuse, recycling or composting.

**Subject to 2 month delay.**

### Monthly Performance Data



Month	A	M	J	J	A	S	O	N	D	J	F	M
Target (%)	29.0%	29.0%	29.0%	29.0%	29.0%	29.0%	29.0%	29.0%	29.0%	29.0%	29.0%	29.0%
Performance	28%	30%	33%	36%	No Data							

Target figures are provisional, subject to Waste Contract Review.

Recycling data for August awaiting to be verified by ECC. Data for July reflecting increased recycling associated with new service.

# Proactive Planning Approach

## (Building Sustainable Communities for the future)

Ewan Green – Corporate Director

Leader



<b>Handling of Planning Applications : Speed</b>			
To ensure that the following types of planning application are processed during the assessment period as follows:			
<b>2021 Assessment Period (01.10.18 - 30.09.20)</b>			
<b>Major 60% within 13 weeks</b>		<b>Non-Major 70% within 8 weeks</b>	
<b>Major</b>	<b>68.18%</b>	<b>Non-Major</b>	<b>85.69%</b>

<b>Handling of Planning Applications : Quality</b>			
<b>Decisions Overturned On Appeal.</b>			
<b>2021 Assessment Period (01.04.18 - 31.03.20)</b>			
<b>Major &lt;10%</b>		<b>Non-Major &lt;10%</b>	
<b>Major</b>	<b>0.77%</b>	<b>Non-Major</b>	<b>0.68%</b>

### 5 YEAR HOUSING SUPPLY

Following changes to the National Planning Policy Framework in Feb 19, the Council is required to use the government’s ‘standard method’ for calculating housing need until its locally-derived housing figures are adopted through the new Local Plan. Under the standard method, the Council can demonstrate a 4 year supply of deliverable housing land.

The alternative method that takes account of attributable population change in Tendring and was examined and accepted at the Examination in Public into the Local Plan, the Council can demonstrate in excess of 5 years of housing land supply.

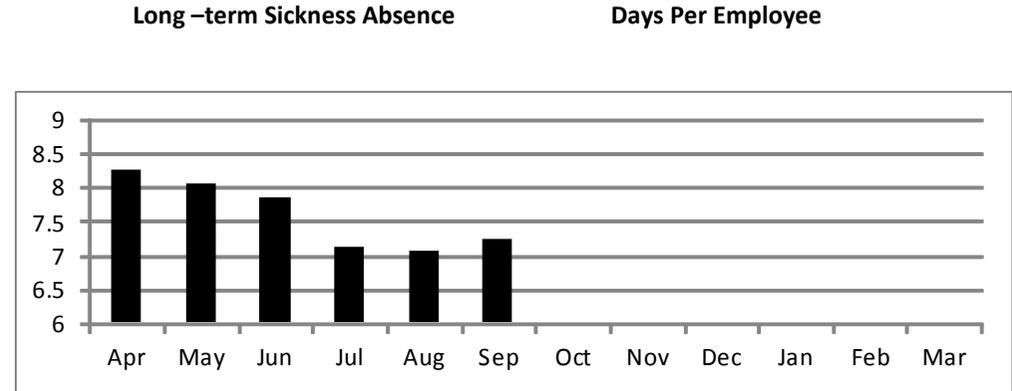
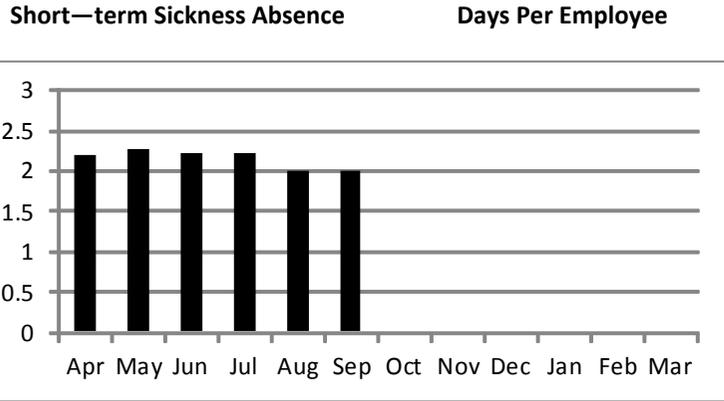
Note : This figure is updated monthly but some information that contributes to the calculation is only available periodically and so the figure may not be wholly accurate.

**Exception:** *The Council cannot currently demonstrate a 5 year supply of housing land using the government’s standard method, but continues to argue that the exceptional circumstances in Tendring should be given weight in decision making.*

# Sickness (Delivering High Quality Services)

To measure the sickness absence rate of the Council. *Objective: To measure the rate of sickness absence at TDC.*

Mth	S/T	L/T
Apr	2.18	8.27
May	2.26	8.07
Jun	2.20	7.86
Jul	2.20	7.13
Aug	1.99	7.06
Sep	1.99	7.23
Oct		
Nov		
Dec		
Jan		
Feb		
Mar		



**Notes:** Data displayed as both Short-Term (under 28 days) & Long Term (28 days & over).

**Notes:** - Staff sickness absence is monitored by the HR Committee, who undertake a detailed analysis of all reported figures.

## Authorised Covert Surveillance (Council and Community)

Record of number of approved surveillances under the Regulation of Investigatory Powers Act 2000 (RIPA). **It is important to note that this does NOT apply to all enforcement activity and therefore, it is likely that nil or low returns will be recorded.** Council officers are in the course of investigating frauds and certain regulatory criminal offences within the district may be required to undertake covert monitoring operations to gather evidence to present to a court. In doing so, those officers must comply with the relevant legislation i.e., the Regulation of Investigatory Powers Act 2000 (RIPA) and the associated regulations and codes of practice. RIPA provides a strict authorisation mechanism for public authorities to undertake covert surveillance in compliance with the Human Rights Act 1998. Lawful interference with Article 8 (right to respect for private and family life) rights is only permissible, if it is necessary and proportionate to do so, therefore can only be undertaken in accordance with the Council’s Policy and Procedures, approved by an Authorising Officer and the Magistrates’ Court. The Council is required to report the number of authorisations granted on an annually basis to the Office of Surveillance Commissioners.

Type of Surveillance	Number of Approved Authorisations											
	Monthly											
	A	M	J	J	A	S	O	N	D	J	F	M
Directed Surveillance	0	0	0	0	0	0						
Covert Human Intelligence Source	0	0	0	0	0	0						

# Complaints (Delivering High Quality Services)

To measure the number of complaints received and handling of them within the prescribed time limits.

**Objective:** To measure the standard of performance in responding to complaints against the TDC standards.



**Target:** 100% within the specified timeframes for each stage of complaint.

**Stage 1  
Complaints  
Performance**

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
No.	12	4	9	12	45	46						
% Time	100%	100%	100%	83%	82%	50%						

**Stage 2  
Complaints  
Performance**

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
No.	2	3	1	2	1	2						
% Time	100%	100%	100%	100%	100%	100%						

**Exception:** The high level of complaints received during Quarter Two can mainly be attributed to the introduction of the new waste service, whilst the service was 'bedding in'. However, current figures show a decline in the number of complaints received.

# Complaints (Delivering High Quality Services)

To measure the number of complaints received and handling of them within the prescribed time limits.

**Objective:** To measure the standard of performance in responding to complaints against the TDC standards.

**Target:** 100% within the specified timeframes for each stage of complaint.

Q2 July 19 - September 19	Stage 1	Stage 2	Ombudsman
Governance & Legal		1	
Finance, Revenues & Benefits	1		
Property			
People, Performance & Projects			
IT and Corporate Resilience			
Public Realm	3		
Customer and Commercial			
Sport & Leisure	2		
Housing & Environmental	11	2	
Building and Engineering	78		
Planning & Regeneration	8	2	
Leadership Support			
<b>Total</b>	<b>103</b>	<b>5</b>	<b>0</b>

# PERFORMANCE REPORT (COMMUNITY LEADERSHIP)

Quarter 2 (July - September 2019)

Page 99



# Introduction

The following pages include the Council's emerging Corporate Plan 2020 - 2024 and Tendring District Council's Priorities and Projects 2019/20 where the Council have an influencing role. There is a clear link between the aspirations, detailed in the Plan, and Priorities and Projects noted. Projects sit under the following headings:-

	<b>Community Leadership Through Partnerships</b>
	<b><u>Health</u></b> Page 4
Page 100	<b><u>Education</u></b> Page 5 & 6
	<b><u>Law and Order</u></b> Page 7, 8 & 9
	<b><u>Influencing &amp; Lobbying for Tendring</u></b> <b><u>(Proactive &amp; Reactive)</u></b> Page 10
	<b><u>Improving Digital Connectivity</u></b> Page 11
	<b><u>Sport England</u></b> Page 12

## Our Vision

To put community leadership at the heart of everything we do through delivery of high quality, affordable services and working positively with others.

### Delivering High Quality Services

- Modern, high quality buildings and facilities for customers and staff
- 24 hour a day digital services – My Tendring
- Minimise waste; Maximise recycling
- Proactive Planning Service
- Public spaces to be proud of
- Effective regulation and enforcement
- Carbon Neutral by 2030

# Tendring District Council Corporate Plan 2020-2024



INVESTORS  
IN PEOPLE | Gold

### Community Leadership Through Partnerships

- Health and wellbeing - for effective services and improved public health
- Education - for improved outcomes
- Law and Order - for a safer community
- Sport England and Active Essex- for physical activity and wellbeing
- Joined up public services for the benefit of our residents and businesses
- Influence and lobby - for Tendring's future

## Community Leadership Tendring4Growth

### Building Sustainable Communities for the Future

- North Essex Garden Communities
- Jaywick Sands - more and better housing; supporting the community
- Vibrant Town Centres
- Building and managing our own homes
- Effective planning policies

### Strong Finances and Governance

- Balanced annual budget
- 10 year financial plan
- Effective and positive Governance
- Strong and focused leadership
- Use assets to support priorities

### A Growing and Inclusive Economy

- Develop and attract new businesses
- Support existing businesses
- More and better jobs
- Promote Tendring's tourism, cultural and heritage offers
- Maximise our coastal and seafront opportunities

## Our Values

- ◆ Councillors and staff uphold **personal integrity, honesty** and **respect** for others
- ◆ **Innovative, flexible, professional** staff **committed** to delivering excellence
- ◆ Recognising the diversity and **equality** of individuals
- ◆ Working **Collaboratively**

# PRIORITIES AND PROJECTS 2019/2020

## Chief Executive

Strategic Community Leadership

- Health
- Education
- Law and Order

## Deputy Chief Executive

(Corporate Services)

- Budget
- Maximising our assets
- 10 year financial plan
- Clear political leadership and effective governance
- Creating a quality environment for staff
  - ◆ People
  - ◆ Office accommodation
  - ◆ Digital
  - ◆ Customer Services

## Corporate Director

(Planning and Regeneration)

- Tendring4Growth
- Developing new businesses
- Supporting existing businesses
- Creating job opportunities
- Delivering the local plan
- Creating vibrant town centres
- Proactive planning approach
- Garden Communities
- Manningtree underpass
- Improving digital connectivity
- Exploring the opportunities of Brexit
- Influencing and lobbying for Tendring (proactive and reactive)

## Corporate Director

(Operational Services)

- Enhancing our great tourism offers
- Jaywick Sands
- Cliff stabilisation
- Waste contract
- Leisure facilities review
- Residents feeling this is a great place to live
- Housing Strategy
- Customer services
- Building and managing our own homes
- Sport England
- Carbon Neutrality

# Health (Community Leadership Through Partnerships)

*“Seek to influence and assist partners in the delivery of improved health and wellbeing outcomes for residents and visitors to the area.”*

**Management Team Lead:** Paul Price — Corporate Director

*Leader & Partnerships Portfolio Holder*

**Lead Officer/s:** Anastasia Simpson & John Fox

**Delivery Mechanism:** Working with partners to identify shared opportunities to help drive improvements.

Activity	Current Position	To be completed
Work with and influence the Strategic Transformation Partnership (STP) as it moves to becoming a fully Integrated Care System.	Represented at the Co Production workshop which seeks to ensure the voice of the community is effectively heard in service planning and delivery which is also being used to help formulate the draft Five Year Plan.	On-going
Effectively engage with the North East Essex Alliance to deliver Memorandum of Understanding (MOU).	The MOU has now been signed.	On-going
To maximise opportunities for funding for health related projects through the Alliance Transformation Fund.	There is agreement in principle to fund a significant extension of the Wellbeing Hub at Great Bentley Primary School to cover wider schools across Tendring and also Colchester. This is subject to determining specific outcomes and equality impact assessments which are now being considered.	On-going
Effectively engage with the Clinical Commissioning Group (CCG).	Close working undertaken with the Clinical Commissioning Group and wider Health Alliance and providing representation at the Joint Strategic Commissioning Committee and the Prevention and also Community Model of Care work streams and acting as a joint lead for the Live Well work stream.	On-going
Essex and Tendring Health and Wellbeing Boards.	The next Local Tendring Health and Wellbeing Board is due on 8 October and will include a County Board up date.	On-going
Healthy New Towns.	Site map for North Essex Garden Communities has been agreed. The first of two learning and implementation events was held in September 2019 and the second takes place later in October 2019. Their purpose is to develop a shared health vision and start to consider how to achieve the vision through the garden community development.	On-going

# Education

## (Community Leadership Through Partnerships)

[Back to Top](#)

*“Seek to influence and assist partners in the delivery of the agreed plan to improve educational attainment and aspiration in Tendring.”*

**Management Team Lead:** Ian Davidson – Chief Executive

Leader & Partnerships Portfolio Holder

**Lead Officer/s:** Anastasia Simpson & Rebecca Morton

**Delivery Mechanism:** As a community leader, there are a number of education work streams that underpin this which are to be delivered in 2019/20 via the Tendring Education Improvement Group.

Activity	Current Position	To be Completed
<p>Start Well:- Continue to support schools in improving and maintaining attainment levels, promoting school readiness, and a positive experience and opportunities through school to allow each child to achieve their full potential.</p>	<p>Early discussions took place with ECC to create a new Tendring Education Strategic Improvement Board to:-</p> <ul style="list-style-type: none"> <li>• Champion educational improvement and raising aspirations for all pupils across the Tendring District.</li> <li>• Capture and disseminate best practice across the area groups within Tendring and work collaboratively with schools to possibly include improving educational attainment, and teacher recruitment and retention (priorities to be agreed).</li> </ul>	<p>On-going</p>
<p>Stay Safe:- Children and young people feeling safe in their community. Links to Community Safety initiatives.</p>	<p>See Law &amp; Order.</p>	<p>On-going</p>
<p>Mental Health &amp; Emotional Wellbeing:- Bid submission for roll out of Wellbeing Hub model in Tendring/Colchester primary schools to Alliance Investment Fund.</p> <p>Enjoying Good Mental Health and Wellbeing: - Wellbeing Football, regular weekly sessions in place and running.</p> <p>Marathon Kids, programme launched in 7 primary schools in Tendring, work ongoing to grow programme in 2019/20.</p>	<p>Outcome of bid to Alliance Investment Fund still pending.</p> <p>Wellbeing Football - TDC Officer to support further promotion of the group.</p> <p>Marathon Kids - Re-registered schools to MK so far are:</p> <ul style="list-style-type: none"> <li>• St Osyth Church of England Primary School</li> <li>• Bradfield Primary School</li> <li>• Brightlingsea</li> <li>• Hamford Primary Academy</li> <li>• Harwich Community Primary School and Nursery</li> <li>• Highfields Primary School</li> </ul> <p>New schools registered to MK:</p> <ul style="list-style-type: none"> <li>• St George's CE Primary School, Brook Street, Great Bromley</li> </ul> <p>A further 6 grants available this financial year 2019/2020.</p>	<p>Outcome pending</p> <p>On-going</p>

# Education

## (Community Leadership Through Partnerships)

[Back to Top](#)

*“Seek to influence and assist partners in the delivery of the agreed plan to improve educational attainment and aspiration in Tendring.”*

**Management Team Lead:** Ian Davidson – Chief Executive

*Leader & Partnerships Portfolio Holder*

**Lead Officer/s:** Anastasia Simpson & Rebecca Morton

**Delivery Mechanism:** As a community leader, there are a number of education work streams that underpin this which are to be delivered in 2019/20 via the Tendring Education Improvement Group.

Activity	Current Position	To be Completed
Positive Futures:- Working together with partners to enable families to lift themselves out of poverty, enhance aspirations and provide opportunities for life long wellbeing.	See Start Well.	On-going
School Places:- Work with Essex County Council (ECC) to support School Places 10 year plan and ensure sufficient school places for Tendring's young people.	Potential Members Briefing with Education theme, to provide update on school places and IntoUniversity - date to be agreed.	On-going
Positive Futures:- Support IntoUniversity and Teach First to enhance their reach in the Tendring district.	See Start Well.	On-going
Memorandum of Understanding (MOU) with Colchester Institute.	Agreed. Event for official sign off to be agreed.	Event for official sign off to be agreed



# Law and Order (Community Leadership Through Partnerships)

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*“Remain a low crime area and reduce the fear of crime. Address hidden harms.”*

**Management Team Lead:** Ian Davidson – Chief Executive

*Leader & Partnerships Portfolio Holder*

**Lead Officer/s:** Anastasia Simpson & Leanne Thornton

**Delivery Mechanism:** The Community Safety work plan 2019/20 as defined by the Responsible Authorities Group (RAG) (Community Safety Partnership (CSP)) through the Annual Strategic Assessment process and working together, in partnership via the Community Safety Hub.

Activity	Current Position	To be Completed
<p>To reduce harm to and safeguard vulnerable victims (including Children) from:-                      Domestic Abuse, with a specific emphasis on tackling the root causes of Domestic Abuse.                      Sexual Offences.                      Serious Organised Crime.</p>	<ul style="list-style-type: none"> <li>• Met with UNITY enterprises to discuss new project that aims to move young people involved in county lines, into vocational opportunities.</li> <li>• Supported ECFRS with the facilitating of their Safe Well Secure days in Harwich (including Orwell Terrace).</li> <li>• Spot it Stop it campaign in Braintree - went to see the project in action with a view to rolling it out in Clacton Town Centre initially (Child Exploitation Project in conjunction with businesses).</li> <li>• Facilitated a partnership event on the town square in support of Essex Police Op Aidant.</li> <li>• Met with Open Road to discuss new project- gave relevant support around street drinking in Clacton and surrounding area, including investigation in viability of wet zones etc.</li> <li>• Organised training for TDC staff on Modern Day Slavery and Human Trafficking.</li> <li>• Delivery of Young Persons Crucial Crew over 300 year 6 pupils have attended so far with more sessions taking place in October and November. Subjects covered are: Gangs Awareness, Healthy Relationships and Knife Crime.</li> <li>• Delivery of Older Persons Crucial Crew, over 100 people attended. 7 organisations gave 15 minute table talks on a variety of community safety subjects, there were 18 exhibition stands.</li> <li>• Attended Ganesh Chaturthi Festival as a Hate Crime Ambassador for TDC.</li> <li>• Attended Stakeholder event to formulate Domestic Abuse Strategy 2020.</li> </ul>	<p>Ongoing</p>

# Law and Order (Community Leadership Through Partnerships)

[Back to Top](#)

*“Remain a low crime area and reduce the fear of crime. Address hidden harms.”*

**Management Team Lead:** Ian Davidson – Chief Executive

*Leader & Partnerships Portfolio Holder*

**Lead Officer/s:** Anastasia Simpson & Leanne Thornton

**Delivery Mechanism:** The Community Safety work plan 2019/20 as defined by the Responsible Authorities Group (RAG) (Community Safety Partnership (CSP)) through the Annual Strategic Assessment process and working together, in partnership via the Community Safety Hub.

Activity	Current Position	To be Completed
<p>Reducing Violence and Knife Crime:- Work with partner agencies to raise awareness of Knife Crime across the district, with a specific emphasis on County Lines and Drug / Alcohol related violence.</p>	<p>ASB Patrol Officer -</p> <p>19 Knife Sweeps in Clacton Town Centre and the peripheral areas.</p> <p>1 - Firearm reported - on inspection BB gun found.</p> <p>Attended a Operation Shield planning meeting - Discussion to formulate a project aimed at supporting vulnerable people in pursuing a prosecution when they are a victim / perpetrator of knife crime. Essex Police / TDC / UTurn/ Victim Support - further meetings to be arranged.</p>	<p>Complete</p> <p>On-going</p>

# Influencing & Lobbying for Tendring (Proactive & Reactive) (Community Leadership Through Partnerships)

*“To work with Partners and Stakeholders to champion Tendring at national and regional level in order to ensure that opportunities are maximised and challenges addressed”.*

**Management Team Lead:** Ian Davidson – Chief Executive

*Leader & All Portfolio Holders*

**Lead Officer:** Ewan Green

**Delivery Mechanism:** Work with partners to develop an outline proposal for improvements (to include; the economic, social and environmental needs and benefits) and lobby for Government support.

Activity	Current Position	To be Completed
Road, Rail and Digital Infrastructure: Lobbying for investment to improve and upgrade:- <b>Road</b> A120 to Harwich. Manningtree Station Underpass and Road Access. Jaywick Sands A133 Link Road. <b>Rail</b> Improved rail connectivity to London. <b>Digital</b> Deployment of 5G connectivity for Tendring.	Discussions have taken place with Essex County Council, key stakeholders and Government with a view to developing an outline proposal / key lobbying messages in relation to the required upgrade of the A120 into Harwich. An infrastructure assessment has been undertaken for West Clacton / Jaywick Sands and this includes a review of roads access and capacity.	On-going
Exploring the Opportunities of Brexit.	The present focus is predominantly on managing EU Exit but emerging proposals to support new opportunities have been outlined (e.g. business support programmes to encourage exporting).	On-going
Carbon Neutrality:- Prepare an Action Plan for agreement by the Council, which includes Community Leadership actions to encourage partners to achieve Carbon Neutrality by 2030 (see also Resources & Services Report).	Action plan will be part of consultancy, tender for consultancy support will close at the end of October 2019.	On-going

# Improving Digital Connectivity (Community Leadership Through Partnerships)

*“To work with all parties to boost digital connectivity across the Tendring district for the benefit of residents and business. This work includes a multi-million pound contract with BT Group as part of the Superfast Essex programme.”*

**Management Team Lead:** Ewan Green – Corporate Director

*Deputy Leader & Corporate Finance & Governance Portfolio Holder*

**Lead Officer:** Tom Gardiner

**Delivery Mechanism:** The £9million contract signed by Essex County Council and BT Group will ensure superfast speeds of 30Mbps and above are made available to an extra 5,400 homes and businesses in the District by March 2020. TDC have contributed £250K towards the cost of the contract. The work will take place in parallel to existing fibre broadband rollout plans by Superfast Essex.

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Activity	Current Position	To be completed
<p>The Council entered into a contract with ECC (Superfast Essex) in 2017 that requires BT Open Reach to provide additional fibre to new cabinets in Tendring. This work is part of a much bigger Open Reach contract covering other parts of Essex.</p> <p>This programme will ensure that over 98% of the district has access to a superfast broadband service. TDC will monitor delivery through six monthly progress reports from Superfast Essex.</p>	<p>The programme is on target.</p>	<p>Mar 20</p>
<p>To develop proposals, and lobby Government for support, to provide 5G coverage across Tendring as part of a wider North Essex corridor programme.</p>	<p>Initial discussions on this have been progressed with Superfast Essex.</p>	<p>Mar 20</p>

# Sport England (Community Leadership Through Partnerships)

*“Seek to influence and assist partners in the delivery of improved health and wellbeing outcomes for residents and visitors to the area. Produce a long term sustainable scheme around Sport England grant funding”*

**Management Team Lead:** Paul Price – Corporate Director

Partnerships Portfolio Holder & Leisure & Tourism Portfolio Holder

**Lead Officer:** John Fox

**Delivery Mechanism:** Working with partners to identify shared opportunities to help drive improvements.

Activity	Current Position	To be completed
Sport England Local Delivery Pilot (LDP). Page 111	<p>A Tendring Leadership Group has also been formed to help deliver locally which has representatives from the community and voluntary sector and other organisations and partners which match the focus areas of children and families, those with poor mental health and older people but also the wider system settings as well.</p> <p>The role of the Leadership Group is to represent the community and wider system settings and it has developed a local plan for Tendring highlighting the work of the Local Delivery Pilot in Tendring and the areas of focus and potential for the community and this will be shared widely with individuals, groups and partners. The next step is to turn this into a delivery plan.</p>	On-going
Produce a long term, sustainable programme around Sport England grant funding, based on evaluation undertaken.	Currently working through the Leadership Group to ensure that the most appropriate interventions are delivered in the area and members of the Leadership Group will work with those who want to undertake interventions to ensure they are effective. Currently hoping to start delivering a micro grants scheme within the area following Leadership Group approval.	Jan 20
Initial applications completed.	At a County level Holiday Hunger schemes have been delivered across the County including within Tendring. A micro grants scheme is proposed to be started in the near future for small interventions up to £2 500.	2020/22
Measuring long-term impact.	The long term impact is to be evaluated via an evaluation contract with a consortium led by Essex University who will evaluate all projects across the wider LDP.	On-going

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<b>Key Decision Required:</b>	<b>Yes</b>	<b>In the Forward Plan:</b>	<b>Yes</b>
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## CABINET

8 NOVEMBER 2019

### REPORT OF CORPORATE FINANCE AND GOVERNANCE PORTFOLIO HOLDER

#### **A.7 FINANCIAL PERFORMANCE REPORT – IN-YEAR PERFORMANCE AGAINST THE BUDGET AT END OF THE SECOND QUARTER 2019/20 AND LONG TERM FINANCIAL FORECAST UPDATE**

(Report prepared by Richard Barrett)

#### **PART 1 – KEY INFORMATION**

##### **PURPOSE OF THE REPORT**

To provide an overview of the Council’s financial position against the budget as at the end of September 2019 and to present an updated long term forecast.

##### **EXECUTIVE SUMMARY**

- These regular finance reports present the overall financial position of the Council by bringing together in-year budget monitoring information and timely updates on the development of the long term forecast.
- Therefore the report is split over two distinct sections as follows:
  - 1) *The Council’s in-year financial position against the budget at the end of September 2019*
  - 2) *An updated long term financial forecast*

##### ***In respect of the in-year financial position at the end of September 2019:***

- The position to the end of September 2019, as set out in more detail within the appendices, shows that overall the General Fund Revenue Account is overspent against the profiled budget by **£1.483m**. It is acknowledged that expenditure or income trends may still be emerging with the position to date largely reflecting the timing of expenditure and/or income. However any significant issues arising to date have been highlighted and comments provided as necessary.
- In respect of other areas of the budget such as the Housing Revenue Account, capital programme, collection performance and treasury activity, apart from additional details set out later on in this report, there are no major issues that have been identified to date.
- Any emerging issues will be monitored and updates provided in future reports which will include their consideration as part of updating the long term financial forecast.
- Some necessary changes to the 2019/20 budget have been identified which are set out in **Appendix H**, with an associated recommendation also included within this report. The net impact of all of the budget adjustments will be moved to or from the Forecast Risk Fund. At the end of the second quarter, it is necessary to call money

down from the fund (**£0.147m**) rather than make a contribution to it. Although this trend may not continue, it does present a challenging situation given that the long term forecast is based on the identification of **£0.500m** of in-year outturn savings. It will be important to review this situation at the end of quarter 3.

- A half year treasury management review has been carried out with a summary set out later on in this report along with an associated recommendation to temporarily increase the aggregate limit of funds that can be placed overnight with the Council's bankers for the period that the offices will be closed over the Christmas break.
- It is recognised that 2020/21 may be the last year of Essex Authorities being able to enter into business rates pooling arrangements, given the move to a 75% rates retention model from 2021/22. Given the financial benefits that the current pooling arrangements have had over the last few years, it is proposed to continue to remain a member of the Essex Pool in 2020/21.

***In respect of the updated long term financial forecast:***

- The forecast has been reviewed and updated at the end of quarter 2. An increase in unavoidable / on-going cost pressures is still expected in 2020/21, which has had a knock on impact on the level of annual on-going savings required. Based on the initial forecast, the savings target was increased from **£0.300m** per year to **£0.450m** per year, with nothing emerging during quarter 2 that fundamentally changes this position.
- An initial assessment of potential savings along with an updated list of cost pressures is set out in Section 2 of this report.
- Overall the revised forecast can still provide an effective method of managing financial risk and although the annual deficit or surplus position for each year of the forecast has been amended, they can still be accommodated within the overall projected long term financial position, supported by the Forecast Risk Fund that has been set up to underwrite such risks.
- As already mentioned, it is important to highlight that unlike previous quarters, the in-year budget adjustments set out in **Appendix H** require a call on the Forecast Risk Fund rather than a contribution to it. This position will need to be kept under review as it remains essential that net contributions are made to this fund over the course of the whole year as it forms an integral part of the long term forecast approach.
- A detailed review of risks associated with the long term forecast is subject to on-going review and is separately reported within **Appendix K**.
- As mentioned during the development of the longer term approach to the budget over the last two years, it is important to continue to deliver against the new longer term forecast as it continues to provide a credible alternative to the more traditional short term approach, which would require significant additional savings to be identified in 2020/21.
- In terms of delivering against the forecast for 2020/21 and beyond, work remains on-going across the 5 key work strands of:

- 1) Increases to underlying income
- 2) Limiting expenditure / inflationary increases where possible
- 3) The identification of savings / efficiencies
- 4) Delivering a positive outturn position each year
- 5) The mitigation of cost pressures wherever possible.

## RECOMMENDATION(S)

*That in respect of the financial performance against the budget at the end of September 2019, it is recommended that:*

- (a) The position be noted;
- (b) the proposed in-year adjustments to the budget as set out in Appendix H be agreed; and
- (c) in respect of the Council's Treasury Management Practices, the aggregate amount of money that can be placed overnight with the Council's bankers be increased temporarily from £1.000m to £1.500m for each day the offices are closed over the Christmas break;
- (d) the Council continues to be a member of the Essex Business Rates Pool in 2020/21 if it remains financially advantageous to do so;

*That in respect of the Updated Long Term Forecast it is recommended that:*

- (a) The updated forecast be agreed and the Resources and Service Overview and Scrutiny Committee be consulted on the latest position.

## PART 2 – IMPLICATIONS OF THE DECISION

### DELIVERING PRIORITIES

Effective budgetary control is an important tool in ensuring the financial stability of the authority by drawing attention to issues of concern at an early stage so that appropriate action can be taken. Financial stability and awareness plays a key role in delivering the Council's corporate and community aims and priorities.

The forecasting and budget setting process will have direct implications for the Council's ability to deliver on its objectives and priorities. At its heart, the long term approach being taken seeks to establish a sound and sustainable budget year on year through maximising income whilst limiting reductions in services provided to residents, business and visitors.

### FINANCE, OTHER RESOURCES AND RISK

#### Finance and other resources

The financial implications are considered in the body of the report.

#### Risk

In respect of the position at the end of September 2019, a number of variances will be subject to change as the year progresses although at this stage it is expected that any adverse position can be managed within the overall budget. The budget position will be monitored and reviewed as part of both the future budget monitoring arrangements and Financial Strategy Processes.

In respect of the long term forecast, there are significant risks associated with forecasting such as cost pressures, inflation and changes to other assumptions that form part of the financial planning process. There are a number of areas that could lead to additional expenditure being incurred, such as: -

- Economic environment / instability;
- Emergence of cost pressures;
- Changes to the local authority funding mechanisms such as the Government's fairer funding review;
- New legislation placing unfunded duties on the Council or reducing the level of the Council's funding;
- Local or national emergency;
- Income is less than that budgeted for, including business rate income retained locally.

However the forecast is based on relatively conservative estimates with no optimistic bias included. **Appendix K** discusses the various risks to the forecast with a Red / Amber / Green risk assessment approach taken.

Another potentially more important action to manage and mitigate risk is the Council's ability to financially underwrite the forecast. As with any forecast, some elements of income and expenditure will be different to that forecasted. It is fair to say that many may offset each other over the longer term. However, there are two important aspects to how this will be managed.

- 1) To date it is estimated that **£3.253m** will have been set aside by the end of 2019/20 within the Forecast Risk Fund to support the budget in future years. This money is available to be drawn down if the timings within the forecast differ in reality and the net position is unfavourable compared to the forecast in any one year.
- 2) The forecast will remain 'live' and be responsive to changing circumstances and it will continue to be revised on an on-going basis. If unfavourable issues arise that cannot be mitigated via other changes within the forecast then the forecast will be adjusted and mitigating actions taken. Actions to respond will therefore need to be considered but can be taken over a longer time period where possible. In such circumstance the Council may need to consider 'topping' up the funding mentioned in 1) above over the life of the forecast if required. This may impact on the ability to invest money elsewhere but will need to demonstrate that its use is sustainable in the context of the ten year forecast.

Set against the above foundations, the original long term forecast was based on the need to identify on-going savings of **£0.300m** each year. Due to changes to the forecast such as an unexpected increase in on-going costs pressures in 2020/21 (from **£0.150m** to potentially **£0.600m**) this savings figure has been increased to **£0.450m** per year. This increase is required to ensure that an annual surplus can still be delivered over the life of the forecast with such surpluses forecast from 2025/26 onwards.

This savings 'target' will still need to remain flexible and react as a counterbalance to other emerging issues as it is accepted that this figure may need to be revised up or down over the life of the forecast.

It is important to deliver against the forecast in the early years to continue to build confidence in the longer term approach. This will, therefore, continue to need robust input from members and officers where decisions may be required in the short term or on a cash

flow basis.

Another aspect to this approach is the ability to 'flex' the delivery of services rather than cut services. As would be the case with our own personal finances, if we cannot afford something this year because of a change in our income, we can potentially put it off until next year. There is a practical sense behind this approach as we could flex the delivery of a service one year but increase it again when the forecast allows.

In addition to the above it is important to note that the Council has already prudently set aside money for significant risks in the forecast such as **£1.758m** (NDR Resilience Reserve) and **£1.000m** (Benefits Reserve), which can be taken into account during the period of the forecast if necessary. The Council also holds **£4.000m** in uncommitted reserves which supports its core financial position.

To support the forecast, sensitivity testing has been undertaken which is set out in more detail later in this report.

## **LEGAL**

The Local Government Act 2003 makes it a statutory duty that Local Authorities monitor income and expenditure against budget and take appropriate action if variances emerge.

The arrangements for setting and agreeing a budget and for the setting and collection of council tax are defined in the Local Government Finance Act 1992. The previous legislation defining the arrangements for charging, collecting and pooling of Business Rates was contained within the Local Government Finance Act 1988. These have both been amended as appropriate to reflect the introduction of the Local Government Finance Act 2012.

The Local Government Finance Act 2012 provided the legislative framework for the introduction of the Rates Retention Scheme and the Localisation of Council Tax Support.

The Calculation of Council Tax Base Regulations 2012 set out arrangements for calculation of the council tax base following implementation of the Local Council Tax Support Scheme. The new arrangements mean that there are now lower tax bases for the district council, major preceptors and town and parish councils.

The Localism Act 2012 introduced legislation providing the right of veto for residents on excessive council tax increases.

Under Section 25 of the Local Government Act 2003, the Chief Finance Officer (S151 Officer) must report to Council as part of the budget process on the robustness of estimates and adequacy of reserves. The proposed approach can deliver this requirement if actively managed and will be an issue that remains 'live' over the course of the forecast period and will be revisited in future reports to members as the budget develops.

## **OTHER IMPLICATIONS**

**Consideration has been given to the implications of the proposed decision in respect of the following and any significant issues are set out below.**

**Crime and Disorder / Equality and Diversity / Health Inequalities / Area or Ward affected / Consultation/Public Engagement.**

There are no other implications that significantly impact on the financial forecast. However, the ability of the Council to appropriately address these issues will be strongly linked to its ability to fund relevant schemes and projects and determination of the breadth and

standard of service delivery to enable a balanced budget to be agreed.

An impact assessment will be undertaken as part of any separate budget decisions such as those that will be required to deliver the necessary savings.

## **PART 3 – SUPPORTING INFORMATION**

### **SECTION 1 – IN YEAR FINANCIAL PERFORMANCE AGAINST THE BUDGET AT THE END OF THE SECOND QUARTER OF 2019/20**

The Council's financial position against the approved budget has been prepared for the period ending 30 September 2019.

This is the second such report on the Council's financial position against the budget for 2019/20. Some expenditure or income trends may still be emerging as it is still relatively early in the financial cycle. However comments are provided below where necessary, against the following key areas:

- General Fund Revenue and Proposed Changes to the in-year budget
- HRA Revenue
- Capital Programme – General Fund
- Capital Programme - HRA
- Collection Performance
- Treasury Activity
- Garden Communities / NEGC Project

#### **GENERAL FUND REVENUE**

The position to the end of September 2019, as set out in more detail in the Executive Summary attached, shows that there is an overall net overspend of **£1.483m**.

As set out in the appendices, elements of this variance are due to the timing of expenditure and income or where commitments / decisions have yet to be made.

**Appendix B** provides a more detailed narrative against significant variances with some highlights as follows:

- Income achieved to date remains ahead of the profile in areas such as investment income (**£0.127m**), parking (**£0.104m**), planning (**£0.209m**), Building Control (**£0.031m**) and at the crematorium (**£0.020m**). This income position is offsetting areas of reduced income such as across cemeteries (**0.032m**) and the career track service (**£0.050m**). This overall income position will remain under review over the remainder of the year and considered as part of the long term forecast and budget setting processes for 2020/21.
- Similarly to the position at the end of quarter 1, additional costs of responding to planning appeals / inquiries continue to be incurred. In addition to the adjustment of **£0.163m** made at the end of the first quarter, a further budget adjustment of **£0.150m** is proposed at the end of the second quarter. This adjustment is included within **Appendix H** along with an associated adjustment to the planning income budget mentioned above to offset this increase in costs.

The net overall position set out in **Appendix H** results in a net contribution from the

Forecast Risk Fund of **£0.147m**. However it is still expected that this amount can will be reversed as further adjustments to the 2019/20 budget are identified over the remainder of the year with the aim of meeting the **£0.500m** requirement highlighted earlier on in this report.

Other net neutral budget adjustments have also been included within **Appendix H**.

The Council has been a member of the Essex Business Rates Pool since 2015 with a summary of the financial benefit that this has generated for the Council set out in the following table:

<b>Year</b>	<b>Income received (£)</b>
2015/16	224,980
2016/17	376,714
2017/18	586,974
2018/19	582,513
2019/20 (projected)	603,670

Along with other Essex Authorities, it is proposed to continue with an Essex Business Rates Pool in 2020/21, which could be the last year that these arrangements are possible given the Government's move to a 75% business rates retention model from 2021/22. A recommendation is therefore included above that seeks agreement to remain as a pool member in 2020/21 (on existing terms) if still financially advantageous to do so.

The pool is supported by an agreement signed by all pool members that includes protections to reduce any associated financial risks.

### **HRA REVENUE**

An overall position is set out in the Executive Summary with further details included in **Appendix C**. At the end of September 2019, the HRA is showing a small net overspend of **£0.027m**, which primarily reflects rental income remaining slightly behind profile along with increased expenditure relating to council tax that is due on empty properties. An in-year budget adjustment for the latter item is included within **Appendix H**.

### **CAPITAL PROGRAMME – GENERAL FUND**

The overall position is set out in **Appendix D**.

As at the end of September 2019 the programme is broadly on target against the profiled position. Detailed comments are provided within the appendix against a number of schemes.

One net neutral change to the budget relating to the purchase of additional recycling boxes / bins is set out in **Appendix H**.

### **CAPITAL PROGRAMME – HOUSING REVENUE ACCOUNT**

The overall position is set out in **Appendix D**.

As at the end of September 2019 the programme is behind profile by **£0.313m**.

This budget relates primarily to the on-going major repairs and improvements to the

Council's own dwellings. There are no specific issues to highlight at this stage and the expectation is that expenditure / commitments will be broadly in line with the budget over the course of the year as work is progressed and procurement processes completed.

In respect of the New Build Initiatives / Acquisitions Scheme and the new homes in Jaywick Sands, both of these schemes are being supported by the use of 'one for one' capital receipts that the Council is able to retain from right to buy sales. There is currently a three year deadline imposed by the Government by which Local Authorities have to spend the money retained under the 'one for one' scheme, but the Government are considering extending this to as much as five years. Notwithstanding this, 'spend by dates' are included in **Appendix D** which the Council needs to remain alert to. Although the receipts will be targeted towards a more strategic approach, the option of purchasing properties on the open market remains a fall-back position to ensure the money retained from right to buy sales stays in the district and not paid over to the Government.

Further commitments against these receipts are being made with adjustments set out within **Appendix H** relating to the second phase of the construction of the 10 starter homes in Jaywick Sands.

### **COLLECTION PERFORMANCE**

A detailed analysis of the current position is shown in **Appendix E**.

There are no significant issues to highlight at the present time. Income will continue to be collected over the remainder of the year with recovery arrangements and action taken as necessary.

### **TREASURY ACTIVITY**

A detailed analysis of the current position is shown in **Appendix F**.

The Council agreed the Treasury Strategy for 2019/20 on 26 March 2019 and in accordance with Financial Procedure Rules this strategy and associated activity have been subject to a half yearly review with the outcomes set out below:

#### **The Economy and the outlook for next 6 months**

A detailed analysis has been provided by the Council's treasury advisors with highlights set out as follows:

This first half year has seen UK economic growth fall. The Bank of England Monetary Policy Committee meeting of 19 September emphasised their concern about the downturn in world growth. Inflation measured by the Consumer Prices Index (CPI) has been close to the Bank of England's target of 2% during 2019 but fell to 1.7% in August. Wage inflation picked up to a high point of 3.9% in June before easing back slightly to 3.8% in July, which is faster than inflation.

Growth in the Eurozone has been slowing from +1.8% during 2018 to around half of that in 2019. The outlook for growth during the rest of 2019/20 is weak across the US, UK, EU and China.

#### **Investments**

Investment returns are well ahead of the budget, reflecting the impact of the current bank base rate of 0.75% along with money currently held by the Council ahead of it being spent. Due to a significant level of uncertainty as set out above it is not clear whether the next movement in interest rates will be up or down. The weighted average interest rate at the

end of September stood at 0.87%, with the budget assuming a target of 0.60%. As set out in **Appendix H** it is proposed to increase the in-year budget for 2019/20 by a further **£0.120m** that reflects the investment performance to date.

The closure of Council Offices between Christmas and New Year 2019 means that daily treasury management actions will not be able to be undertaken for a short period. Despite planning to maintain adequate headroom across the Council's current accounts, significant council tax and non-domestic rates payments are expected during the Christmas closedown period and along with other income the current **£1.000m** limit that can be placed overnight with the Council's current account bankers is likely to be exceeded. A similar situation occurred last year which was brought to the attention of members. Accordingly, it is requested that the limit be temporarily increased to **£1.500m** for this period. Officers will monitor the wider market conditions / intelligence and will only place money up to this revised limit if there are no adverse indicators around Lloyds bank that would increase risks. During the year Lloyds Bank have seen a strengthening position in terms of their overall ratings from the main rating agencies increasing confidence in them which reduces any risk associated with the proposed approach set out above.

### **Borrowing**

The borrowing rates that the Council can access remain relatively low. Due to the low yield on investments, the Council has maintained the position of not replacing the **£1.000m** external loan which matured in March 2014 and no additional borrowing is currently planned in 2019/20.

The impact of the recent 1% increase in PWLB rates will be considered going forward and as part of any specific borrowing decisions that may emerge in future.

In respect the Council's commercial property portfolio, there have been no additions since the purchase of the property in Clacton in 2017. In respect of this property, the lease with the existing tenant remains on-going, with nothing emerging to date that alters that position or puts at risk the income currently receivable by the Council.

Notwithstanding the above, there are no significant matters to highlight at the present time with investment and borrowing activity on-going in line with the Treasury Strategy and associated practices / requirements.

### **GARDEN COMMUNITIES / NEGC PROJECT**

As requested during the review of the financial performance report for quarter 1, a summary of the financial position relating to the NEGC Project is set out in **Appendix I**. This provides the position at the end of September 2019, with no significant issues to highlight at the present time. However this will be subject to further updates as part of future financial performance reports and within separate future reports associated with this major project.

## **SECTION 2 – UPDATED LONG TERM FORECAST**

The long term forecast is updated on an on-going basis, with the latest position set out in **Appendix J**.

The long term forecast was last considered by Cabinet on 13 September 2019. The overall net changes to the forecast since that time are set out in **Table 1** below.

**Table 1**

Year	Net Annual Budget Position Considered by Cabinet 13 September 2019	Updated Net Budget Position
2020/21	£0.990m (Deficit)	£0.969m (Deficit)
2021/22	£0.956m (Deficit)	£0.935m (Deficit)
2022/23	£0.671m (Deficit)	£0.651m (Deficit)
2023/24	£0.385m (Deficit)	£0.365m (Deficit)
2024/25	£0.096m (Deficit)	£0.076m (Deficit)
2025/26	£0.196m (Surplus)	£0.215m (Surplus)
2026/27	£0.488m (Surplus)	£0.507m (Surplus)

A summary of the relatively minor changes required since the last update reported to Cabinet on 13 September 2019 is set out below:

### Changes to Underlying Income – Council Tax and Business Rates

- **Appendix J Line 3 – Growth In Business Rates – Inflation**

This figure has been reduced to £0.110m (from £0.129m) in 2020/21 to reflect a lower level of CPI. The initial forecast included CPI at 2% where the relevant figure for September 2019 was 1.7%. The impact of this change in future years has also been reflected in the forecast.

- **Appendix J Line 4 – Growth In Business Rates / Council Tax – general property growth**

This figure has been increased to £0.177m (from £0.139m) in 2020/21 to reflect the latest council tax base calculations.

### Changes to Net Cost of Services and Other Adjustments

- **Appendix J Line 10 – Inflation – Other**

This reflects a small reduction to £0.156m (from £0.158m) in 2020/21 due to the latest CPI figures. The impact of this change in future years has also been reflected in the forecast.

- **Appendix J Line 16 – On-going Savings Required**

A number of potential savings have been identified that remain subject to a validation process before final inclusion in the budget that will be presented to Cabinet in December. Potential items identified to date are included in the following table:

Item	Amount On-Going £	Comment
<b>Reduction in Expenditure</b> - Removal of one-off items – Disabled Facility Grants Coordinator	26,800	The funding for this post is now coming from the associated grant so this can be removed from the budget on an on-going basis.
<b>Increased Income</b> - Interest on Investments	50,000	Based on current trends, it is expected that additional investment returns are achievable. This approach will

		also be supported by exploring alternative investment 'vehicles' such as property unit trusts and money market funds whilst still balancing the overall risk to the Council.
<b>Reduction in Expenditure</b> - Waste Transfer Station – move to A120 site	27,000	As reported as part of the original contract extension decision, a net saving is now deliverable following ECC agreeing terms for the use of their waste transfer site along the A12.
<b>Increased Income</b> - Potential Increased Recycling Credit Income	50,000	To reflect increased recycling tonnages being achieved following the roll-out of the new service. This figure may increase once recycling tonnages start to feed through from the new recycling service.
<b>Reduction in Expenditure</b> - Interest on borrowing and reduced minimum revenue provision contribution	44,000	Reduced costs are expected as the general fund borrowing is repaid in accordance with the associated loan terms.
<b>Increased Income</b> - Council tax benefit recoverable from prior years	10,000	This is expected to be recovered for pre-LCTS claims where historic overpayments are identified that become recoverable.
<b>Reduction in Expenditure</b> - Various small underspends	30,000	This represents modest 'targets' for departments to deliver during the year by reviewing historic outturn positions
<b>Increased Income</b> – General fee and charges income	50,000	There are potential options to increase income in areas such as building control and parking.
<b>Total Initial Savings Identified</b>	<b>287,800</b>	

- **Appendix J Line 17 – Unmitigated Cost Pressures**

The latest position is set out in the table below with work remaining on-going before a final assessment can be included in the budget that will be presented to Cabinet in December: (Where necessary, the table also presents an update on the items reported in the financial forecast update at the end of the first quarter)

Item	Amount On-going	Comment
------	-----------------	---------

	£	
<b>Reduced Income</b> - Expiry of commuted sums	8,500	This represents the amount receivable from developers towards the cost of maintaining open space / playing facilities
<b>Reduced Income</b> - Council Tax Sharing Agreement	158,000	<p>This represents a change to the amount paid by the major preceptors (sharing amount reduced from 14% to 12%).</p> <p>However at the present time negotiations remain on-going with the major preceptors and it may be possible to potentially limit the reduction in income through a revised income sharing model.</p>
<b>Increased Expenditure</b> - Digital Transformation Project	113,940	This amount was set out in the report to Cabinet on 13 September 2019 where additional costs of the Council's general use of digital technology was highlighted. Given the on-going project and volatile market, this figure could increase.
<b>Increased Expenditure</b> - Insurance Premiums	16,000	<p>There was a small increase in costs following the renewal of the Council's portfolio of insurance policies on 1 October 2019. The originally expected increase was in excess of £200k but following a move to a higher excess (£50k per claim from £5k per claim for property cover), the price was significantly reduced. However, as set out in <b>Appendix H</b>, it is proposed to use the existing contingency budget to underwrite the cost of operating with a higher level of excess.</p> <p>An action plan has also been developed to improve the Council's historic claims history. If successful it should put the Council in a better light when it next goes out to the market for quotes so it may be possible to limit future premium increases in 2021/22 and beyond.</p>

<b>Increased Expenditure</b> - Historic one-off items now built into the budget on an on-going basis	113,000	The following items are proposed to be built into the budget on an on-going basis:  Air show - <b>£0.060m</b> Sea and Beach Festival - <b>£0.020m</b> Mental Health Hub Contribution - <b>£0.023m</b> Kerbside Clinical Waste Collection Service - <b>£0.010m</b>
<b>Total Potential Cost Pressures</b>	<b>409,440</b>	

To date, the figure set out in the table above is significantly lower than the potential **£0.600m** figure presented at the end of the first quarter, but it remains significantly more than the **£0.150m** target set out in the original long term plan. However services are still reviewing their budgets for 2020/21 and additional items are likely to emerge over the remaining budget setting cycle.

It is also worth highlighting that the triennial pension review is also currently underway but at the time of finalising this report, the financial impact was unknown. However it is hoped that there will be no increase in costs when taking the on-going contribution rate together with the deficiency contribution that the Council has to make, as a central aim of the Pension Fund's funding strategy is to maintain stable contributions for scheme members across years.

#### **Delivering a positive outturn position each year**

As already mentioned above, the long term forecast is based on achieving in-year savings of **£0.500m**. Although a contribution of **£0.077m** was made to forecast risk fund at the end of the first quarter, this has been more than offset by the proposed use of the forecast risk fund at the end of the second quarter of **£0.147m**. Therefore to achieve the **£0.500m** target, net in-year savings of **£0.570m** are required to be delivered over the second half of the year.

#### **Risk Assessment**

Given the inherent risks to the forecast, a risk assessment of each line of the forecast is maintained as set out in **Appendix K**.

As was the case at the end of the first quarter, attention is drawn to the following key areas of the forecast which have been given the highest risk rating:

- **Growth in Business Rates / Council Tax – General Property Growth** - As highlighted within the appendix, the Government plan on completing a spending review in the near future which will in turn influence the fair funding review for Local Government and the money that Local Authorities can retain from business rates collected locally. Given the uncertainty about the outcome from the Government's review and the its timing, this line of the forecast could potentially be subject to significant amendments from next year, which will be reflected in future forecast updates as necessary.
- **Ongoing Savings Required** – as highlighted earlier, the annual target has been

increased from **£0.300m** to **£0.450m** from 2020/21. Although the final position is yet to be confirmed, the total of the items set out above make a significant contribution to the overall target in 2020/21. However activities remain in progress to continue to deliver against the annual targets set out in the long term forecast.

- **Unmitigated Cost Pressures** – as highlighted within the appendix, this line of the forecast presents one of the more significant risks going forward. Although the total of the items highlighted above is lower than the initial estimate of **£0.600m**, the position for 2020/21 has not yet been finalised.

The items identified to date are largely unavoidable items. Capital / asset repair and improvement items will be considered outside of the annual budget setting process via a separate reporting process - items identified in consultation with services will be prioritised against the **£1.134m** budget identified as part of the financial report for quarter 1, which in effect acts as a 'buffer' protecting the revenue forecast that is coming under increasing pressure as discussed earlier. The items identified above will include actions emerging from the climate change working party and other associated activities.

Other items, such as those supporting the delivery of the Council's priorities will also be considered outside of the annual budget setting cycle as part of developing a delivery plan that will underpin the emerging corporate plan. This review could include the reprioritisation of existing budgets to ensure that every pound set aside is working to deliver against the Council's priorities and supporting long term financial sustainability wherever possible.

To date the Council has also refrained from using one-off money such as the New Homes Bonus and reserves to support the on-going budget. The forecast is based on this prudent principle continuing which supports the robust approach developed and addresses the associated issue raised by the Council's External Auditor, where the use of reserves does not underpin on-going financial sustainability in the long term.

### **Sensitivity Testing**

There are numerous risks inherent in forecasting and **Appendix J** includes the potential impact if assumptions within the forecast change such as inflation, reduction in income, the level of costs pressures or underperformance in securing the required on-going savings.

Although there will always be a large number of permutations, apart from two scenarios, all others tested are still expected to deliver an annual surplus within the life of the forecast.

The sensitivity test that would have one of the greatest impacts on the forecast is if council tax rises were 1% less than the base position. In aggregate, the annual deficits would be **£4.714m** compared with base position of **£2.274m**, so it could be managed within the overall forecast risk fund amount but would not return an annual surplus until sometime after the last year of the current forecast. A similar situation would occur if the savings achieved were 20% less than required.

If a number of issues came together at the same time then it is possible that the forecast becomes unsustainable in the longer term. This will be monitored as the forecast continues to be developed as it may be that the level of savings required needs to be increased to ensure the long term sustainability of the Council's financial position or the Council reverts back to the historic short term approach to setting the budget which would require significant savings early in the process.

## **Forecast Risk Fund**

**Appendix J** also sets out the annual change in the Forecast Risk Fund with a broadly increasing balance over the life of the forecast.

As mentioned above, it is recognised that the use of reserves to balance the budget is not sustainable in the long term. However the use of the Forecast Risk Fund is on a controlled basis with underlying income expected to offset the net increases in expenditure in the long term, which provides for a more resilient approach to resisting potential reductions in the provision of services compared with the more traditional short term approach taken in the past.

The approach to the forecast continues to be undertaken within a robust risk management framework which includes the regular reporting of a 'live' forecast as set out in this report which will enable timely actions to be taken in response to any adverse issues that may emerge. It is also important to highlight that delivery of the long term forecast in the early years will continue to provide confidence to the revised approach being taken.

Although this will be subject to revisions and updates as the year / forecast progresses, it does set out the initial estimated position for 2020/21 which includes a draw down from the Forecast Risk Fund of an estimated **£0.969m** to balance the budget in accordance with the long term forecast.

## **BACKGROUND PAPERS FOR THE DECISION**

None

## **APPENDICES**

### **RELATING TO SECTION 1 OF THE REPORT**

Front Cover and Executive Summary

Appendix A – Summary by Portfolio / Committee

Appendix B – General Fund Budget Position by Department

Appendix C – Housing Revenue Account Budget Position

Appendix D – Capital Programme

Appendix E – Collection Performance – Council Tax, Business Rates, Housing Rent and General Debts

Appendix F – Treasury Activity

Appendix G – Income from S106 Agreements

Appendix H – Proposed Adjustments to the 2019/20 Budget

Appendix I – NEGC Project - Financial Summary

### **RELATING TO SECTION 2 OF THE REPORT**

Appendix J – Updated Long Term Financial Forecast

Appendix K – Risk Analysis of Each Line of the Forecast

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# Tendring District Council



## *Appendices Included:*

<b>Executive Summary</b>	A summary of the overall position.
<b>Appendix A</b>	A summary of the overall position by Portfolio/Committee split by GF and HRA
<b>Appendix B</b>	An analysis by Department of all General Fund Revenue budgets.
<b>Appendix C</b>	An analysis of Housing Revenue Account Revenue budgets.
<b>Appendix D</b>	The position to date for General Fund and HRA capital projects.
<b>Appendix E</b>	Collection Performance
<b>Appendix F</b>	Treasury activity.
<b>Appendix G</b>	Income from S106 Agreements.
<b>Appendix H</b>	Proposed Adjustments to the 2019/20 Budget
<b>Appendix I</b>	NEGC Project - Financial Summary

## Corporate Budget Monitoring

***September 2019***

*(The variance figures set out in these appendices that are presented in brackets represent either a net underspend to date position or additional income received to date)*

## Corporate Budget Monitoring - Executive Summary as at the end of September 2019

The tables below show the summary position for the General Fund, Housing Revenue Account, Capital, Collection Performance and Treasury Activity.

### General Fund - Summary by Department Excluding Housing Revenue Account

	Full Year Budget £	Profiled Budget to Date £	Actual to Date £	Variance to Profile £
Office of the Chief Executive	598,870	398,825	374,138	(24,687)
Corporate Services	(23,385,500)	(4,931,842)	(2,456,537)	2,475,305
Operational Services	16,043,850	4,360,539	4,174,483	(186,056)
Planning and Regeneration	6,742,780	1,492,369	710,829	(781,540)
<b>Total General Fund</b>	<b>0</b>	<b>1,319,891</b>	<b>2,802,913</b>	<b>1,483,022</b>

### Housing Revenue Account

	Full Year Budget £	Profiled Budget to Date £	Actual to Date £	Variance to Profile £
<b>Total HRA</b>	<b>0</b>	<b>(4,231,939)</b>	<b>(4,205,135)</b>	<b>26,804</b>

### Capital

	Full Year Budget £	Profiled Budget to Date £	Actual to Date £	Variance to Profile £
General Fund	12,268,640	3,435,640	3,365,280	(70,360)
Housing Revenue Account	6,711,690	2,614,255	2,301,455	(312,800)
<b>Total Capital</b>	<b>18,980,330</b>	<b>6,049,895</b>	<b>5,666,735</b>	<b>(383,160)</b>

### Collection Performance

	Collected to Date Against Collectable Amount
Council Tax	55.86%
Business Rates	55.03%
Housing Rents	97.20%
General Debt	88.64%

### Treasury

	£'000
Total External Borrowing	41,195
Total Investments	65,099

## Revenue Budget Position at the end of September 2019

### General Fund Portfolio / Committee Summary

	2019/20 Current Full Year Budget £	2019/20 Profiled Budget to date £	2019/20 Actual to date £	2019/20 Variance to Profile £
Leader	5,174,700	1,144,207	362,659	(781,548)
Environment and Public Space	6,983,080	2,131,885	1,841,650	(290,236)
Housing	3,326,590	2,304,404	5,444,714	3,140,310
Independent Living	345,170	288,223	283,202	(5,021)
Leisure and Tourism	6,126,870	555,536	805,638	250,102
Business and Economic Growth	2,885,910	232,764	216,496	(16,268)
Corporate Finance and Governance	2,564,000	1,340,220	636,105	(704,115)
Partnerships	646,360	204,215	194,593	(9,622)
Budgets Relating to Non Executive Functions	788,390	305,913	298,381	(7,532)
	<b>28,841,070</b>	<b>8,507,367</b>	<b>10,083,437</b>	<b>1,576,070</b>
Revenue Support for Capital Investment	5,417,930	0	0	0
Financing Items	(5,830,790)	(173,040)	(268,187)	(95,147)
<b>Budget Before use of Reserves</b>	<b>28,428,210</b>	<b>8,334,327</b>	<b>9,815,250</b>	<b>1,480,923</b>
Contribution to / (from) earmarked reserves	(14,871,640)	0	0	0
<b>Total Net Budget</b>	<b>13,556,570</b>	<b>8,334,327</b>	<b>9,815,250</b>	<b>1,480,923</b>
<b>Funding:</b>				
Revenue Support Grant	(421,920)	(185,711)	(185,644)	67
Business Rates Income	(4,469,610)	(2,496,205)	(2,494,181)	2,024
Collection Fund Surplus	(709,650)	(354,825)	(354,825)	0
Income from Council Tax Payers	(7,955,390)	(3,977,695)	(3,977,687)	8
<b>Total</b>	<b>0</b>	<b>1,319,891</b>	<b>2,802,913</b>	<b>1,483,022</b>

## Revenue Budget Position at the end of September 2019

### HRA Portfolio Summary

	2019/20 Current Full Year Budget	2019/20 Profiled Budget to date	2019/20 Actual to date	2019/20 Variance to Profile
	£	£	£	£
Housing	(1,831,450)	(4,231,939)	(4,205,135)	26,804
	<b>(1,831,450)</b>	<b>(4,231,939)</b>	<b>(4,205,135)</b>	<b>26,804</b>
Financing Items	1,756,120	0	0	0
<b>Budget Before use of Reserves</b>	<b>(75,330)</b>	<b>(4,231,939)</b>	<b>(4,205,135)</b>	<b>26,804</b>
Contribution to / (from) earmarked reserves	75,330	0	0	0
<b>Total</b>	<b>(0)</b>	<b>(4,231,939)</b>	<b>(4,205,135)</b>	<b>26,804</b>

## Corporate Budget Monitoring - General Fund Budget Position at the end of September 2019

### Department - Office of Chief Executive

	2019/20 Current Full Year Budget £	2019/20 Profiled Budget to date £	2019/20 Actual to date £	2019/20 Variance to Profile £	Next Quarters Profile £	Comments
<b><u>Analysis by Type of Spend</u></b>						
<b>Direct Expenditure</b>						
Employee Expenses	305,190	152,595	138,668	(13,927)	76,298	
Transport Related Expenditure	13,840	6,920	3,687	(3,233)	3,460	
Supplies & Services	469,490	240,560	234,320	(6,240)	110,630	
<b>Total Direct Expenditure</b>	<b>788,520</b>	<b>400,075</b>	<b>376,675</b>	<b>(23,400)</b>	<b>190,388</b>	
<b>Direct Income</b>						
Other Grants, Reimbursements and Contributions	(1,250)	(1,250)	(2,537)	(1,287)	0	
<b>Total Direct Income</b>	<b>(1,250)</b>	<b>(1,250)</b>	<b>(2,537)</b>	<b>(1,287)</b>	<b>0</b>	
<b>Net Direct Costs</b>	<b>787,270</b>	<b>398,825</b>	<b>374,138</b>	<b>(24,687)</b>	<b>190,388</b>	
<b>Net Indirect Costs</b>	<b>(188,400)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total for Office of Chief Executive</b>	<b>598,870</b>	<b>398,825</b>	<b>374,138</b>	<b>(24,687)</b>	<b>190,388</b>	

## Department - Office of Chief Executive

	2019/20 Current Full Year Budget £	2019/20 Profiled Budget to date £	2019/20 Actual to date £	2019/20 Variance to Profile £	Comments
<b><u>Analysis by Service/Function</u></b>					
<b>Total for Chief Executive and Leadership Support and Community</b>	598,870	398,825	374,138	(24,687)	
<b>Total for Office of Chief Executive</b>	598,870	398,825	374,138	(24,687)	

## Corporate Budget Monitoring - General Fund Budget Position at the end of September 2019

### Department - Corporate Services

	2019/20 Current Full Year Budget £	2019/20 Profiled Budget to date £	2019/20 Actual to date £	2019/20 Variance to Profile £	Next Quarters Profile £	Comments
<b>Analysis by Type of Spend</b>						
<b>Direct Expenditure</b>						
Employee Expenses	6,983,560	2,665,650	2,508,024	(157,626)	1,265,675	
Premises Related Expenditure	259,000	97,800	118,998	21,198	1,950	
Transport Related Expenditure	61,030	34,920	27,687	(7,233)	9,695	
Supplies & Services	7,847,550	1,709,728	1,549,659	(160,069)	691,151	
Transfer Payments	46,044,940	17,633,340	21,124,729	3,491,389	13,432,900	
Interest Payments	63,670	33,306	10,132	(23,174)	1,823	
<b>Total Direct Expenditure</b>	<b>61,259,750</b>	<b>22,174,744</b>	<b>25,339,229</b>	<b>3,164,485</b>	<b>15,403,194</b>	
<b>Direct Income</b>						
Government Grants	(50,435,230)	(19,096,810)	(19,822,483)	(725,673)	(14,096,580)	
Other Grants, Reimbursements and Contributions	(1,542,780)	(671,709)	(518,497)	153,212	(417,061)	
Sales, Fees and Charges	(16,650)	(12,790)	(1,151)	11,639	(930)	
Rents Receivable	(5,730)	(2,915)	(2,015)	900	(1,400)	
Interest Receivable	(531,580)	(307,926)	(437,283)	(129,357)	(145,108)	
RSG, Business Rates and Council Tax	(13,556,570)	(7,014,436)	(7,012,337)	2,099	(4,214,240)	
<b>Total Direct Income</b>	<b>(66,088,540)</b>	<b>(27,106,586)</b>	<b>(27,793,765)</b>	<b>(687,179)</b>	<b>(18,875,319)</b>	
<b>Net Direct Costs</b>	<b>(4,828,790)</b>	<b>(4,931,842)</b>	<b>(2,454,537)</b>	<b>2,477,305</b>	<b>(3,472,125)</b>	
<b>Net Indirect Costs</b>	<b>(3,685,070)</b>	<b>0</b>	<b>(2,000)</b>	<b>(2,000)</b>	<b>0</b>	
<b>Net Contribution to/(from) Reserves</b>	<b>(14,871,640)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total for Corporate Services</b>	<b>(23,385,500)</b>	<b>(4,931,842)</b>	<b>(2,456,537)</b>	<b>2,475,305</b>	<b>(3,472,125)</b>	

## Department - Corporate Services

	2019/20 Current Full Year Budget £	2019/20 Profiled Budget to date £	2019/20 Actual to date £	2019/20 Variance to Profile £	Comments
<b><u>Analysis by Service/Function</u></b>					
<b>Total for Deputy Chief Executive and Administration</b>	1,080	121,039	124,574	3,535	
<b>Total for Governance and Legal Services</b>	0	162,340	144,964	(17,376)	
<b>Total for Finance, Revenues and Benefits</b>	1,913,010	1,736,209	4,876,197	3,139,988	Although recoverable via the Housing Benefit Subsidy System, payments to claimants continue to run ahead of the profile at the end of September.
<b>Total for Finance - Other Corporate Costs</b>	2,903,150	(2,013,334)	(2,633,263)	(619,929)	Investment income remains ahead of the budget (£127k) in addition to new burdens grant income and business rates grant income (£616k). The increase in investment income is included as an in-year budget adjustment as set out in Appendix H
<b>Total for Finance - Financing Items</b>	(16,588,750)	98,500	158,764	60,264	
<b>Total for Finance - RSG, Business Rates and Council Tax</b>	(13,556,570)	(7,014,436)	(7,012,337)	2,099	
<b>Total for Property Services</b>	240,180	136,275	137,828	1,553	

## Department - Corporate Services

	2019/20 Current Full Year Budget £	2019/20 Profiled Budget to date £	2019/20 Actual to date £	2019/20 Variance to Profile £	Comments
<b>Total for People, Performance and Projects</b>	478,710	443,393	370,450	(72,943)	Although there is a number of smaller variances across the service, they currently offset the reduced income currently being experienced by the Career Track Service (£50k). Although not supported by Government rules concerning which organisations can access the Council's Career Track Service, the team continue to build up a customer base to reduce the current gap between expenditure and income over the longer term.
<b>Total for IT and Corporate Resilience</b>	552,750	1,072,507	937,824	(134,683)	Variations in this service area continue to broadly reflect the timing of the delivery of a number of projects and initiatives associated with various strands of the digital transformation project.
<b>Total for Democratic Services</b>	670,940	325,665	438,463	112,798	The current position reflects expenditure incurred to deliver the European elections which is reimbursable by the Government
<b>Total for Corporate Services</b>	(23,385,500)	(4,931,842)	(2,456,537)	2,475,305	

## Corporate Budget Monitoring - General Fund Budget Position at the end of September 2019

### Department - Operational Services

	2019/20 Current Full Year Budget £	2019/20 Profiled Budget to date £	2019/20 Actual to date £	2019/20 Variance to Profile £	Next Quarters Profile £	Comments
<b>Analysis by Type of Spend</b>						
<b>Direct Expenditure</b>						
Employee Expenses	9,533,370	4,709,364	4,836,809	127,446	2,357,778	
Premises Related Expenditure	3,180,780	1,780,617	1,680,786	(99,831)	552,940	
Transport Related Expenditure	459,870	186,803	193,745	6,942	88,678	
Supplies & Services	4,509,080	1,895,892	2,040,911	145,019	906,924	
Third Party Payments	4,895,370	1,787,377	1,773,171	(14,207)	1,248,065	
Transfer Payments	263,160	119,110	199,023	79,913	80,765	
<b>Total Direct Expenditure</b>	<b>22,841,630</b>	<b>10,479,163</b>	<b>10,724,444</b>	<b>245,281</b>	<b>5,235,149</b>	
<b>Direct Income</b>						
Government Grants	(658,860)	(496,750)	(496,753)	(3)	(21,210)	
Other Grants, Reimbursements and Contributions	(1,387,710)	(489,420)	(515,671)	(26,251)	(442,384)	
Sales, Fees and Charges	(8,275,900)	(4,925,079)	(5,332,754)	(407,675)	(1,706,495)	
Rents Receivable	(318,310)	(187,255)	(190,727)	(3,472)	(61,221)	
Direct Internal Income	(206,780)	(6,000)	(3,895)	2,105	(137,165)	
<b>Total Direct Income</b>	<b>(10,847,560)</b>	<b>(6,104,504)</b>	<b>(6,539,801)</b>	<b>(435,297)</b>	<b>(2,368,475)</b>	
<b>Net Direct Costs</b>	<b>11,994,070</b>	<b>4,374,659</b>	<b>4,184,643</b>	<b>(190,016)</b>	<b>2,866,674</b>	
<b>Net Indirect Costs</b>	<b>4,049,780</b>	<b>(14,120)</b>	<b>(10,160)</b>	<b>3,960</b>	<b>(7,060)</b>	
<b>Total for Operational Services</b>	<b>16,043,850</b>	<b>4,360,539</b>	<b>4,174,483</b>	<b>(186,056)</b>	<b>2,859,614</b>	

## Department - Operational Services

	2019/20 Current Full Year Budget £	2019/20 Profiled Budget to date £	2019/20 Actual to date £	2019/20 Variance to Profile £	Comments
<b><u>Analysis by Service/Function</u></b>					
<b>Total for Corporate Director and Administration Operational Services</b>	659,680	218,290	183,159	(35,131)	
<b>Total for Public Realm</b>	1,705,010	398,661	232,107	(166,554)	Income from car parks (£104k) and at the crematorium (£20k) are running just ahead of the budget at the end of the quarter, although partly offset by reduced cemetery income (£32k)
<b>Total for Customer and Commercial Services</b>	504,620	370,488	323,742	(46,746)	
<b>Total for Sports and Leisure</b>	3,123,970	7,484	47,037	39,553	Income from Leisure Facilities is currently in excess of £60k behind the profile, which is being partly offset by increased beach hut income (£29k).
<b>Total for Housing and Environmental Health</b>	2,839,830	664,450	603,036	(61,414)	

## Department - Operational Services

	2019/20 Current Full Year Budget £	2019/20 Profiled Budget to date £	2019/20 Actual to date £	2019/20 Variance to Profile £	Comments
<b>Total for Building and Engineering</b>  Page 140	7,210,740	2,701,166	2,785,401	84,236	Although partly offset by a number of smaller variances such as increased income from street naming and numbering (£25k), the primary variance to date is due to the in-house engineering team undertaking work within the Council which has not yet been charged out. The variance to date has increased from the last quarter as following the collapse of the Council's housing repairs contractor Roalco earlier in the year, some work previously undertaken as part of the associated contract has been brought back in-house. It is proposed to recharge this work out during quarter 3.
<b>Total for Operational Services</b>	16,043,850	4,360,539	4,174,483	(186,056)	

## Corporate Budget Monitoring - General Fund Budget Position at the end of September 2019

### Department - Planning and Regeneration

	2019/20 Current Full Year Budget £	2019/20 Profiled Budget to date £	2019/20 Actual to date £	2019/20 Variance to Profile £	Next Quarters Profile £	Comments
<b>Analysis by Type of Spend</b>						
<b>Direct Expenditure</b>						
Employee Expenses	2,447,760	1,151,414	1,088,230	(63,184)	589,021	
Premises Related Expenditure	28,790	20,410	17,755	(2,655)	4,190	
Transport Related Expenditure	35,300	17,650	15,402	(2,248)	8,825	
Supplies & Services	4,723,550	1,165,716	702,887	(462,829)	433,138	
Third Party Payments	870	0	0	0	0	
<b>Total Direct Expenditure</b>	<b>7,236,270</b>	<b>2,355,190</b>	<b>1,824,274</b>	<b>(530,916)</b>	<b>1,035,175</b>	
<b>Direct Income</b>						
Government Grants	(52,960)	(49,510)	(49,519)	(9)	0	
Other Grants, Reimbursements and Contributions	0	0	(7,000)	(7,000)	0	
Sales, Fees and Charges	(1,437,260)	(786,345)	(1,031,213)	(244,868)	(325,457)	
Rents Receivable	(56,510)	(26,966)	(25,714)	1,252	(17,112)	
<b>Total Direct Income</b>	<b>(1,546,730)</b>	<b>(862,821)</b>	<b>(1,113,445)</b>	<b>(250,624)</b>	<b>(342,569)</b>	
<b>Net Direct Costs</b>	<b>5,689,540</b>	<b>1,492,369</b>	<b>710,829</b>	<b>(781,540)</b>	<b>692,605</b>	
<b>Net Indirect Costs</b>	<b>1,053,240</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total for Planning and Regeneration</b>	<b>6,742,780</b>	<b>1,492,369</b>	<b>710,829</b>	<b>(781,540)</b>	<b>692,605</b>	

## Department - Planning and Regeneration

	2019/20 Current Full Year Budget £	2019/20 Profiled Budget to date £	2019/20 Actual to date £	2019/20 Variance to Profile £	Comments
<b><u>Analysis by Service/Function</u></b>					
<b>Total for Corporate Director</b>	0	55,910	64,149	8,239	
<b>Total for Planning and Customer Services</b>	23,190	764,720	658,923	(105,797)	The variance to date is primarily against employee budgets
<b>Total for Planning and Development</b>	1,836,150	(312,745)	(360,632)	(47,887)	Planning income is running £209k ahead of the profiled budget at the end of the second quarter. It is however masking the continuation of increased costs defending planning appeals. These items have been included as in-year adjustments within Appendix H.
<b>Total for Planning Policy</b>	1,643,580	610,705	20,636	(590,069)	The position to date primarily reflects the timing of expenditure associated with the development of the Local Plan.
<b>Total for Building Control</b>	174,880	17,985	(27,040)	(45,025)	Income has moved ahead of the profile by £31k during the second quarter.
<b>Total for Regeneration</b>	3,064,980	355,794	354,793	(1,001)	
<b>Total for Planning and Regeneration</b>	6,742,780	1,492,369	710,829	(781,540)	

# Corporate Budget Monitoring - Housing Revenue Account Budget Position at the end of September 2019

## Housing Revenue Account

	2019/20 Current Full Year Budget £	2019/20 Profiled Budget to date £	2019/20 Actual to date £	2019/20 Variance to Profile £	Next Quarters Profile £	Comments
<b><u>Analysis by Type of Spend</u></b>						
<b>Direct Expenditure</b>						
Employee Expenses	1,090,540	331,040	317,353	(13,687)	165,520	
Premises Related Expenditure	3,458,870	1,541,137	1,599,245	58,108	845,672	
Transport Related Expenditure	20,370	10,185	13,532	3,347	5,093	
Supplies & Services	524,600	188,280	136,810	(51,470)	59,361	
Third Party Payments	1,030	515	0	(515)	258	
Transfer Payments	17,000	8,500	6,070	(2,430)	4,250	
Interest Payments	1,413,490	391,945	391,947	2	293,269	
<b>Total Direct Expenditure</b>	<b>6,525,900</b>	<b>2,471,602</b>	<b>2,464,956</b>	<b>(6,646)</b>	<b>1,373,423</b>	
<b>Direct Income</b>						
Other Grants, Reimbursements and Contributions	(8,000)	0	(898)	(898)	0	
Sales, Fees and Charges	(533,920)	(267,594)	(293,940)	(26,346)	(128,613)	
Rents Receivable	(12,843,320)	(6,435,947)	(6,375,252)	60,695	(3,218,469)	
Interest Receivable	(51,600)	0	0	0	0	
<b>Total Direct Income</b>	<b>(13,436,840)</b>	<b>(6,703,541)</b>	<b>(6,670,091)</b>	<b>33,450</b>	<b>(3,347,081)</b>	
<b>Net Direct Costs</b>	<b>(6,910,940)</b>	<b>(4,231,939)</b>	<b>(4,205,135)</b>	<b>26,804</b>	<b>(1,973,658)</b>	
<b>Net Indirect Costs</b>	<b>6,835,610</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Net Contribution to/(from) Reserves</b>	<b>75,330</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total for HRA</b>	<b>0</b>	<b>(4,231,939)</b>	<b>(4,205,135)</b>	<b>26,804</b>	<b>(1,973,658)</b>	

## Housing Revenue Account

	2019/20 Current Full Year Budget £	2019/20 Profiled Budget to date £	2019/20 Actual to date £	2019/20 Variance to Profile £	Comments
<b><u>Analysis by Service/Function</u></b>					
<b>Total for Finance - Financing Items</b>	1,756,120	0	0	0	
<b>Total for Corporate Director and Administration Operational Services</b>	591,340	46,415	41,384	(5,031)	
<b>Total for Customer and Commercial Services</b>	(47,570)	(67,620)	(67,620)	(0)	
<b>Total for Housing and Environmental Health</b>	(6,217,010)	(5,570,546)	(5,542,936)	27,610	Rental Income is slightly behind profile to date along with increased expenditure on council tax on empty properties (Honeycroft and Spendells Sheltered Housing Schemes) which is included as an in-year budget adjustment within Appendix H.
<b>Total for Building and Engineering</b>	3,917,120	1,359,812	1,364,037	4,225	
<b>Total for HRA</b>	0	(4,231,939)	(4,205,135)	26,804	

## Corporate Budget Monitoring - General Fund Capital Programme Position at the end of September 2019

	Total Budget Allocated to Scheme* £	2019/20 Current Full Year Budget £	2019/20 Profiled Budget to date £	2019/20 Actual to date £	2019/20 Variance to Profile £	Comments
<b>Expenditure</b>						
<b>Business and Economic Growth Portfolio</b>						
SME Growth Fund Capital Grants	43,250	43,250	0	0	0	All funding has now been committed against qualifying projects, with funding to be drawn down by recipients at agreed milestones.
Starlings and Milton Road Redevelopment	1,599,180	1,599,180	0	0	0	
<b>Total for Business and Economic Growth Portfolio</b>	<b>1,642,430</b>	<b>1,642,430</b>	<b>0</b>	<b>0</b>	<b>0</b>	

## Corporate Budget Monitoring - General Fund Capital Programme Position at the end of September 2019

	Total Budget Allocated to Scheme* £	2019/20 Current Full Year Budget £	2019/20 Profiled Budget to date £	2019/20 Actual to date £	2019/20 Variance to Profile £	Comments
<b>Corporate Finance and Governance Portfolio</b>						
Audit management software	2,230	2,230	0	0	0	
Joint HR and Payroll System	1,780	1,780	0	0	0	
Information and Communications Technology Core Infrastructure	355,210	190,210	27,605	60,734	33,129	This capital sum, together with the IT strategic Investment budget below are now fully committed during 2019/20 to the office transformation network re-design and investment works and essential hardware upgrades, including the Council's security firewalls.
IT Strategic Investment	35,180	35,180	0	8,509	8,509	See Information and Communications Technology Core infrastructure comment re: office transformation network re-design.
Agresso e-procurement	84,000	84,000	0	0	0	
Individual Electoral Registration - Scanning Equipment	1,560	1,560	0	0	0	

## Corporate Budget Monitoring - General Fund Capital Programme Position at the end of September 2019

	Total Budget Allocated to Scheme* £	2019/20 Current Full Year Budget £	2019/20 Profiled Budget to date £	2019/20 Actual to date £	2019/20 Variance to Profile £	Comments
Enhanced Equipment replacement - Printing and Scanning	15,860	12,250	0	0	0	
Office Rationalisation	1,038,440	1,006,680	255,280	348,810	93,530	Expenditure on transformation is running slightly ahead of profile as work at Barnes house completes and work at the Town Hall continues. Barnes House payments should slow over the next two months and expenditure will continue reasonably uniformly to the end of the project.
<b>Total for Corporate Finance and Governance Portfolio</b>	<b>1,534,260</b>	<b>1,333,890</b>	<b>282,885</b>	<b>418,053</b>	<b>135,168</b>	

## Corporate Budget Monitoring - General Fund Capital Programme Position at the end of September 2019

	Total Budget Allocated to Scheme* £	2019/20 Current Full Year Budget £	2019/20 Profiled Budget to date £	2019/20 Actual to date £	2019/20 Variance to Profile £	Comments
<b>Environment and Public Space Portfolio</b>						
Cranleigh Close, Clacton, landscaping works	7,830	7,830	6,000	5,997	(3)	Remaining budget to be spent during 2019/20 on new signs.
Environmental Health Database Migration	5,250	5,250	0	0	0	The Service is reviewing this project as part of the wider Digital Transformation Project.
Public Access Module to CAPS	54,140	54,140	0	0	0	The Service is reviewing this project as part of the wider Digital Transformation Project.
Laying Out Cemetery	168,470	0	0	640	640	The works element of this project has been profiled to 2020/21.
Crematorium and Cemeteries Road Works	163,000	163,000	108,830	108,827	(3)	Majority of the works completed, final part to be completed by March 2020 subject to the tender process.
Bath House Meadow Play Area, Walton	4,870	4,870	0	0	0	Works finished, with retention due to be paid to contractor.
Changing Place Facilities, Walton	1,500	1,500	1,500	1,551	51	Scheme Complete.
Resurfacing Works, Off Valley Road	6,770	6,770	0	0	0	Kerbing issues to be completed by December 2019.

## Corporate Budget Monitoring - General Fund Capital Programme Position at the end of September 2019

	Total Budget Allocated to Scheme* £	2019/20 Current Full Year Budget £	2019/20 Profiled Budget to date £	2019/20 Actual to date £	2019/20 Variance to Profile £	Comments
Waste Collection Wheeled Bins	742,990	742,990	742,990	945,875	202,885	Main rollout of wheeled bins completed during August. Bins continue to be delivered to properties for authorised additional bins. Additional recycling boxes also purchased with a budget adjustment set out within Appendix H.
Bath House Meadow Security Measures	20,000	20,000	0	0	0	Project delayed due to weather conditions. Project to be completed during remainder of 2019/20.
Clacton Multi-Storey car park repairs	180,000	180,000	0	0	0	This scheme is currently being reviewed as costs estimated at more than the budget - there may be opportunities to re-scale the project or additional funding may need to be considered.
Public Convenience Works	40,000	40,000	0	0	0	Demolition and Refurbishment works expected to be completed by March 2020.
<b>Total for Environment and Public Space Portfolio</b>	<b>1,394,820</b>	<b>1,226,350</b>	<b>859,320</b>	<b>1,062,891</b>	<b>203,571</b>	

## Corporate Budget Monitoring - General Fund Capital Programme Position at the end of September 2019

	Total Budget Allocated to Scheme* £	2019/20 Current Full Year Budget £	2019/20 Profiled Budget to date £	2019/20 Actual to date £	2019/20 Variance to Profile £	Comments
<b>Housing Portfolio</b>						
Replacement of High Volume Printers	29,000	29,000	0	0	0	
Replacement debit and credit card payment facility	14,630	14,630	0	0	0	
Replacement Scan Stations	12,000	0	0	0	0	This scheme has been profiled to 2020/21.
Housing in Jaywick	498,750	498,750	34,375	24,504	(9,871)	Ecological surveys have commenced to inform future developments.
Private Sector Renewal Grants/Financial Assistance Loans	325,260	325,260	9,485	9,495	10	
Disabled Facilities Grants	6,151,870	3,880,870	645,445	644,671	(774)	
Private Sector Leasing	75,660	75,660	0	0	0	
Empty Homes funding	164,220	164,220	0	0	0	This project is being reviewed to identify alternative options / opportunities.
<b>Total for Housing Portfolio</b>	<b>7,271,390</b>	<b>4,988,390</b>	<b>689,305</b>	<b>678,670</b>	<b>(10,635)</b>	

## Corporate Budget Monitoring - General Fund Capital Programme Position at the end of September 2019

	Total Budget Allocated to Scheme* £	2019/20 Current Full Year Budget £	2019/20 Profiled Budget to date £	2019/20 Actual to date £	2019/20 Variance to Profile £	Comments
<b>Independent Living Portfolio</b>						
Careline - Replacement Telephone System	37,210	37,210	0	0	0	
<b>Total for Independent Living Portfolio</b>	<b>37,210</b>	<b>37,210</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Leisure and Tourism Portfolio</b>						
Replacement of beach hut supports - The Walings	11,620	0	0	0	0	
Princes Theatre Toilets	40,000	40,000	0	0	0	This project is due to be completed in 2019/20 as part of the scheduled works to the Town Hall that form part of wider Office Rationalisation project.
Town Centre Fountain	160,000	160,000	0	0	0	Alternative options for this site remain under consideration.
Dovercourt Bay Lifestyles CCTV	49,500	49,500	49,500	26,000	(23,500)	The equipment has now been purchased for Dovercourt Sports Centre with a saving of £23,500 achieved. The service is currently investigating the purchase of another camera for Clacton Leisure Centre subject to a separate report and business case.

## Corporate Budget Monitoring - General Fund Capital Programme Position at the end of September 2019

	Total Budget Allocated to Scheme* £	2019/20 Current Full Year Budget £	2019/20 Profiled Budget to date £	2019/20 Actual to date £	2019/20 Variance to Profile £	Comments
CLC - Spa and Wetside Re-development	525,000	525,000	0	0	0	
Venetian Bridge Clacton	0	0	0	9,097	9,097	Retention paid.
New Beach Huts	64,600	64,600	0	0	(0)	
Cliff Stabilisation Scheme	2,108,320	2,108,320	1,552,380	1,157,485	(394,895)	First phase of works are complete, with a feasibility assessment underway for a second phase of the project.
Marine Parade West Clacton Cliff Works	49,380	49,380	2,250	9,584	7,334	Following completion of works, a new investigation is underway into movement of the cliff.
Flood Wall, Walton On The Naze	0	0	0	3,500	3,500	Works Completed.
Purchase of Street Cleansing Equipment	43,570	43,570	0	0	0	Equipment was delivered in June, however invoice is currently in dispute with supplier.
<b>Total for Leisure and Tourism Portfolio</b>	<b>3,051,990</b>	<b>3,040,370</b>	<b>1,604,130</b>	<b>1,205,667</b>	<b>(398,463)</b>	
<b>Total Approved General Fund Capital Programme</b>	<b>14,932,100</b>	<b>12,268,640</b>	<b>3,435,640</b>	<b>3,365,280</b>	<b>(70,360)</b>	

\* This is current and future years budget where a scheme has been profile into future years

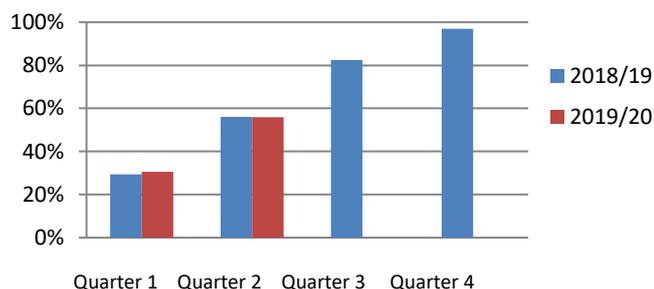
## Corporate Budget Monitoring - Housing Revenue Account Capital Programme Budget Position at the end of September 2019

	2019/20 Current Full Year Budget £	2019/20 Profiled Budget to date £	2019/20 Actual to date £	2019/20 Variance to Profile £	Comments												
Improvements, enhancement & adaptation of the Council's housing stock	3,215,410	1,798,310	1,484,386	(313,924)	This budget covers a range of individual schemes which will be delivered as the year progresses and are subject to the appropriate procurement processes, which are planned, being progressed or are underway.												
Upgrade & Replacement	20,000	2,820	2,829	9													
Disabled Adaptations	458,210	217,745	208,243	(9,502)	Similarly to the above, it is anticipated that works will be progressed over the remainder of the year.												
Cash Incentive Scheme	60,000	0	0	0													
New Build Initiatives and Acquisitions*	2,451,260	88,570	88,560	(10)													
Jaywick Sands - New Build/Starter Homes*	506,810	506,810	517,437	10,627	Phase 2 of this project is now underway, with an associated budget adjustment included in Appendix H.												
<p>*Within these two budgets that total £2,958,070, £2,646,052 relates to projects supported by one for one capital receipts with spend by dates as per below:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">31/03/2020</td> <td style="width: 25%;">£413,570</td> <td style="width: 25%;">31/12/2020</td> <td style="width: 25%;">£1,270,100</td> </tr> <tr> <td>30/06/2020</td> <td>£276,060</td> <td>31/03/2021</td> <td>£150,192</td> </tr> <tr> <td>30/09/2020</td> <td>£536,130</td> <td></td> <td></td> </tr> </table>						31/03/2020	£413,570	31/12/2020	£1,270,100	30/06/2020	£276,060	31/03/2021	£150,192	30/09/2020	£536,130		
31/03/2020	£413,570	31/12/2020	£1,270,100														
30/06/2020	£276,060	31/03/2021	£150,192														
30/09/2020	£536,130																
<b>Total Housing Revenue Account Capital Programme</b>	<b>6,711,690</b>	<b>2,614,255</b>	<b>2,301,455</b>	<b>(312,800)</b>													

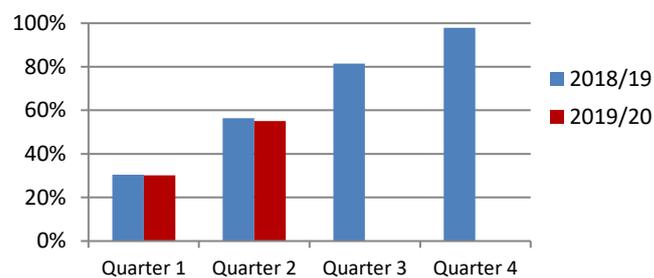
## Collection Performance : Position at the end of September 2019

The collection performance against Council tax, Business Rates, Housing Rents and General Debt collection are set out below.

### Council Tax (against annual amounts)

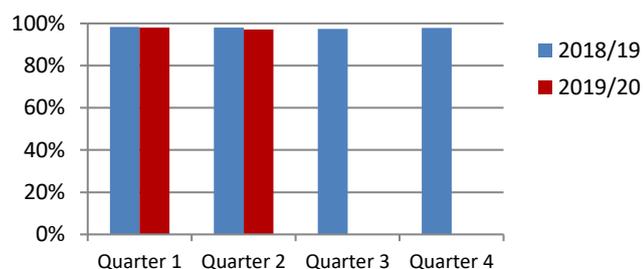


### Business Rates (against annual amounts)

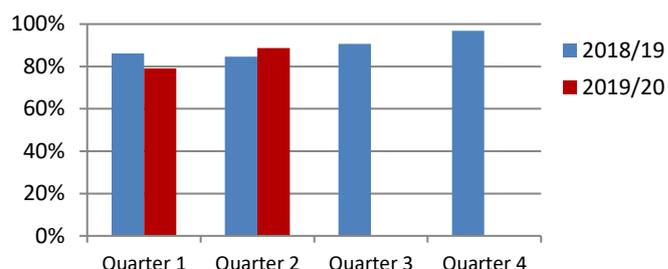


	2018/19	2019/20		2018/19	2019/20
Quarter 1	29.44%	30.64%	Quarter 1	30.48%	30.21%
Quarter 2	56.09%	55.86%	Quarter 2	56.40%	55.03%
Quarter 3	82.52%		Quarter 3	81.42%	
Quarter 4	96.96%		Quarter 4	97.92%	

### Housing Rents



### General Debt



	2018/19	2019/20		2018/19	2019/20
Quarter 1	98.30%	97.99%	Quarter 1	86.14%	79.00%
Quarter 2	98.10%	97.20%	Quarter 2	84.58%	88.64%
Quarter 3	97.40%		Quarter 3	90.65%	
Quarter 4	97.82%		Quarter 4	96.89%	

## Treasury Activity : Position at the end of September 2019

Key Treasury Management Performance Data and Prudential Indicators are set out below.

### TREASURY ACTIVITY

Borrowing	Opening Balance 1 April £'000	Borrowing to date £'000	Borrowing Repaid to date £'000	Balance to Date £'000	Comments
Long Term PWLB Borrowing - GF	306	0	49	257	
Long Term PWLB Borrowing - HRA	41,770	0	832	40,938	
<b>TOTAL BORROWING</b>	<b>42,076</b>	<b>0</b>	<b>881</b>	<b>41,195</b>	
Investments	Opening Balance 1 April £'000	Investments to date £'000	Investments Repaid to date £'000	Balance to Date £'000	Comments
<i>Investments less than a year</i>					
Investments with UK Government via Treasury Bills/Investments with DMO, and Local Authorities and other public bodies	47,000	160,000	152,400	54,600	Net investments have increased over the reporting period due to the timing of the Council's cash flow such as expenditure budgets behind profile or income being received ahead of expenditure.
Investments with UK financial Institutions (including Money Market Funds)	12,470	19,629	21,600	10,499	At the end of the period, investments were held with 6 counterparties.
Investments with non-UK Financial institutions	0	0	0	0	
<b>Total Investments for less than a year</b>	<b>59,470</b>	<b>179,629</b>	<b>174,000</b>	<b>65,099</b>	
<i>Investments for longer than a year</i>	0	0	0	0	
<b>TOTAL INVESTMENTS</b>	<b>59,470</b>	<b>179,629</b>	<b>174,000</b>	<b>65,099</b>	
Interest Paid / Received	Full Year Budget £'000	Profiled Budget to Date £'000	Actual to Date £'000	Variance to date £'000	Comments
Interest Paid on Borrowing - GF	56	30	10	(20)	The weighted average rate of interest on the Council's GF borrowing is currently 7.85%. (on an accrued basis). This position will remain at the end of the year with an in-year budget adjustment included within Appendix H.
Interest Paid on Borrowing - HRA	1,413	392	392	0	The weighted average rate of interest on the Council's HRA borrowing is currently 3.42%. (on an accrued basis)
Interest Received on Investments	(336)	(185)	(312)	(127)	The weighted average rate of interest being received on the Council's investments is currently 0.87%. (on an accrued basis)
PRUDENTIAL INDICATORS					
	Approved Indicator £'000	Highest amount reached in the period £'000	Comments		
Authorised limit for external borrowing	76,455	42,076	Borrowing has remained within approved limits.		
Operational boundary for external borrowing	67,704				

## Income from S106 Agreements

Information in respect of S106 income has been split across two areas below - Where money has been formally allocated / being spent and where money remains unallocated / uncommitted.

Where related to capital schemes - see Appendix D for overall scheme progress.

### ALLOCATED / BEING SPENT

Scheme	Amount Committed / Planned to be Spent in 2019/20 (including accrued interest as appropriate) £'000
<b>Capital Schemes</b>	
Cranleigh Close, Clacton - landscaping works	8
Valley Road, Car Park Resurfacing	7
<b>Revenue Schemes and other Contributions</b>	147
<b>TOTAL</b>	<b>162</b>

### UNALLOCATED / UNCOMMITTED TO DATE

Permitted Use as per S106 Agreement	Amount Held / 'Spend by' Date			
	Less than 1 Year £'000	1 to 2 Years £'000	2 to 4 Years £'000	4 years + £'000
Regeneration Programme and Other Initiatives	0	0	0	62
Affordable Housing	0	0	0	652
Town Centre Improvements	0	0	0	43
Habitat Protection	0	0	0	3
Open Space*	13	3	39	900
<b>TOTAL</b>	<b>13</b>	<b>3</b>	<b>39</b>	<b>1,660</b>

\* For schemes with a 'spend by' date of less than one year, this money must be spent as follows  
£4,000 by Feb 2020  
£9,000 by Apr 2020

## Proposed Adjustments to the 2019/20 Budget September 2019

Description	Expenditure Budget	Income Budget	Reason for Adjustment
	£	£	
<b>GENERAL FUND REVENUE</b>			
<i>The following items have no net impact on the overall budget</i>			
Additional costs to support the roll-out of the new waste and recycling service	10,000		The service have requested additional capacity (staff and transport) to support the new service, which can be funded from the New Homes Bonus set aside for this purpose (in-line with the original decision taken by Cabinet in March 2018).
Use of New Homes Bonus	(10,000)		
Environment Services Agency Staff	42,970		To support the required capacity within Environmental Service.
Use of vacancy savings elsewhere in the Council	(42,970)		
Planning Appeals	150,000		Following on from the position reported at the end of the first quarter, costs are being incurred to support the Council in defending appeals. This cost is proposed to be met from increased planning income being experienced so far to date.
Planning Income		(150,000)	
<b>Total General Fund Revenue with no net impact on the overall budget</b>	<b>(150,000)</b>	<b>150,000</b>	

Description	Expenditure Budget	Income Budget	Reason for Adjustment
	£	£	
<i>The following items will be adjusted against the Forecast Risk Fund</i>			
Local Highways Match Funding	50,000		In association with existing budgets, this additional level of funding is aimed at leveraging in an additional £100k contribution from ECC as part of the wider highways work undertaken in partnership with them.
Digital Transformation Project	181,760		Cabinet agreed a Digital Transformation report at their meeting on 13 September 2019 which set out a number of additional emerging costs associated with the Council's use of digital technology.
Digital Transformation Project - Electronic Document Management System (EDMS)	18,000		As highlighted in the Digital Transformation report agreed by Cabinet on 13 September 2019, additional costs may still emerge in respect of the Council's use of digital technology. One such example is the increased cost associated with the EDMS solution for the Revenue and Benefits Service, which requires an increased one-off investment as part of its implementation.
Insurance Premium Renewal 2019	16,500		The cost of the Council's premiums increased in 2019, largely due to property claims in the HRA. The initial price increase was in excess of £200k, but following further discussions with insurers, the Council has limited the increase by accepting a higher level of excess (from £5k to £50k) on its general property cover. Although the Council is developing an action plan to limit successful claims against the Council, it is proposed to utilise the Contingency Budget of £0.322m to underwrite the risk of the revised excess amount. In respect of the HRA, it is proposed to use the general level of reserves to underwrite the associated risk.
Enforcement Post	15,000		To support additional temporary capacity to undertake a general enforcement role within the Council.

Description	Expenditure Budget	Income Budget	Reason for Adjustment
	£	£	
Depot Security Review	10,000		To meet the potential cost of works that may emerge following a review of depot security currently being supported by Internal Audit.
Interest receivable from investments		(120,000)	Investment returns are currently running ahead of the budget, a position that is forecast to be maintained over the remainder of the financial year.
Interest payable on general fund borrowing and associated minimum revenue provision adjustment	(44,430)		The interest and MRP cost associated with outstanding loans is lower than originally budgeted.
Cost of the 2019 Airshow	20,000		The current estimate of the final net cost of the 2019 Airshow is higher than budgeted, primarily as a result of reduced programme sales and increased staffing costs.
Net Contribution <u>from</u> Forecast Risk Fund		(146,830)	

Description	Expenditure Budget	Income Budget	Reason for Adjustment
	£	£	
<b>GENERAL FUND CAPITAL</b>			
<b>Schemes Reprofiled</b>			
None			
<b>Other Changes to General Fund Capital Programme</b>			
Purchase of recycling boxes to support roll-out of the new waste and recycling service	202,880		For the purchase of recycling boxes to support increased demand following the introduction of the new service, which can be funded from the New Homes Bonus set aside for this purpose (this is in-line with the original decision taken by Cabinet in March 2018). Following this item, £329k remains available within the original NHB allocation of £1.333m).
Use of New Homes Bonus	(202,880)		
<b>Total General Fund Capital Adjustment with no net impact on the overall budget</b>	<b>0</b>	<b>0</b>	
<b>HRA REVENUE</b>			
<b><i>The following items will be adjusted against the HRA General Balance</i></b>			
Council tax on empty properties	75,000		Given the continuing number of Empty Properties (primarily Honeycroft and Spendells Sheltered Schemes) there is a temporary increase in the level of council tax payable.
<b>HRA CAPITAL</b>			
Demolition of the Mermaid Site in Jaywick Sands	100,000		Following a fire, urgent demolition works were required to make the site safe.
Use of New Build Initiatives and Acquisition Project Budget	(100,000)		
Starter Homes - Jaywick Sands (Phase 2)	500,000		To support the next phase of this project within Jaywick Sands which should see the project completed (phase one included ground works and ground floor construction with this phase seeing prefabricated units built and placed as first floors upwards).
Use of New Build Initiatives and Acquisition Project Budget	(500,000)		

## Corporate Budget Monitoring - Budget Position at the end of September 2019

### Financial Summary - North Essex Garden Communities Project

	2019/20 Current Full Year Budget £	2019/20 Profiled Budget to date £	2019/20 Actual to date £	2019/20 Variance to Profile £	Comments
<b><u>Analysis by Activity</u></b>					
Local Plan / DPD	1,219,694	619,242	626,246	7,004	
Overheads	488,401	216,895	174,727	(42,168)	
Delivery Strategy	423,200	147,900	124,291	(23,609)	
<b>Total Direct Expenditure</b>	<b>2,131,295</b>	<b>984,037</b>	<b>925,264</b>	<b>(58,773)</b>	

Line	Budget 2017/18 £	Budget 2018/19 £	Estimate 2019/20 £	Estimate* 2020/21 £	Estimate 2021/22 £	Estimate 2022/23 £	Estimate 2023/24 £	Estimate 2024/25 £	Estimate 2025/26 £	Estimate 2026/27 £
<b>Underlying Funding Growth in the Budget</b>										
1	(0.136)	(0.147)	(0.151)	(0.158)	(0.161)	(0.165)	(0.168)	(0.171)	(0.175)	(0.178)
2	(0.090)	(0.086)	(0.082)	(0.079)	(0.076)	(0.073)	(0.069)	(0.066)	(0.063)	(0.059)
3	0.000	(0.131)	(0.110)	(0.110)	(0.132)	(0.134)	(0.137)	(0.140)	(0.142)	(0.145)
4	(0.148)	(0.293)	(0.576)	(0.177)	(0.147)	(0.156)	(0.165)	(0.173)	(0.182)	(0.190)
5	(0.218)	(0.652)	(0.710)	(0.437)	(0.100)	(0.100)	(0.100)	(0.100)	(0.100)	(0.100)
	<b>(0.592)</b>	<b>(1.309)</b>	<b>(1.629)</b>	<b>(0.961)</b>	<b>(0.616)</b>	<b>(0.628)</b>	<b>(0.639)</b>	<b>(0.650)</b>	<b>(0.662)</b>	<b>(0.672)</b>
<b>Net Cost of Services and Other Adjustments</b>										
6	0.914	0.580	0.648	0.422	0.000	0.000	0.000	0.000	0.000	0.000
7	(0.155)	(0.315)	(0.112)	0.013	0.000	0.000	0.000	0.000	0.000	0.000
8	(0.020)	0.218	0.652	0.710	0.437	0.100	0.100	0.100	0.100	0.100
9	0.125	0.514	0.635	0.488	0.373	0.376	0.380	0.385	0.389	0.393
10	0.000	0.088	0.221	0.156	0.163	0.167	0.172	0.177	0.182	0.187
11	(0.268)	(0.055)	(0.115)	0.000	(0.090)	0.000	0.000	0.000	0.000	0.000
12	0.000	(0.049)	(0.055)	(0.036)	0.000	0.000	0.000	0.000	0.000	0.000
13	0.000	(0.150)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
14	(0.100)	0.000	0.000	(0.045)	0.000	0.000	0.000	0.000	0.000	0.000
15	0.287	0.374	(0.069)	(1.076)	0.000	0.000	0.000	0.000	0.000	0.000
16	(0.879)	(0.290)	(0.328)	(0.450)	(0.450)	(0.450)	(0.450)	(0.450)	(0.450)	(0.450)
17	1.046	0.114	0.153	0.600	0.150	0.150	0.150	0.150	0.150	0.150
18	0.000	(0.134)	(0.118)	1.121	0.000	0.000	0.000	0.000	0.000	0.000
	<b>0.950</b>	<b>0.895</b>	<b>1.512</b>	<b>1.902</b>	<b>0.582</b>	<b>0.344</b>	<b>0.353</b>	<b>0.362</b>	<b>0.371</b>	<b>0.380</b>
<b>Net Total</b>	<b>0.358</b>	<b>(0.414)</b>	<b>(0.117)</b>	<b>0.941</b>	<b>(0.033)</b>	<b>(0.284)</b>	<b>(0.286)</b>	<b>(0.288)</b>	<b>(0.292)</b>	<b>(0.292)</b>
Add back Use of Reserves / Forecast Risk Fund in Prior Year	0.200	0.558	0.144	0.027	0.969	0.935	0.651	0.365	0.076	(0.215)
<b>Net Budget Position</b>	<b>0.558</b>	<b>0.144</b>	<b>0.027</b>	<b>0.969</b>	<b>0.935</b>	<b>0.651</b>	<b>0.365</b>	<b>0.076</b>	<b>(0.215)</b>	<b>(0.507)</b>
Use of Forecast Risk Fund to support the Net Budget Position	(0.558)	(0.144)	(0.027)	(0.969)	(0.935)	(0.651)	(0.365)	(0.076)	0.215	0.507

\* See separate RAG risk assessment for further consideration of forecast risks for each line of the forecast

**Use of Forecast Risk Fund to Support the Net Budget Position Above**

Outturn b/fwd from prior years	<b>(0.558)</b>	<b>(1.934)</b>	<b>(2.780)</b>	<b>(3.253)</b>	<b>(2.784)</b>	<b>(2.349)</b>	<b>(2.198)</b>	<b>(2.333)</b>	<b>(2.757)</b>	<b>(3.472)</b>
Applied in year as set out in the forecast above	0.558	0.144	0.027	0.969	0.935	0.651	0.365	0.076	(0.215)	(0.507)
Additional contributions generated in year	(1.934)	(0.990)	(0.500)	(0.500)	(0.500)	(0.500)	(0.500)	(0.500)	(0.500)	(0.500)
<b>Balance to Carry Forward</b>	<b>(1.934)</b>	<b>(2.780)</b>	<b>(3.253)</b>	<b>(2.784)</b>	<b>(2.349)</b>	<b>(2.198)</b>	<b>(2.333)</b>	<b>(2.757)</b>	<b>(3.472)</b>	<b>(4.479)</b>

<b>FORECAST SENSITIVITIES</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2026/27</b>	<b>Totals</b>
	<b>£</b>	<b>£</b>						
<b>Forecast Budget Gap / (Surplus) from table above (BASE Position)</b>	<b>0.969</b>	<b>0.935</b>	<b>0.651</b>	<b>0.365</b>	<b>0.076</b>	<b>(0.215)</b>	<b>(0.507)</b>	<b>2.274</b>
<b><i>Revised Forecast Budget GAP / (SURPLUS) in the event of the following possibilities</i></b>								
Council Tax Increase are lower by 1% per annum compared to the base	1.049	1.098	0.901	0.706	0.512	0.319	0.129	4.714
Property Growth does not grow over the life of the forecast	1.146	1.082	0.807	0.530	0.249	(0.033)	(0.317)	3.464
Property Growth is lower by 5% compared to the base	0.970	0.905	0.629	0.351	0.069	(0.214)	(0.500)	2.210
Inflation increases at a rate of +1% faster than the base	1.196	1.170	0.897	0.622	0.344	0.074	(0.207)	4.096
Inflation decreases at a rate of 1% slower than the base	0.742	0.700	0.405	0.108	(0.192)	(0.504)	(0.807)	0.452
Savings achieved are lower by 10% per annum compared to the base	1.014	1.025	0.786	0.545	0.301	0.055	(0.192)	3.534
Savings achieved are lower by 20% per annum compared to the base	1.059	1.115	0.921	0.725	0.526	0.325	0.123	4.794
Unmitigated Cost Pressures are greater by 10% per annum compared to the base	1.029	0.965	0.696	0.425	0.151	(0.125)	(0.402)	2.739
Unmitigated Cost Pressures are greater by 20% per annum compared to the base	1.089	0.995	0.741	0.485	0.226	(0.035)	(0.297)	3.204

Relevant line of the Forecast	RAG Assessment of Risk	Comments
<b>Underlying Funding Growth in the Budget</b>		
Council Tax Increase 1.99%		Although this is subject to future Government policy, it is expected that an allowable inflationary uplift will always be a feature in the Local Government finance settlement and associated Council Tax referendum principles
Ctax increase by £5 (amounts set out are over and above the 1.99% above)		Although similar to the above, there is less certainty around the level of increase that the Government may allow over and above a 'base' inflationary uplift. However it is expected that such increases will be allowable in the short term without invoking the need to hold a referendum. This will remain subject to on-going review.
Growth in Business rates - Inflation		Similar to Council Tax above, based on the historic trend of inflationary uplifts in the poundage applied to rateable values, modest inflationary increases are relatively certain over the life of the forecast.
Growth in Business rates / council tax - general property growth		Underlying growth in business rates and Council Tax are expected to remain relatively stable and robust over the life of the forecast. The two main risks relate to major economic changes and future Government Policy, especially in relation to business rates where the Government remains active in developing a 75% retention model across the public sector based on a fair funding assessment. This model could see the Government introduce business rate 'resets' which could see income from economic growth being reduced on a cyclical basis as part of a redistribution method nationally. The Government continues to consult on the associated proposals but the risk to the forecast remains significant.
Collection Fund Surpluses b/fwd		Following the latest review of the forecast and using the most up to date figures, collection fund surpluses of £437k have been included in the 2020/21 budget. More modest amounts are included in future years of the forecast with a high degree of confidence in their delivery. (The forecast excludes any benefit from being a member of the Essex Business Rates Pool as it is accounted for on an actual basis rather than building it into the base budget given its one-off nature and complexities in the overall business rate calculations)
<b>Net Cost of Services and Other Adjustments</b>		
Reduction in RSG		2020/21 sees the end of the Revenue Support Grant so there is no uncertainty in respect of this line of the forecast.
Remove one-off items from prior year		These are known adjustments
Remove one-off items from prior year - Collection Fund Surplus		These are known adjustments based on the assumptions set out above concerning the year on year change in the collection fund position
Inflation - Employee Costs (including annual review adjustments)		It was initially hoped that the significant increases across 2018/19 and 2019/20 would limit further increases in the short term. However the recent pay claim submitted by the union sets out a figure of 10% for 2020/21. Therefore the inflationary allowance has been increased upwards to 2% in 2020/21 and 1.5% from 2021/22.
Inflation - Other		Although the Government's target CPI inflation is 2%, this is a long term target which will inevitably see fluctuations over short financial cycles. However 2% and 3% remain the basis for calculating an inflationary allowance for contracts and budgets that are based on either CPI or RPI respectively.
First / Second / Third year impact of PFH WP Savings		These are known adjustments which will be delivered in total but is recognised that the timing may differ to that originally anticipated which will be reflected in the forecast.
LCTS Grant To Parish Council's		These are known adjustments based on the Council's agreed policy of reducing support in line with it's own reduction in Government funding. The Government have raised the issue of Councils not passporting on the relevant funding which may require the existing policy to be revisited but this is only a limited risk with the total grant reducing to zero from 2020/21.
Specific change in Use of Reserves		Changes in the use of reserves primarily reflect other changes elsewhere in the budget/ forecast so are not a significant risk in isolation. One reserve that was 'exhausted' by the end of 2019/20 is the homelessness reserve which has required a corresponding adjustment to the expenditure that this reserve is currently supporting to ensure there is no net impact on the budget. This will have to be reviewed in light of the on-going pressure on the delivery of homeless services and prevention activities.
On-going savings required		This line of the budget fundamentally acts as the 'safety valve' for other changes elsewhere in the forecast and would need to be increased if adverse issues were experienced or estimates were not in line with predictions. Although the long term forecast provides flexibility in the timing of the delivery of such savings, it is important that on-going savings continue to be secured to meet the amounts set out in the forecast.

Relevant line of the Forecast	RAG Assessment of Risk	Comments
Unmitigated Cost Pressures		<p>It is recognised that this line of the forecast presents one of the highest risks, with on-going revenue items being the most difficult items to respond to. Although one-off items, such as those associated with repairing / refurbishing assets could also have a significant impact on the forecast, one-off funding is planned on being made available elsewhere in the budget to support these costs which therefore contributes to the mitigation of this risk.</p> <p>One of the most significant risks within this line of the budget relates to external income, especially from elsewhere in the public sector where similar financial pressures are being experienced. Such items include the funding from the major preceptors in respect of the Council Tax Sharing agreement, which totals over £800k each year. This has been reflected in the forecast as an on-going cost pressure from 2019/20, with a further reduction in income included in 2020/21.</p> <p>To support the management of risks, the Council continues to resist using one-off money, such as the New Homes Bonus, to support the on-going base budget.</p>

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<b>Key Decision Required:</b>	<b>Yes</b>	<b>In the Forward Plan:</b>	<b>Yes</b>
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## CABINET

**8 NOVEMBER 2019**

### **JOINT REPORT OF THE HOUSING PORTFOLIO HOLDER AND CORPORATE FINANCE AND GOVERNANCE PORTFOLIO HOLDER**

#### **A.8 THE LOCAL COUNCIL TAX SUPPORT SCHEME, DISCRETIONARY COUNCIL TAX EXEMPTIONS / DISCOUNTS FOR 2020/21 AND ANNUAL MINIMUM REVENUE PROVISION POLICY STATEMENT 2020/21**

(Report prepared by Richard Barrett)

#### **PART 1 – KEY INFORMATION**

##### **PURPOSE OF THE REPORT**

To enable Cabinet to consider and agree for recommending to full council the following:

- Local Council Tax Support Scheme 2020/21 (including associated exceptional hardship policy)
- Discretionary Council Tax Exemptions and Discounts 2020/21
- Annual MRP Policy Statement for 2020/21.

##### **EXECUTIVE SUMMARY**

- This report outlines the proposed Local Council Tax Support (LCTS) scheme and council tax exemptions and discounts for 2020/21.
- Given the on-going impact on residents from welfare reforms, including universal credit, it is proposed to continue with the principle highlighted last year of providing some financial stability to Tendring claimants. Therefore it is proposed to keep the 2020/21 LCTS scheme the same as this year. The current scheme provides for a maximum discount of 80% for working age claimants.
- The associated exceptional hardship policy has also been subject to annual review and it is not proposed to make any changes from the scheme operating this year and so remains available to support eligible claimants.
- In respect of discretionary council tax discounts and exemptions, it is proposed to continue with the same level of discounts this year with no changes therefore proposed for 2020/21. However it is proposed to agree in principle to levy the maximum council tax 'premium' from 1 April 2021, with Officers requested to write to all owners of long term empty properties advising them of this, which will also provide them with adequate time to respond to this potential change.
- The Annual Minimum Revenue Provision Policy Statement has also been reviewed for 2020/21 with no changes proposed, although attention is drawn to the fact that this may need to be reviewed at some point in the future in light of the Garden Communities project that continues to be developed.

- If it is agreed that no changes are necessary to the proposed LCTS scheme, there will be no need for public consultation. However, if any amendments are proposed and approved at Full Council on 26 November 2019, then public consultation will be required before the final scheme can be agreed and adopted. Consequently, if consultation is required, this Council will have to notify the precepting authorities that the final council tax base will be delayed and not available until late in the budget cycle.
- Given the recommendation to continue with the existing LCTS scheme, it is not proposed to formally refer it to the Resources and Services Overview and Scrutiny Committee, but it will be considered by Full Council on 26 November 2019.

## **RECOMMENDATION**

### **It is recommended:**

- a) That Cabinet agrees that the LCTS scheme for 2020/21 remains the same as the current year, as set out as Appendix A and recommends to full Council:**
  - i) that the LCTS set out as Appendix A be approved with the maximum LCTS award being 80% for working age claimants;**
  - ii) that subject to a)i) above, delegation be given to the Deputy Chief Executive in consultation with the Housing Portfolio Holder to undertake the necessary steps to implement the LCTS scheme from 1 April 2020;**
- b) that Cabinet agrees the Council Tax Exceptional Hardship Policy as set out in Appendix B;**
- c) that Cabinet agrees that the discretionary Council Tax exemptions and discounts remain unchanged in 2020/21 and recommends to full Council:**
  - i) that the locally determined council tax discounts as set out as Appendix C be approved;**
  - ii) that subject to c) above, delegation be given to the Deputy Chief Executive in consultation with the Housing Portfolio Holder to undertake the necessary steps to implement the council tax exemptions and discounts from 1 April 2020;**
  - iii) that it is agreed in principle to levy the maximum allowable council tax premiums from 1 April 2021 and that Officers be requested to write to the relevant homeowners advising them of the Council's intentions;**
  - iv) that Officers explore the option of potentially providing discounts for young people leaving care and present the outcome and options to members as soon as practicable in 2020/21; and**
- d) that Cabinet recommends to Council that the Annual Minimum Revenue Provision (MRP) Policy Statement for 2020/21 as set out in Appendix D be approved.**

## PART 2 – IMPLICATIONS OF THE DECISION

### DELIVERING PRIORITIES

In developing a local scheme the Council must be mindful of their duties to vulnerable groups, and Council Tax payers set against the Council's overall financial position.

### FINANCE, OTHER RESOURCES AND RISK

#### LCTS scheme for 2020/21

As at the end of September, the total estimated annual 'cost' of the LCTS scheme in 2019/20 is **£11.477m**, with approximately 10% of this amount (**£1.147m**) falling to TDC with the remainder being met by the major preceptors. It is also worth highlighting that for every 5% decrease / increase in the discount the council would gain / lose approximately **£50,000** per year.

The following sets out the total 'cost' of the LCTS scheme over recent years, with an average cost of **£11.499m** over the total 5 year period:

2015/16 - £11.725m  
2016/17 - £11.577m  
2017/18 - £11.362m  
2018/19 - £11.353m  
2019/20 - £11.477m (forecast outturn)

#### Council Tax Hardship Scheme

The total cost of the scheme over recent years is as follows:

Year	Applications Rec'd	Amount Awarded
2014-2015	46	£12,839
2015-2016	24	£5,202
2016-2017	27	£15,573
2017-2018	47	£22,778
2018- 2019	57	£21,822

The cost of the exceptional hardship scheme is met by contributions from TDC and the major preceptors based on their respective proportion of the overall council tax bill. Therefore TDC is required to meet approximately 10% of the cost of any award up to an annual aggregate total of **£23,973**. For any awards over and above this annual amount, 100% of the cost is met by TDC in accordance with the wider council tax sharing agreement with the major preceptors.

As no changes are proposed to either the LCTS Scheme or Hardship Policy in 2020/21, no additional costs over above those included within existing budgets or long term forecast are expected. The Council Tax Collection fund continues to operate whereby any changes against the budget during the year will be 'rolled' forward and included in the following year's budget setting process.

#### Council Tax exemptions and discounts for 2020/21

Similarly to the position for the LCTS above, as no changes are proposed for 2020/21, no changes to existing budgets / long term forecast are expected.

By not charging a 'premium' on long term empty properties in 2020/21 potential income is effectively foregone. However if the intention of charging a 'premium' is to bring empty properties back into use following which the 'premium' would no longer be levied, the ultimate success of such an approach would therefore mean that no additional income would be realised. It is accepted that some homeowners may still not bring their properties back into use even if a 'premium' was charged but it is difficult to quantify this figure.

### **Minimum Revenue Provision Policy Statement (MRP)**

In respect of the annual MRP policy statement, this sets out how the Council will make provision for the repayment of loans taken out to finance capital investment. For the General Fund, the MRP is a direct charge on the revenue budget. At present no MRP over and above the amount of principal being repaid is calculated for Housing Revenue Account capital investment, although future provision will be considered within the wider business planning process.

### **Risk**

The LCTS affects low income working age families, and therefore a key risk is their ability to pay if the level of support awarded reduced which would have a knock on impact on the overall collection rate. This is potentially compounded by the Government's ongoing welfare reforms such as the roll out of universal credit.

The annual review process therefore seeks to balance such issues along with the Council's overall financial position and as highlighted, it is not proposed to make any changes to the LCTS scheme in 2020/21, which supports the financial stability of residents especially during the continuing roll-out of the Government's welfare reforms.

## **LEGAL**

The Council Tax Reduction Schemes (Prescribed Requirements) (England) Regulations 2012 (as amended) and The Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013 provide the basis for the design and implementation of Local Council Tax Support Schemes.

In respect of the Council Tax Exceptional Hardship Policy, S13a of the Local Government Finance Act 1992 allows Councils to reduce the amount of Council Tax payable.

The Local Government Finance Act 1992. Schedule 1A of the 1992 Act states that if a LCTS is revised or replaced, full consultation is required. As the recommendation is to continue with the current scheme for 2020/21, consultation is not required. However, should Council make any amendments to the scheme, consultation will be necessary before the scheme can be approved and adopted.

The Local Government Finance Act 1992 (as amended) sets out relevant council tax exemptions and discounts (mandatory and discretionary). The Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 (as amended) sets out the various class of properties for the purpose of exemptions and discounts. Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 amended the Local Government Finance Act 1992 in respect of the Council Tax premium that can be charged on long term empty properties (unoccupied for at least 2 years) as follows:

The maximum 'premiums' chargeable from 1 April 2020 are as follows:

- For properties unoccupied and unfurnished for up to 5 years – a maximum of 100%

- For properties unoccupied and unfurnished for over 5 years – a maximum of 200%

The maximum premiums chargeable from 1 April 2021 are as follows:

- For properties unoccupied and unfurnished for up to 5 years – a maximum of 100%
- For properties unoccupied and unfurnished for over 5 years but less than 10 years – a maximum of 200%
- For properties unoccupied and unfurnished for over 10 years – a maximum of 300%

The Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008 set out the requirements of a Minimum Revenue Provision (MRP) Policy Statement which must be approved by Council each year.

### **OTHER IMPLICATIONS**

**Consideration has been given to the implications of the proposed decision in respect of the following and any significant issues are set out below.**

**Crime and Disorder / Equality and Diversity / Health Inequalities / Area or Ward affected / Consultation/Public Engagement.**

The LCTS scheme set out in the body of the report will not disproportionately impact on the following groups in that the relevant income will continue to be disregarded in calculating entitlement to support:-

- Families in receipt of child benefit; The Child Poverty Act 2010
- Disabled in receipt of Disability Living Allowance (DLA) / Employment and Support Allowance (ESA)/Personal Independence Payment(PIP); The Equality Act 2010
- War widows/disabled. The Armed Forces Covenant 2011

The recommendations on discounts apply a 0% (zero percentage) discount to all second homes and a 0% discount on empty properties, across the entire district. The implications will apply to all property owners and it is considered that there are no equality and diversity issues specific to this issue.

Empty properties can attract vandalism and increase the potential for crime. The approach taken to the amount of council tax charged on empty properties aims to encourage their return to occupation.

### **PROPOSED LCTS SCHEME 2020/21**

There are two parts to the LCTS scheme;

- one for pension age claimants where 100% support is provided
- one for working age claimants.

The Pension Age Scheme is set in accordance with rules laid down by the Government whereas the Working Age Scheme rules are decided locally by each local authority (billing authority).

Authorities must adopt a scheme on an annual basis which must be agreed by 31 January each year for the subsequent year's scheme.

LCTS is treated as a discount within the council tax calculations which means that the Council's

taxbase is reduced (as will the taxbase for County, Fire and Police and Parishes).

The LCTS is therefore an annual 'cost' met within the Council's overall financial position / budget each year. Any increase in the discount would therefore be treated as a cost pressure and conversely, any reduction in the level of discount would increase the Council's overall income position. However the level of discount given is not primarily a financial decision as one of the primary drivers is the level of financial support that the scheme provides to households across the district which in turn needs to be considered in the wider demographic / economic position for the area.

In previous years, one argument put forward was as the LCTS was supported by the Revenue Support Grant, any reduction in this grant should be 'passported' across to the LCTS scheme and therefore reduce the support available in line with those reductions. However, given the on-going impact on residents from welfare reforms, including universal credit, it is proposed to continue with the principle applied in previous years of helping to provide financial stability to Tending claimants by keeping the maximum discount at 80% for working age claimants. In terms of the overall scheme, no changes are proposed with the scheme remaining the same as 2019/20, including the retention of the family premium which the Government removed from the Housing Benefit Scheme from 2017/18.

A summary of the unchanged scheme for 2020/21 is set out as **Appendix A**.

Looking ahead to 2021/22, a review of the scheme is likely given the increasing level of resources required to administer the scheme. As the scheme is based on a means tested approach, the information required has in the past been collected as part of jointly administering Housing Benefit. As Housing Benefit is being phased out and the Department of Works and Pensions (DWP) have confirmed that they will not share with us the information that they collect to administer Universal Credit, the Council will have to ask claimants for the same information independently - in effect duplicating what is required from claimants.

It is understood that alternative options are being explored elsewhere in the country to potentially reduce the level of administration necessary and the outcome / performance of this work will be considered as a basis to develop options for this Council's scheme in 2021/22 and beyond.

***For information, statistics relating to the LCTS scheme in 2019/20 are set out below:***

As at the end of September 2019:

There are currently 13,078 household receiving LCTS.

The total working age households receiving support is 6,373

The total pensioner households receiving support is 6,705

The collection performance for those accounts where LCTS has been awarded is 48.14% (total overall council tax collection performance is 55.86%)

### **Council Tax Hardship Scheme**

The Council has operated a council tax exceptional hardship policy since the inception of the LCTS scheme.

As highlighted during the previous review of the policy, as with any exceptional hardship

scheme, it is difficult to define exceptional hardship or descriptive criteria that will apply as there may be a number of variables to consider when an application is made. However the policy continues to set out broad guidelines, which promotes transparency and openness in the Council's decision making processes. The policy also has a focus on 'reasonable' expenditure and affordability for the claimant and is based on evidence that they are also being proactive themselves in managing the situation. This mirrors the same approach being applied to discretionary housing payments where in consultation with the Department for Works and Pensions, support is focused on those claimants who are seeking employment for example.

The policy also highlights that a senior officer will review all decisions to demonstrate fairness and consistency to the application process.

It is not proposed to amend the scheme in 2020/21. However it will be reviewed as part of any change to the LCTS scheme that may emerge following the review set out above.

### **PROPOSED COUNCIL TAX DISCOUNTS AND EXEMPTIONS 2020/21**

There are a number of mandatory exemptions and discounts available, with only a limited number of classes of dwelling where there is local discretion as to the amount of discount that is awarded. These relate to 4 classes of unoccupied dwelling and for 2020/21 it is proposed to keep the level of discount at the same level as 2019/20 which is as follows:

Class A – Unoccupied and furnished dwellings with a planning restriction preventing occupation for at least 28 days.

- **0% discount** (on the days when the property cannot be used due to a planning restriction an exemption is allowed under Class G).

Class B – Unoccupied and furnished dwellings without a planning restriction preventing occupation for at least 28 days.

- **0% discount**

Class C – Unoccupied and substantially unfurnished dwellings.

- **0% discount**

Class D – Unoccupied and unfurnished requiring major repairs or alterations.

- **100% discount for up to 12 months**

As was the case last year, by leaving the current level of discounts / exemptions unchanged it supports the council tax base which is one of the Council's core income streams within the long term forecast. It is worth highlighting that for every 10% increase in any one class of discount, the Council would lose up to approximately **£25,000** in income per year.

Council tax income raised from the above locally determined discounts also has the additional benefit of increasing the contribution receivable from the major preceptors under the current council tax sharing agreement which is based on total council tax income collectable.

As a key driver to bring empty properties back into use, the Government allows Local Authorities to levy a council tax 'premium' on long term empty properties (Class C which have been empty for more than two years). As set out within the legal section above, the maximum

'premium' that can be charged is 100% for a property that has been empty for more than 2 years but less than 5, and a premium of 200% for a property that has been empty for more than 5 years. A second home or holiday home would not be included as the 'premium' would only apply to properties that are substantially unfurnished. A number of Essex authorities already charge a council tax 'premium'.

A summary of current long term unoccupied properties (excluding Housing Revenue Account Properties) is as follows:

<b>Band</b>	<b>Number</b>
Unoccupied for more than 2 years but less than 5 years	120
Unoccupied for more than 5 years but less than 10 years	53
<b>TOTAL</b>	<b>173</b>

If the maximum 'premium' allowable was charged for the properties identified above, additional income could potentially be in excess of **£0.300m** per annum, of which approximately **£0.030m** would be retained by TDC as its overall share of the total council tax bill. However, it is recognised that many home owners may avoid paying the 'premium' by bringing their properties back into use or convert them to second homes. Therefore in reality any additional income may only be modest as the primary intention of the introducing a 'premium' is about bringing empty properties back into use rather than as a mechanism to increase Council funding.

A further unoccupied property 'band' is being introduced from 1 April 2021. Where a property has remained empty for more than 10 years, Councils will be allowed to charge a 'premium' of up to 300%.

Although the Council has decided not to levy a 'premium' so far to date, it is proposed to introduce a council tax 'premium' for long term properties in future years given it is likely to act as a key driver in bringing empty properties back into use. However rather than introduce a premium from 1 April 2020, it is instead proposed to write to the current owners of long term empty properties to explain that the Council is intending to introduce the maximum 'premiums' from 1 April 2021. This would therefore allow property owners sufficient time to respond to this proposed change.

Following the above, confirmation or otherwise of the 'in principle' decision to introduce 'premiums' from April 2021 will form part of agreeing the council tax discounts for 2021/22 that will be presented to members in November 2020.

As highlighted in previous years, the Council does receive feedback from residents or other third parties in terms of putting forward a case to review existing discounts or introduce new ones. This year the Council has recently been contacted jointly by the Children's Commissioner for England and The Children's Society asking that the Council considers a council tax exemption / discount for young people leaving care. It is understood that this request has been made nationally.

On the face of it, this seems a simple request but there are a number of factors to consider such as the potential number of young people affected and how this could impact on other preceptors such as ECC who have a direct role in this policy area. Therefore given the relatively late request from the Children's Commissioner for England / The Children's Society, it

would be difficult to undertake the necessary review in time to make an informed decision either way for 2020/21.

However a recommendation has been included above, asking officers to review the situation next year and report back to members as part of the consideration of the council tax discounts for 2021/22 which will be reported in November 2020.

Based on the above, full details of the proposed discretionary discounts are set out in **Appendix C**.

#### **Annual Minimum Revenue Provision Policy Statement (AMRP)**

Attached as **Appendix D** is the proposed Annual MRP policy statement for 2020/21 that sets out how assets funded by borrowing are accounted for, which is required to be approved by Full Council each year.

The policy sets out how the Council will make provision for the eventual repayment of any borrowing undertaken to finance capital expenditure. The policy, which is unchanged from 2019/20, proposes that where new borrowing is undertaken in accordance with the prudential code, and is therefore not supported by Central Government via the formula or specific grant, the provision is calculated on a straight line method over the initial life expectancy of the asset.

Although there are no expectations of supported borrowing within the General Fund, for completeness the policy in respect of any potential future supported borrowing has also been set out and is based on a rate of 4% pa.

The timing of approval of the MRP is to enable it to be taken into account when setting the budget for 2020/21 over the coming months.

As explained last year, it is recognised that the Council's MRP Statement may need to be reviewed in the context of the Garden Communities project as it continues to develop. If any changes are required then they will be presented to members separately as part of the Garden Communities decision making processes and/or as part of this annual review process in future years.

#### **BACKGROUND PAPERS**

None

#### **APPENDICES**

**Appendix A** Proposed Local Council Tax Support Scheme (summary) 2020/21

**Appendix B** Council Tax Exceptional Hardship Policy

**Appendix C** Council Tax Discounts and Exemptions 2020/21

**Appendix D** Annual Minimum Revenue Provision Policy Statement 2020/21

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## **Local Council Tax Support Scheme (LCTS) 2020/21**

**A summary of the scheme for Working Age persons and  
the Government Scheme for Pension Age claimants**

Local Council Tax Support (LCTS )

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## Introduction

As part of the major changes to the Welfare Benefits system, from 1<sup>st</sup> April 2013 Council Tax Benefit ended and was replaced by a new scheme called Localised Support for Council Tax or Local Council Tax Support (LCTS). Both systems are means tested which means that they compare your income and capital against an assessment of your needs.

The new scheme is decided by each Council rather than nationally by Central Government. The monies available to each Council have been reduced and if you are of working age the amount of help you receive will be less than under the previous national scheme (Council Tax Benefit).

Central Government has decided to protect pensioners (persons who are of an age where they can claim pension credit) therefore if you are a pensioner, then the amount of help you receive under the new LCTS scheme will be broadly the same and operate in a similar way to the previous Council Tax Benefit system

To assist certain vulnerable groups, the Council has also decided that there will be additional protection given. More details are given later within this document.

The rules of the LCTS scheme divide the persons who can claim support into various classes. The classes or groups are set by Central Government for pensioners and the classes or groups for working age applicants are set by the Council.

### The LCTS scheme for working age persons

The Council has decided that there will be two classes and the Council will decide which class each applicant is in. The class will determine the level of LCTS that can be provided:

Any reference to "income" in the working age scheme refers to household income (i.e. including Non-Dependants income)

#### Class A

To obtain support the individual must:

- a. have not attained the qualifying age for state pension credit; or
- b. has attained the qualifying age for state pension credit if he, and his partner, is a person on income support, on an income-based jobseeker's allowance on Maximum Universal Credit or income-related employment and support allowance.
- c. be liable to pay council tax in respect of a dwelling in which he is solely or mainly resident;
- d. not have capital savings above the capital limit set by the Council
- e. be a person who's *income* is **less** than their living allowances (*applicable amount*) or the claimant or partner is in receipt of Income Support, Jobseekers allowance (income based), Maximum Universal Credit or Employment and Support Allowance (income related); and
- f. have made a valid claim for support.

#### Class B

To obtain support the individual must:

- a. have not attained the qualifying age for state pension credit; or
- b. has attained the qualifying age for state pension credit if he, and his partner, is a person on income support, on an income-based jobseeker's allowance Maximum Universal Credit or on an income-related employment and support allowance.
- c. be liable to pay Council Tax in respect of a dwelling in which they are solely or mainly resident
- d. be somebody in respect of whom a maximum LCTS amount can be calculated

- e. not have capital savings above the capital limit set by the Council
- f. be a person who's *income* is **more** than their living allowances (*applicable amount*)
- g. have made a valid claim for support

### What LCTS will be payable to working age person?

If a person matches the criteria in Class A, including that their *income* is less than their *applicable amounts*, that person qualifies for a reduction on their council tax liability. The Council has decided that for 2020/21 the maximum council tax liability used in the calculation of LCTS, will be a Council agreed percentage of council tax the person is liable to pay.

If a person matches the criteria in Class B, it will mean the person's *income* is greater than their *applicable amount*. Twenty per cent of the difference between the two will be subtracted from the maximum council tax liability allowed. The Council has decided that for 2020/21 the maximum council tax liability used in the calculation of LCTS, will be a Council agreed percentage of council tax the person is liable to pay.

### Protection for certain working age persons

Relevant income disregards in the calculation of Local Council Tax Support will be applied to the following groups:-

- o Families in receipt of child benefit;
- o Disabled in receipt of Disability Living Allowance (DLA) / Employment and Support Allowance (ESA)/Personal Independence Payment.
- o War widows.

### The LCTS scheme for Pensioners (persons who have reached the age at which pension credit can be claimed)

The Government has created three classes and the Council will decide which class each applicant is in. The class will determine the level of LCTS that can be provided:

#### Class A

To obtain support the person must:

- a. have attained the qualifying age for state pension credit;
- b. not be somebody with a partner of working age in receipt of income support, income-based jobseeker's allowance, on Maximum Universal Credit or income-based employment and support allowance;
- c. be liable to pay council tax in respect of a dwelling in which they are resident;
- d. not have capital savings above £16,000;
- e. must have their assessed income less than or equal to the set living allowances (*applicable amounts*) set by Central Government; and
- f. have made a valid application for the support

The class also includes persons who have successfully claimed Pension Credit Guarantee.

#### Class B

To obtain support the person must:

- a. have attained the qualifying age for state pension credit;
- b. not be somebody with a partner of working age in receipt of income support, income-based jobseeker's allowance, on Maximum Universal Credit or income-based employment and support allowance;
- c. be liable to pay council tax in respect of a dwelling in which they are resident;
- d. not have capital savings above £16,000;
- e. have made a valid claim for the scheme; and
- f. have assessed income above the set living allowances (applicable amounts) set by Central Government

### Class C

To obtain support the person must:

- a. have attained the qualifying age for state pension credit;
- b. not be somebody with a partner of working age in receipt of income support, income-based jobseeker's allowance, on Maximum Universal Credit or income-based employment and support allowance;
- c. be liable to pay council tax in respect of a dwelling in which they are resident;
- d. made a valid claim for the scheme;
- e. be somebody who has at least one second adult living with them who is not his/ her partner, not somebody who pays rent, and who is on a prescribed low wage and/or prescribed benefit, as set out by Central Government.

### What LCTS will be payable to Pension Age persons?

If a person matches the criteria in Class A, including that their *income* is less than their *living allowances (applicable amounts)* that person qualifies for 100% reduction on their council tax liability. This also applies if a person is in receipt of state pension credit guarantee credit from the Department for Work and Pensions (Pensions Service).

If a person matches the criteria in Class B, it will mean the person's *income* is greater than their *applicable amount (living allowances)*. Twenty per cent of the difference between the two will be subtracted from this individual's council tax liability.

LCTS for a person in Class C may be awarded in respect of a second adult sharing the household who would normally be expected to contribute towards the council tax bill, but who cannot afford to do so, based on their low income or on prescribed benefits. This reduction will equate to the *second adult rebate* available under the Council Tax Benefit scheme and may be awarded at 100%, 25%, 15% or 7.5% of the council tax liability, depending on individual circumstances

### How LCTS works

#### Who can claim?

If you have to pay Council Tax, you may be able to get LCTS

You can only get support if you have a right to reside and are habitually resident in the United Kingdom (UK). If you have entered the UK within the 2 years before your claim for benefit, the council will ask you about this.

People given refugee status, humanitarian protection or exceptional leave to remain in the UK will be eligible for support.

Most full-time students are not entitled to LCTS.

### How much LCTS can I get?

Maximum LCTS depends on:

- Whether you are in the Pension Age scheme (attained the qualifying age for state pension credit) or are in the Working Age scheme;
- How much council tax you have to pay; and
- Who you live with.

### How is maximum LCTS calculated for the Working Age Scheme

For the Working Age the maximum LCTS is set by the Council as a percentage of the council tax you are liable to pay.

For the Working Age in receipt of income-based jobseeker's allowance (JSA IB) for a period of 3 or more years the maximum council tax liability used in the calculation of LCTS may be subject to a further reduction as decided by the council.

### How is maximum LCTS calculated for the Pension Age Scheme

For the Pension Age Scheme the maximum LCTS is set by the Government as up to 100% of the council tax you are liable to pay less any non-dependant deductions (see non-dependant deductions later in this document). If you are already getting or have claimed Pension Credit Guarantee the Council will grant maximum LCTS

### Extended Payments

This is if your Income Support, income-based Jobseeker's Allowance or income-related Employment & Support Allowance or Incapacity Benefit, Severe Disablement Allowance or contributory Employment & Support Allowance stops because of work.

Extended Payments of LCTS are available and the payment is an extra four weeks of support to help pay towards your Council Tax when certain other benefits stop because you are going back to work, working more hours or earning more money.

You do not have to claim an Extended Payment if you or your partner/civil partner (and they remain a partner throughout the claim) have stopped getting one of the benefits mentioned below because one of you is expected to do one of the following for five weeks or more:

- Return to work full time
- Work more hours
- Earn more money

And you have been getting one of the following benefits:

- Jobseeker's Allowance, Income Support, or income-related Employment & Support Allowance or a combination of these benefits continuously for at least 26 weeks
- Incapacity Benefit, Severe Disablement Allowance or contributory Employment & Support Allowance continuously for at least 26 weeks

**and**

- you have not been getting Income Support, income-based Jobseeker's Allowance or income-related Employment & Support Allowance with your Incapacity Benefit, Severe Disablement Allowance or contributory Employment & Support Allowance when it ceased.

Normally you will get the same amount of LCTS as you did before your income-based Jobseeker's Allowance, Income Support, income-related Employment & Support Allowance, Incapacity Benefit, Severe Disablement Allowance or contributory Employment & Support Allowance stopped.

It is paid by the Council directly to your Council Tax account. The Council will decide whether or not you're entitled to an Extended Payment. The Council will also consider whether you are entitled to in-work LCTS. Once your extended payment period has ended, you can move onto in-work LCTS (provided you are entitled to it) without having to make a new claim.

### **If you do not get Pension Credit Guarantee, Income Support, income-based Jobseeker's Allowance or income related Employment and Support Allowance**

Even if you do not get Pension Credit Guarantee, Income Support, income-based JSA or income-related Employment & Support Allowance you may still get some help with paying your council tax.

This is worked out by comparing the maximum LCTS you could get with:

- your needs (called your living allowances or applicable amounts); and
- your income and capital resources

### **Capital**

Savings and investments (capital) may have an effect on the assessment of your income. Capital will only affect your income if you have more than the capital limit set by the Council and are of working age or £10000 if you are of pension age. If you have more than £16,000, you will not normally be able to get LCTS (unless you are aged 60 or over and receive the Pension Credit Guarantee, in which case there is no limit to the amount of capital you can have).

### **Absences from home**

There are some special situations in which you may continue to get LCTS and these are explained below.

#### **Going away**

You should normally let the council know if you are temporarily absent, for example if you go away on holiday. However the Council may not need to know if you will be absent for only a short time (for example less than 4 weeks) and your circumstances remain unchanged. If in doubt, please ask us.

- If you are temporarily absent you can normally get LCTS for a maximum of 13 weeks as long as you intend to return home; and
- in your absence you will not let or sub-let the part of your home where you normally live; and
- you will not be away for longer than 13 weeks.

In certain circumstances, you may be able to get LCTS for up to 52 weeks, for example if you are in hospital, or are held in custody on remand, provided that:

- you intend to return home; and
- in your absence you will not let or sub-let the part of your home where you normally live; and
- you will not be away for longer than 52 weeks.

### **How to claim**

Claims for LCTS can be made in writing, by telephone and electronically. Contact the Council via the Tendring District Council website at [www.tendringdc.gov.uk](http://www.tendringdc.gov.uk) or via the Helpline 01255 686811 for details.

All claims will need to be supported by evidence of your circumstances and this will need to be

provided to the Council. If you are claiming Housing Benefit as well as LCTS, the Council will provide you with a joint claim form.

If you are married and your husband or wife normally lives with you, or if you live with someone as though you are a married couple, only one of you can make the claim for LCTS. You may choose who is to make the claim, or if you cannot agree who is to claim, the Council will nominate one of you to be the claimant.

### **Appointees**

An appointee, for the purposes for LCTS, is someone over 18 appointed by the Council, to manage the LCTS claim of someone who is incapable of doing so themselves (mainly because of mentally incapacity).

If you are already an appointee for other benefits and wish to be the appointee for LCTS, you should write to be appointed by the Council. The role and responsibilities are the same. If you wish to become an appointee you should get in touch with the Council; they will explain the process and your responsibilities. The Council can end the appointment at any time. It is ended automatically if one of the people listed below is appointed. As an appointee you can resign at any time. An appointee cannot be made where there is already someone acting for the customer's financial affairs in any of the following capacities:

- a receiver appointed by the Court of Protection
- under Scottish law, a tutor, curator or other guardian, a continuing attorney or welfare attorney
- someone appointed to have the power of attorney.

### **Information and evidence**

The Council may need more information or supporting evidence so that they can calculate your LCTS. If all the information they need is not on the claim form, or they need to clarify something or want some more verification of your circumstances the Council will write to you. If you do not reply within one month a decision will be made on your claim based on the evidence you have provided.

### **How long will it take to decide your claim for LCTS**

The Council will deal with your claim for LCTS as soon as possible after receiving all the information from you that they need to work out your entitlement

### **Date of claim**

The date of claim will be the date of first contact, typically by phone, provided that the claim form is returned to an office of the Council within one month of the claim form being issued.

### **If you change your address**

If you move to a different area, you must make a new claim for LCTS at your new Council. If you move within the same area, you must still tell the Council.

### **Backdating a claim (Pension Age Scheme only)**

If you have reached the qualifying age for state pension credit your LCTS may be paid for up to 3 months before the date you made your claim. You do not have to ask for this and you do not have to show "good cause" for not having claimed earlier.

### **Start of LCTS**

If you become liable for the Council Tax for the first time, for example if you move to a new address or reach the age of 18 or stop being a registered student, you should claim either in advance (you may claim up to 13 weeks before you expect to become liable), or in the week that

your liability starts. You then get support from the day you start being liable for Council Tax. If you claim later than this, your support starts on the Monday after the day you claim

If you are already paying Council Tax and become entitled to support because you have less money or your applicable amount changes, you also start getting support on the Monday after you claim.

### **Start of LCTS where a claimant acquires a partner**

If you acquire a partner, you and your partner will be jointly and severally liable for Council Tax.

If you notify the Council of the change, either before, or in, the week that your partner becomes jointly and severally liable, support for you and your partner, as a couple, can be paid from the day that joint liability for Council Tax begins.

If you notify the Council of the change after the week in which your partner becomes jointly liable for Council Tax, support for you and your partner, as a couple, can only be paid from the Monday following the day you told the Council about the change. In this case, the Council will re-assess your support entitlement from the Monday following the day you and your partner become a couple, and they will take any income and capital your partner has into account and will look at your joint needs.

### **End of LCTS**

If you stop being liable for the Council Tax, for example if you move away from an address or become exempt or start being a registered student, your LCTS stops on the day you stop being liable. If you no longer qualify for LCTS because, for example, your income increases or your applicable amount changes, your LCTS will be stopped from the beginning of the next support week.

### **End of Pension Credit Guarantee, Income Support, income-based Jobseeker's Allowance or income related Employment and Support Allowance entitlement**

If you stop getting Pension Credit Guarantee, Income Support, income-based Jobseeker's Allowance, on Maximum Universal Credit or income related Employment and Support Allowance, you must tell the Council and they will have to stop your LCTS. At the same time they will ask you to explain your new circumstances, because you may still be able to get some help with your Council Tax.

### **People who live with you - non-dependants**

People who normally share your accommodation but are not dependent on you for financial support are known as non-dependants. Others who live with you as a family and any children you have fostered do not count as non-dependants.

### **Non-dependants for Pension Age Scheme**

Any non-dependants who normally share your accommodation could affect the amount of LCTS you get whether or not you are also getting Income Support, income-based Jobseeker's Allowance, on Maximum Universal Credit income related Employment and Support Allowance or Pension Credit Guarantee

The following people do not count as non-dependants, whether they share accommodation or not:

- carers employed by a charity that charges for the service;
- joint tenants;
- subtenants;
- boarders;



- tenants of owner occupiers; and
- Landlords and their partners.

They do not count as part of your household.

Non-dependants are people like grown-up sons or daughters and elderly relatives. If you have non-dependants living with you, your LCTS may be affected by Non-Dependant deductions for the Pension Age Scheme, or inclusion of their income in the LCTS calculation for the Working Age Scheme.

### Non-dependant deductions from LCTS for Pension Age Scheme

Deductions will be made from your LCTS for non-dependants aged over 18 who normally live with you. There are four levels of deduction. If the non-dependant is working less than 16 hours a week, the lowest deduction will apply. If the non-dependant is doing paid work for 16 hours or more a week, the level of deduction will depend on the non-dependant's gross income.

A deduction will not be made from your LCTS if:

- the non-dependants' normal home is somewhere else; or
- you, or your partner, are registered blind or treated as blind; or
- you, or your partner, are receiving the care component of Disability Living Allowance or Attendance Allowance in respect of yourself or your partner; or
- the non-dependant is receiving Pension Credit Guarantee, Income Support or income-based JSA or income-related Employment & Support Allowance; or
- the non-dependant is a prisoner; or
- the non-dependant is severely mentally impaired; or
- the non-dependant is over 18 but Child Benefit is still payable for them; or
- the non-dependant is a student nurse or apprentice or on Youth Training; or
- the non-dependant has been a patient in hospital for 52 weeks or more; or
- the non-dependant is living in a residential care or nursing home; or
- the non-dependant is a care worker; or
- the non-dependant is a resident of a hostel or night shelter for the homeless; or
- the non-dependant is a full-time student (even if they work full-time in the summer vacation).

A deduction may be delayed for 26 weeks if you or your partner is aged 65 or more and a non-dependant moves into your home, or the non-dependant's circumstances change to increase the deduction.

### Working out the amount of LCTS

The maximum amount of LCTS depends on:

- Whether you are in the Pension Age scheme (attained the qualifying age for state pension credit) or are in the Working Age scheme;
- How much Council Tax you have to pay; and
- Who you live with.

### How is maximum LCTS calculated for the Working Age Scheme

For the Working Age the maximum LCTS is set by the Council as a percentage of the Council Tax you are liable to pay.

For the Working Age in receipt of income-based jobseeker's allowance (JSA IB) for a period of 3 or more years the maximum council tax liability used in the calculation of LCTS may be subject to a further reduction as decided by the council.



### How is maximum LCTS calculated for the Pension Age Scheme

For the Pension Age Scheme the maximum LCTS is set by the Government as up to 100% of the council tax you are liable to pay less any non-dependant deductions (see non-dependant deductions later in this document). If you are already getting or have claimed Pension Credit Guarantee the Council will grant maximum LCTS

### What if I do not receive Pension Credit Guarantee, Income Support, income-based Jobseeker's Allowance, on Maximum Universal Credit or Income related Employment and Support Allowance?

If you do not get Pension Credit Guarantee, income Support, income-based JSA, maximum Universal Credit or income related Employment and Support Allowance, the council has to work out if you can get LCTS and if so, how much you can get.

To do this, the Council works out your maximum LCTS, and then compares your needs – called the living allowances or applicable amount – with your resources (your income and capital).

For customers receiving the Savings Credit of Pension Credit, the Council will use a statement supplied by The Pension Service to assess your resources (income and capital).

### Second Adult Discount (SAD) for Pension Age Scheme

Apart from LCTS for yourself, you may also be able to get LCTS if you share your home with one or more adults. This is separate form of LCTS for you and is called Second Adult Discount (SAD). Second Adult Discounts are intended to assist you with Council Tax if you share your home with someone who is on a low income. Second Adult Discounts may be awarded in the following circumstances:

- if you are treated as living on your own for benefit purposes, and share your home on a non-commercial basis with a person who is on a low income and who is not liable to pay the council tax;
- the second adult is aged 18 or over; and
- no other person is paying rent to you for living in your home.

In order to be classed as a second adult, they must not be:

- liable for the council tax;
- a joint owner or tenant with you;
- your married or unmarried partner;
- someone who is disregarded for the purposes of a discount; or
- living with more than one liable person.

You will need to make a claim for SAD unless you have already claimed LCTS for yourself. The gross income of the second adult will be taken into account when assessing entitlement to SAD.

Gross income includes earnings from employment, as well as other income such as social security benefits and occupational pensions and actual income from the second adult's capital. Any Attendance Allowance or Disability Living Allowance paid to a second adult is completely disregarded. You may apply for SAD even if your own capital exceeds £16,000.

SAD is awarded on the basis of your Council Tax bill, after any reductions that you may be entitled to, are deducted. The amount of SAD that can be awarded is as follows;

Second Adult	Alternative Maximum LCTS
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(a) Where the second adult or all second adults are in receipt of income support, maximum Universal Credit, an income-related employment and support allowance or state pension credit or are persons on an income-based jobseeker's allowance;	25 per cent of the Council Tax due in respect of that day;
(b) where the gross income of the second adult or, where there is more than one second adult, their aggregate gross income disregarding any income of persons on income support maximum Universal Credit, an income-related employment and support allowance, state pension credit or an income-based jobseeker's allowance—	<p>Gross Income is less than £206.00 per week; 15 per cent of the Council Tax due in respect of that day;</p> <p>Gross Income is not less than £206.00 per week but less than £266.00 per week; 7.5 per cent of the Council Tax due in respect of that day;</p> <p><i>(Above are 2019 rates which will be subject to a 2020 uplift by the Govt.)</i></p>
(c) If the dwelling is occupied by a second adult/adults on state pension-credit, income-related jobseeker's allowance, maximum Universal Credit, income-related employment and support allowance or income support, living with a full-time student(s).	100 % of the Council Tax due in respect of that day.

**Income less than applicable amount (see “Living Allowances or Applicable Amounts” below)**

In this case you get maximum LCTS (depending on whether you are of Pension Age or Working Age this may vary in amount).

You will also get maximum LCTS as allowed under the scheme if your income is the same as your applicable amount.

**Income greater than applicable amount (see “Living Allowances or Applicable Amounts” below)**

In this case you will get an amount less than your maximum LCTS. The amount by which your LCTS is reduced is based on the difference between your income and your needs.

A percentage of this difference – called a taper – is taken away from your maximum LCTS

**Calculating your needs**

Your needs are known as your living allowance or applicable amount and this is an amount that is set each year. For the Pension Age scheme this is set and approved by Parliament. For the Working Age scheme this is set by the Council. Your applicable amount takes into account the size of your family, your age and extra needs you may have. It is made up of personal allowances and



premiums. Premiums are included if you have a family, or disability, or a disabled child.

### Living Allowances or Applicable Amounts

The living allowances or applicable amount represents the needs of you and your family if you have one. The larger your family then the larger your applicable amount. The applicable amount is made up of three parts:

- a personal allowance; and
- personal allowances for children in your family; and
- premiums.

### Personal allowance

Your applicable amount always includes a personal allowance. Different amounts apply according to your age and whether you have a partner.

### Personal allowances for children

If you are looking after children (other than foster children) then you get an allowance for each child included in your applicable amount according to his or her age. This allowance is included until that child leaves school or reaches their 20th birthday.

A special rule applies if the child has left school and started work before Child Benefit stops.

### Premiums for your family

Once personal allowances and allowances for children have been worked out, premiums can be added – if they apply – to make up your applicable amount.

### Your children

A family premium will be included if you have any dependent children in your household. No matter how many children you have, you can only get one family premium.

### Premiums or components for disabilities

These premiums are included in your applicable amount for people in your family with disabilities. There are three premiums and two components in this group:

- disabled child premium (for each disabled child in your household);
- disability premium (if you or your partner gets one of the benefits listed below or you have been off sick for more than 52 weeks);
- severe disability premium (if you are disabled and live in special circumstances);
- work related activity component; and
- support component.

### Disabled child premium

The disabled child premium is a flat-rate premium, which may be awarded for each disabled child in your household and can be included with any other premiums. Your child is considered disabled if they are:

- registered blind
- or receiving Disability Living Allowance/Personal Independence Payment.

### Disability premium

Disability premium will be included in your applicable amount if you and your partner are aged less than pension credit age and:

- either of you is registered blind; or



- either of you gets one of the qualifying benefits listed below; or
- has been off sick for 52 weeks or more.

### Qualifying benefits

You will get the disability premium if you or your partner gets any of the following benefits:

- Disability Living Allowance ;or
- Personal Independence Payment.
- Working Tax Credit Disability Element; or
- Constant Attendance Allowance; or
- War pensioners' mobility supplement; or
- Severe Disablement Allowance; or
- Incapacity Benefit – long term rate or short-term higher rate paid at the long term rate.

### Severe disability premium

This premium cannot be included on its own. You must first qualify for the disability premium.

*If you are single or a lone parent* - The severe disability premium may be included in your applicable amount if you:

- receive the care component of Disability Living Allowance at the highest or middle rate, Personal Independence Payment, Attendance Allowance or Constant Attendance Allowance; and
- live alone (but if others live with you, see below); and
- no one receives Carer's Allowance for looking after you.

*If you have a partner*

You may get the severe disability premium if you both:

- receive the care component of Disability Living Allowance (DLA) at the highest or middle rate, Personal Independence Payment, Attendance Allowance (AA) or Constant Attendance Allowance; or
- your partner is blind and you receive the care component of DLA at the highest or middle rate, Personal Independence Payment, Attendance Allowance (AA) or Constant Attendance Allowance; and
- no one lives with you; and
- no one receives Carers Allowance for looking after either one or both of you.

For the purposes of severe disability premium your LCTS is not affected if other people living with you are:

- Children; or
- aged 16-17; or
- a person who is registered blind; or
- receiving the care component of Disability Living Allowance (DLA) at the highest or middle rate, Personal Independence Payment or Attendance Allowance (AA); or
- people caring for you who are employed by a charity that makes a charge for this service



### **Enhanced Disability Premium**

- Enhanced Disability Premium is awarded where you, or a member of your family, who is aged under 60 receives the highest rate of Disabled Living Allowance (DLA), Enhanced component of Personal Independence Payment or where the claimant is in receipt of Employment and Support Allowance Support Component. This premium will remain in payment if the DLA/PIP is suspended during hospitalisation. This premium is awarded at three different rates. They are:
  - a rate for each dependent child/young person in your household who receives the highest rate of DLA/Enhanced component of Personal Independence Payment;
  - a rate for a single person who receives the highest rate of DLA/Enhanced component of Personal Independence Payment;
  - a rate for couples where at least one member of the couple receives the highest rate of DLA/Enhanced component of Personal Independence Payment.

### **Work Related Activity Component**

This is awarded where you or your partner receives main phase Employment and Support Allowance and receives a similar component within that benefit

### **Support Component**

This is awarded where you or your partner receives main phase Employment and Support Allowance and receives a similar component within that benefit

### **Carer Premium**

The Carer Premium is awarded if either you or your partner is looking after a disabled person and:

- receive Carer's Allowance; or
- made a claim for Carer's Allowance and would be entitled but for an overlapping benefit.

If both you and your partner satisfy the qualifying conditions two premiums can be awarded.

The carer premium continues for eight weeks after caring ceases.

### **Calculating your resources**

Your resources are made up of your income and your capital. These are worked out as a weekly amount of income.

#### **Income**

Income is all the money that you have coming in from earnings, social security benefits, maintenance payments and other sources. Depending on the type of income, it may be completely or partially ignored in the calculation of your LCTS (the disregards), or taken fully into account.

For the Working Age Scheme your resources and those of your partner are taken together along with any Non-Dependants income when your household income and capital are worked out.

For the Pension Age Scheme your resources and those of your partner are taken together when your income and capital are worked out.

#### **Income from employment**

This explains what counts as your income from work you do, as an employee, when you are employed by someone else. If you are a company director or any other officeholder in a company you are classed as an employee of that company.



Earnings from employment mean any money you are paid when you work for someone else. This includes the following types of payments:

- bonuses or commission (including tips);
- money you get instead of your normal pay (for example, a liquidator may give you money when your employer stops trading and you are owed some pay);
- money you get in place of notice to end your employment, or money you get to make up for losing your job;
- money you get for holidays you did not take (holiday pay) – but not holiday pay owed to you more than four weeks after you stopped work;
- money you get if you are kept on while doing no work (for example, a retainer paid to school cooks during school holidays);
- expenses you are given to cover your travel to and from work;
- expenses you are given to cover the costs of looking after someone in your family
- any expenses you are given that are not essential for you to carry out your work;
- money you get, under the Employment Protection (Consolidation) Act 1978, when you are not given work because of bad weather, or money you get because of unfair dismissal;
- money that an industrial tribunal orders your employer to give you if the period of notice or redundancy that is required by law has not been given;
- money you get from your former employer's redundancy funds if the business goes into liquidation;
- Statutory Sick Pay or Statutory Maternity Pay;
- Statutory Paternity Pay and Statutory Adoption Pay;
- Employer's sick pay or employer's maternity pay
- earnings from permitted work, that is, work while you are getting an incapacity benefit which your doctor thinks would benefit your health.

Earnings from employment do not include:

- payment in kind (where no money is involved)
- expenses you are given that are essential for you to carry out work
- any occupational pension.

### **Net earnings**

Once your gross earnings have been worked out, your council will take away:

- your income tax payments (allowing for personal relief); and
- your National Insurance (NI) contributions; and
- half of any contributions you make to an occupational or personal pension scheme (any amounts paid to a pension scheme by your employer do not count).

This gives your net earnings, which are used to work out your LCTS

### **Self-employed earnings**

If you are self-employed, all the money you earn when you are not employed by someone else is known as your earnings from self-employment. You may have self-employed earnings even if you are also working for someone else, or if you are a franchise holder.

When working out your earnings the Council will want to know how much you earn when you are self-employed, and you will be asked to provide evidence, if possible, of how much you earn.

There are three stages in working out your self-employed earnings. The first is calculating the



gross profit of your business. In the second stage, deductions – which are called allowable expenses – are taken away from the gross profit to give the net profit of the business. In the third stage, tax, NI, and pension payments are taken away from your net profit to give your net earnings. The Council will apply a minimum income floor calculation in such cases where the declared income is less than an amount determined as appropriate for the type of business.

### **Child-minders**

If you are a child-minder only one third of your earnings from child-minding will be taken into account when the council works out your LCTS for the Pension Age Scheme.

For the Working Age Scheme all of your earnings from child-minding will be taken into account.

### **Earnings and earnings disregards**

After working out your net earnings, any amount that is not counted in the calculation of your LCTS is known as a disregard.

The amount of your earnings that is not counted depends on which premium is included in your applicable amount. There is more information on the applicable amount and premiums.

**When £5 is not counted** - If you are single and you cannot get a greater disregard by any of the means explained below, up to £5 of your weekly earnings will not be counted (the £5 disregard).

**When £10 is not counted** - If you have a partner and you cannot get the £20 disregard by any of the means explained below, up to £10 of your joint weekly earnings will not be counted (the £10 disregard).

**When £20 is not counted** - £20 per week of your earnings will not be counted if your applicable amount includes:

- the disability premium; or
- the severe disability premium; or the carer premium (where the carer is working).

If both you and your partner are carers, the total disregard cannot be more than £20. The carer premium and this earnings disregard can continue for a further eight weeks after caring ceases.

If you have a partner, your earnings are added together when your LCTS is worked out.

If you cannot get the £20 disregard under the above categories, you may still be able to get it if you are:

- a part-time fire-fighter; or
- an auxiliary coastguard; or
- a part-time member of a crew launching or manning a lifeboat; or
- a member of the Territorial Army or the Reserve Forces.

### **Additional disregard**

If you work on average 30 hours a week or more you will usually be able to get an extra earnings disregard. In certain circumstances you can also qualify for the higher earnings disregard if you work 16 hours or more e.g. if you are a lone parent or disabled. This is the same amount as the 30-hour tax credit in your Working Tax Credit (WTC)

### **Childcare charges**

In certain circumstances, average childcare charges of up to £175 (for one child) or up to £300 for 2 or more children per week per family can be offset against your earnings. This disregard, which



is in addition to the other earnings disregards, is available to:

- lone parents who are working 16 hours or more per week;
- couples where both are working 16 hours or more per week;
- couples where one member is working 16 hours or more per week and, generally, the disability premium, or, in certain circumstances, the higher pensioner premium, is included in the applicable amount on account of the other member's incapacity or the other member is in hospital or in prison.

It applies where formal childcare is provided by, for example, registered child-minders or day nurseries for children until the first Monday in September following their 15th birthday (or the 16th birthday for children who are entitled to Disability Living Allowance or who are registered blind).

In certain circumstances, help with childcare costs can be given while you are on maternity leave or paternity or adoption leave or you are sick. The authority will be able to give you more details.

In some other cases explained here, different amounts of your earnings are not counted.

If you are in receipt of Pension Credit Guarantee, Income Support, income-based Jobseeker's Allowance or income related Employment and Support Allowance then any earnings you get will not be counted again in working out LCTS.

### **Notional Earnings**

If you have done some work and you seem to have been paid very little for it, then the Council will estimate what that work is worth. If you have a good reason for the pay being so low – for example, if you worked for someone who had very little money – then you should let the Council know. If necessary, the Council may check your statement of earnings by asking your employer.

### **Other income**

Other income is all the other money you have coming in apart from earnings from employment or self-employment. It is sometimes called unearned income. In some cases none of your unearned income is counted. Sometimes part of it is counted, and in other cases it is all counted.

### **State benefits**

The following benefits are counted in full as income for LCTS:

- Contribution-based Jobseeker's Allowance
- Contribution-based Employment and Support Allowance
- Universal Credit
- State Pension
- Incapacity Benefit
- Severe Disablement Allowance
- Carer's Allowance
- Industrial Injuries Disablement Benefit
- Industrial Death Benefit
- Working Tax Credit
- Child Tax Credit (ignored if you or your partner are pension age)
- Savings Credit of Pension Credit
- Bereavement Benefits (ignored if you or your partner are pension age).



### **Unearned income that is not counted**

The following types of income are not counted by the Council when it works out your LCTS:

- any income you get if you are getting the Guarantee Credit of Pension Credit, Income Support, income related Employment and Support Allowance (ESAIR) or income-based Jobseeker's Allowance (JSA);
- Disability Living Allowance (DLA)/ Personal Independence Payment (PIP);
- Attendance Allowance (AA) or Constant Attendance Allowance (CAA);
- Attendance allowances paid as part of a War Disablement Pension or Industrial Injuries Disablement Benefit;
- Child Benefit;
- Child Maintenance (spousal maintenance is taken into account in part or in full depending on whether you have a child);
- money you get which takes the place of DLA, AA, CAA, or Income Support;
- war pensioners' mobility supplement;
- any money you get from the Social Fund;
- Guardian's Allowance;
- money you get as a holder of the Victoria Cross, the George Cross, or any comparable award;
- any grants or allowances you get from your local education authority if you have a dependent child who continues in education after school leaving age;
- any training premium and any refunded travelling expenses or living away from home allowances when you are on a Department for Education and Employment Training Scheme training course or at an employment rehabilitation centre;
- any money such as interest or dividends from savings or investments;
- any expenses you get from an employer that you need to carry out your work;
- any expenses you get from a charity so that you can carry out unpaid work;
- any income in kind (where you are given something other than money);
- any income you have which has been held back outside this country, as long as it remains held back, and it is not within your control;
- any money you get for fostering a child;
- any money you get for looking after an elderly or disabled person temporarily (community boarding out schemes);
- any money you get from a local Social Services Department to help keep a child at home instead of putting them into care;
- any Council Tax Benefit you have received;
- special payments made with your War Widow's Pension if you have been designated as a pre-1973 war widow;
- any charitable or voluntary payments which are made regularly;
- payments made under the Employment Department's 'Access to Work' scheme for disabled people; or
- War Disablement Pension or a War Widow's/Widower's Pension, or any similar payment from another country (Local Scheme)

Some types of income may be counted as capital.

### **Unearned income that is counted in part**

The following are the types of unearned income that are only partly counted.

- the first £15 of Widowed Mother's Allowance or Widowed Parent's Allowance;
- the first £20 of any money from sub-tenants; or
- the first £20 then 50% of the excess of money you receive from a boarder is ignored. The



balance is treated as income.

### **Notional income**

The council may think that there is income, which you could get, but you are not claiming it. This is known as notional income because you do not actually receive that income. The Council may take this into account for LCTS purposes

### **Parental contributions to students**

If you are making a parental contribution to a student then part of your income is not counted to take account of this.

### **Capital**

Your capital includes savings and investments held by yourself in any form (for example, bank and building society accounts, investment trusts, and shares) from any source (for example, inheritance, redundancy payments, and irregular payments from a charitable or voluntary source). It will normally also include the net sale value of land and housing that you do not occupy, after deducting 10% for expenses of sale.

If you have a partner, capital belonging to your partner is treated as yours for the purposes of LCTS

### **Capital outside the United Kingdom**

If you have capital – in the form of liquid or fixed assets – outside this country, the Council will need to know how soon it can be transferred and how much it is worth. If the capital cannot be brought into this country, enquiries will be made about how easily it can be sold, and whether a willing buyer can be found. If no willing buyer can be found, it may not be counted.

### **Capital for Working Age**

The first £6,000 of capital is not counted. Capital over £6,000 up to £16,000 will be taken into account at £1 a week for each £250 (or part of £250) of capital over £6,000. Actual interest payments or dividends are not counted as income but as capital.

### **Capital for Pension Age**

The first £10,000 of capital is not counted. Capital over £10,000 up to £16,000 will be taken into account at £1 a week for each £500 (or part of £500) of capital over £10,000. Actual interest payments or dividends are not counted as income but as capital.

For customers who receive the Guarantee Credit of Pension Credit there is no upper limit on the capital you can have.

For the Pension Age scheme if you have capital over £16,000, you may still be entitled to Second Adult Discount, as your income and savings are not taken into account. However, the actual income received from the second adult's capital will be taken into account.

### **Personal possessions**

Personal possessions – for example, a car, furniture and fittings in your house, and family belongings – are usually not included in the calculation of capital. However, this may not be the case where the Council has good reason to believe that something has been bought to reduce your capital in order to gain or increase entitlement to benefit. If the Council decides that you deliberately disposed of capital just so that you can get LCTS, it may assume that you have



notional capital to the value of the capital you disposed of.

### **If you own your home**

The value of your property (including the house, garage and outbuildings) is not counted unless any part of the property could reasonably be sold off separately. Loans raised on the property will be counted as capital.

### **Property you own but do not occupy**

The value of this property is counted as capital but you may be able to get LCTS even if the value of the property means that your savings are more than £16,000. This is because the value of the property may be ignored when your savings are worked out, in certain circumstances.

If the property is occupied by an elderly or disabled relative as their home, its value is not taken into account for as long as it is so occupied.

If you have recently acquired the property and you intend to occupy it as your home, its value may not be counted for 26 weeks, or for a longer period if reasonable, from the date you acquired it.

If you are trying to sell the property, its value may not be counted for the first 26 weeks after you start doing this. It may not be counted for longer than this if you are finding it difficult to sell the property.

If you are carrying out essential repairs or alterations so that you can live in the property, its value may not be counted for a period of 26 weeks from the date you first arranged for repairs to be carried out. It may not be counted for longer than this if you are finding it difficult to finish the work.

If you are taking legal action so that you can live in the property, its value may not be counted for the first 26 weeks after you start doing this. It may not be counted for longer than this if legal action is continuing and you cannot live in the property.

If you have left the property after the breakdown of a relationship, and it is occupied by your former partner, its value may not be counted for the first 26 weeks after you left. If the property is occupied by your former partner and they are a lone parent, the property will not be counted for as long as it continues to be so occupied.

### **Deposits on your accommodation**

Sums that have to be deposited with a housing association as a condition of your tenancy are not counted.

### **Earmarked capital**

If capital from the sale of a house is kept for a house purchase, it is not counted for up to six months, or longer if:

- major repairs or adaptations are needed for you to occupy your home; or
- the completion of the purchase of your new home is unavoidably delayed.

Compensation received for a burglary or for damage to or loss of a house is also not counted for six months, as long as it is to be used for repair or replacement

### **Valuation of property**

Property will be valued at the price it would be expected to fetch on the open market, less any outstanding mortgage or legal charges on the property. Ten per cent of the current market value will also be deducted to take into account the cost of the sale.



If you have property outside Great Britain and there is no restriction on transferring money to this country, your property will be valued at its local sale value. If there is a restriction, its notional value will be the value of a sale to someone in the UK. In both cases, any outstanding mortgage or legal charges will be deducted, together with 10% of the total to cover the cost of the sale.

### **National Savings Certificates**

National Savings Certificates of the current issue are valued at purchase price. Certificates of a previous issue are valued as if they were purchased on the last day of that issue.

### **Life assurance policies**

The surrender value of life assurance policies is not taken into account when assessing LCTS.

### **Arrears of benefits**

Any arrears of Disability Living Allowance, Attendance Allowance, Pension Credit, Income Support, income-based Jobseeker's Allowance, Personal Independence Payment, Universal Credit, Working Tax Credit and Child Tax Credit that you get are not counted for up to 12 months.

### **Lump sum payment of deferred State Pension**

The gross amount of lump sum, or an interim payment made on account of a final lump sum, paid at the end of the period of deferring State Pension will be disregarded as capital for the life of the recipient.

### **Compensation payments**

For LCTS purposes, compensation payments will normally be counted in full as capital. Capital will not be counted if it is held in trust or by the 'Court of Protection' as a result of a personal injury payment – for example, a criminal injury payment or a vaccine damage payment. For persons of Pension Age compensation payments made as a result of personal injury are ignored whether or not placed in a trust.

### **Business assets**

Business assets of a self-employed earner are not counted while engaged in that business. Nor are they counted in certain other circumstances, but any shares owned will be treated as capital.

### **Notional Capital**

The council may think that there is capital which you could get but which you do not have. This is known as notional capital because you do not actually possess that capital.

- Capital you have disposed of - You will be treated as having notional capital if you have disposed of capital in order to get LCTS or to get more LCTS.
- Capital you could have got - If you have the right to money held in a private trust, then that is actually your capital, and will be taken fully into account.

If the Council has decided to treat you as possessing notional capital they will reduce the amount of this capital on a regular basis by a set calculation. This calculation reduces your notional capital by the amount of support you have lost as a result of deprivation.

### **How LCTS is paid**

If you are liable to pay the Council Tax, the Council will normally send you a Council Tax bill from which your LCTS has already been deducted. You will then have to pay only the reduced amount. This means that you will not actually receive any money, but your Council Tax bills will be reduced.



### How you will be notified about your LCTS

The Council will reach a decision on your entitlement to LCTS as soon as possible after our claim and all supporting evidence is received.

### How can I appeal?

If you disagree with the decision you will need to write to the Council stating the reasons. The Council has two months to reply to you. If the Council agrees with your appeal then the LCTS will be amended and you will receive another Council Tax bill showing the revised amount.

If the Council does not agree with your appeal or you do not receive a response within two months, you may appeal to the Valuation Tribunal. This is an independent tribunal who will hear your case (either in person or in writing). If the Valuation Tribunal agrees with you they will instruct the Council to amend your LCTS accordingly.

Throughout the appeal you will still be required to make payment of your Council Tax liability as determined by the Council.

### Changes of circumstances

You must notify your Council immediately if there is a change in anything that might affect your right to or the amount of LCTS.

This will include:

- where you live; or
- who you live with; or
- your income, savings and investments; or if you stop getting Pension Credit, Income Support, income-based Jobseeker's Allowance, Universal Credit or Employment and Support Allowance; or
- if you get a job; or
- if you or your partner go into hospital; or
- if there is any other change in your circumstances which you might reasonably be expected to know might affect your right to LCTS

The changes must be notified in writing although in certain circumstances the Council may accept this by telephone or electronically

Most of these changes will affect your LCTS in the following support week, but changes in the amount of Council Tax payable will affect your LCTS from the day on which the change occurs.

### Students

LCTS is not normally available for students. The exceptions are:

- vulnerable students, such as disabled students and lone parents;
- part-time students; and
- couples where one partner is not a student.

Students who are liable to pay the Council Tax may claim Second Adult Discount (SAD) if they are of pension age.

### Loan and grant income

The grant money you get is generally paid to cover the period you are studying. If it does not cover this period the Council, or Student Awards Agency for Scotland, will tell you the period it does



cover.

If you are eligible for a loan or have been awarded a grant the Council will assume that these amounts are paid, whether they are actually paid or not.

The money you receive in your loan is your income for the period between the beginning of September and the end of June and is divided by the number of weeks in that period to give a weekly amount.

If you receive a dependant's grant this will be taken into account over the same period as your loan unless you also receive, or only receive, a grant towards your personal maintenance.

Because much of your loan is meant for essential educational items, some of the grant is ignored when working out your income for LCTS. The following elements of your loan or grant are not counted:

- tuition and examination fees;
- any disability allowance in your grant;
- the cost of term-time residential study away from your college;
- the Two Homes Grant – given when you have to maintain another home away from college;
- an allowance for books and equipment; and
- travel expenses.

### **Students and partners**

Your grant may have been reduced to allow for your partner's income because your partner can make a contribution to your expenses. An amount – equal to that contribution – is then ignored when the Council works out your joint income for LCTS. If a student is required to contribute to his own grant income, an equivalent amount is disregarded from the income used to assess that contribution.

### **Other income**

This will be treated in the same way as grant income if it is intended for expenditure that is needed on the course. If the income is not intended for expenditure on the course, it is treated under the normal rules for income.

### **Loans from the Student Loans Company**

The maximum loan available to you will be taken into account regardless of whether you have borrowed up to your limit or not. The loan will be divided by the number of weeks between the beginning of September and the end of June to arrive at a weekly figure for assessment purposes. Up to £10 a week of the loan may be ignored.

### **Access funds**

These are discretionary payments made by educational establishments to students who are facing financial hardship.

The amount of the payment to be taken into account will depend on how it is to be paid and what the payment is for. Some payments from the funds can be disregarded in full.

### **Information and information sharing**

The Council will use information provided by the Department of Work and Pension and Her Majesty's Revenues and Customs for the purposes of LCTS, council tax liability, billing, administration and enforcement



The Council may receive and obtain information and evidence relating to claims for LCTS from—

- a. persons making claims for LCTS;
- b. other persons in connection with such claims;
- c. other local authorities; or
- d. central government departments including the DWP and HMRC

The Council may verify relevant information supplied to, or obtained for, LCTS purposes.

### **Counter Fraud and Compliance**

In order to protect the finances of the Council and also in the interests of all Council Taxpayers, the authority will undertake such actions as allowed by law to;

- a. Prevent and detect fraudulent claims and actions in respect of LCTS;
- b. Carry out investigations fairly, professionally and in accordance with the law; and
- c. Ensure that sanctions are applied in appropriate cases.



**Localised Support for Council Tax  
Exceptional Hardship Policy**



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## 1.0 Background

1.1 An Exceptional Hardship Fund (EHF) has been set up by the Council to assist Council Tax payers who are facing 'exceptional hardship'. Although it is envisaged that the majority of recipients will be in receipt of local council tax support (LCTS), in exceptional circumstances, applications will also be considered from council tax payers who do not qualify for LCTS.

1.2 The main features of the fund are as follows:

- The operation of the Fund will be at the total discretion of the Council;
- The Fund will be operated by the Revenues and Benefits section of the Council;
- There is no statutory right to payments from the fund although the Council will consider all applications received;
- Exceptional Hardship Fund payments are not payments of Council Tax Support (as defined within S13a of the Local Government Finance Act 1992);
- Exceptional Hardship Fund payments will only be available from 1<sup>st</sup> April 2013 and **will not be available for any other debt other than outstanding Council Tax**;
- Where an Exceptional Hardship Payment is requested for a previous period, Exceptional Hardship must have been proven to have existed throughout the whole of the period requested;
- Exceptional Hardship Payments are designed as a short-term help to the applicant and it is expected that payments will be made for a short term only to give applicants time to explore sustainable / alternative solutions; and
- All applicants will be expected to engage with the Council and undertake the application process.

## 2.0 Exceptional Hardship Fund and Equalities

2.1 The creation of an Exceptional Hardship Fund facility meets the Council's obligations under the Equality Act 2010.

2.2 This policy has been created to ensure that a level of protection and support is available to those applicants most in need. It should be noted that the Exceptional Hardship Fund is intended to help in cases of **extreme** financial hardship and not to support a lifestyle or lifestyle choice. Whilst the definition 'Exceptional Hardship' is not exactly defined by this policy, it is accepted that sudden or unexpected changes to individual circumstances may cause temporary financial hardship with any support made under this policy being at the total discretion of the Council. However exceptional hardship should be considered as 'hardship beyond that which would normally be suffered'

### **3.0 Purpose of this policy**

- 3.1 The purpose of this policy is to specify how the Council will operate the scheme, to detail the application process and indicate a number of factors, which will be considered when deciding if an Exceptional Hardship Fund payment can be made.
- 3.2 Each case will be treated on its own merits and all applicants will be treated fairly and equally in gaining accessibility to the Fund and also in respect of the decisions made on each application.

### **4.0 The Exceptional Hardship Fund Process**

- 4.1 As part of the process of applying for additional support from the Exceptional Hardship Fund, all applicants must be willing to undertake **all** of the following:
- Make a separate application for assistance;
  - Provide full details of their income and expenditure;
  - Accept assistance from either the Council or third parties such as the CAB or similar organisations to enable them to manage their finances more effectively including the termination of non-essential expenditure;
  - Identify potential changes in payment methods and arrangements to assist the applicant;
  - Assist the Council to minimise liability by ensuring that all discounts, exemptions and reductions are properly granted; and
  - Maximise their income through the application for other welfare benefits, cancellation of non-essential contracts and outgoings and identifying the most economical tariffs for the supply of utilities and services generally.
  - Where applicable, explain actions they are currently exploring to find a sustainable response to their current circumstance if it is expected that exceptional hardship may continue for a longer period of time.
- 4.2 Through the operation of this policy the Council will look to
- Support those in exceptional hardship;
  - Allow a short period of time for someone to adjust to unforeseen short-term circumstances and to enable them to “bridge the gap” during this time, whilst the applicant seeks alternative solutions;
  - Enable long term support to households in managing their finances;
  - Help applicants through personal crises and difficult events that affect their finances;
  - Help those applicants who are trying to help themselves financially; and
  - Encourage and support people to obtain and sustain employment.
- 4.3 It cannot be awarded for the following circumstances:
- Where full Council Tax liability is being met by Council Tax Support;
  - For any other reason, other than to temporarily reduce Council Tax liability;

- Where the Council considers that there are unnecessary expenses/debts etc. and that the applicant has not taken reasonable steps to reduce these;
- To pay for any overpayment of Council Tax Support caused through the failure of the applicant to notify changes in circumstances in a timely manner or where the applicant has failed to act correctly or honestly;

## **5.0 Awarding an Exceptional Hardship Fund Payment**

5.1 The Council will decide whether or not to make an Exceptional Hardship Fund award, and how much any award might be up to a maximum of the amount of Council Tax outstanding, with each decision being reviewed by a senior manager to demonstrate fairness and consistency.

5.2 When making this decision the Council will consider:

- Whether the applicant has engaged with the Exceptional Hardship Payment process;
- All capital, income received & expenditure of the applicant, their partner and any member of their household irrespective of whether the income is included or not as household income under the Council Tax Support scheme
- How **reasonable** expenditure exceeds income;
- The difficulty experienced by the applicant that prohibits them from being able to meet their Council Tax liability, and the length of time this difficulty will last.
- The personal circumstances, age and medical circumstances (including ill health and disabilities) of the applicant, their partner any dependants and any other occupants of the applicant's home;
- Other debts outstanding for the applicant and their partner;
- The exceptional nature of the applicant and/or their family's circumstances that impact on finances;
- The length of time they have lived in the property; and
- If a Discretionary Housing Payment has already been awarded to meet a shortfall in rent;

5.3 The above list is not exhaustive and other relevant factors and special circumstances will be considered.

5.4 An award from the Exceptional Hardship Fund does not guarantee that a further award will be made at a later date, even if the applicant's circumstances have not changed.

## **6.0 Publicity**

6.1 The Council will make a copy of this policy available for inspection and will be published on the Council's website.

## **7.0 Claiming an Exceptional Hardship Fund payment**

- 7.1 An applicant must make a claim for an Exceptional Hardship Fund award by submitting an application to the Council, preferably via email to [benefitsmail@tendringdc.gov.uk](mailto:benefitsmail@tendringdc.gov.uk).
- 7.2 If it is not possible to make a claim via email or if any further help is required, assistance is available at the Council Tax Office, Pier Avenue, Clacton between 10am and 4pm Monday to Friday.
- 7.3 Where the Revenues and Benefits Service identify a household that is failing to clear previous years Council Tax but are paying current Council Tax with best endeavours, then their ability to pay arrears maybe considered for help through the hardship fund. This clause is not intended to cover those taxpayers who have not paid or have failed to pay until a summons has been issued.
- 7.4 In most cases the person who claims the Exceptional Hardship Fund award will be the person liable to pay Council Tax, however, a claim can be accepted from someone acting on another's behalf, such as an appointee, if it is considered reasonable.

## **8.0 Changes in circumstances**

- 8.1 The Council may revise an award from the Exceptional Hardship Fund where the applicant's circumstances have changed.

## **9.0 Duties of the applicant and the applicant's household**

- 9.1 A person claiming an Exceptional Hardship Fund payment is required to:
- Provide the Council with such information as it may require to make a decision;
  - Tell the Council of any changes in circumstances that may be relevant to their ongoing claim; and
  - Provide the Council with such other information as it may require in connection with their claim.

## **10.0 The award and duration of an Exceptional Hardship Payment**

- 10.1 Both the amount and the duration of the award are determined at the discretion of the Council, and will be done so on the basis of the evidence supplied and the circumstances of the claim.
- 10.2 The start date of such a payment and the duration of any payment will be determined by the Council. In any event, the maximum length of the award will not exceed the end of the financial year in which the award is given.

## **11.0 Award of the Exceptional Hardship Fund payment**

- 11.0 Any Exceptional Hardship Fund payment will be made direct onto the customer's Council Tax account, thereby reducing the amount of Council Tax payable.

**12.0 Overpaid Exceptional Hardship Fund Payments**

12.1 Overpaid Exceptional Hardship Fund payments will generally be recovered directly from the applicant's council tax account, thus increasing the amount of council tax due and payable.

**13.0 Notification of an award**

13.1 The Council will notify the outcome of each application for Exceptional Hardship Fund payments in writing. The notification will include the reason for the decision and advise the applicant of their appeal rights.

**14.0 Appeals**

14.1 Exceptional Hardship Fund payments are not part of Council Tax Support, and are therefore not subject to the statutory appeal process.

14.2 If the applicant is not satisfied with the decision in respect of an application for an Exceptional Hardship Fund payment, a decision to reduced amount of Exceptional Hardship Fund payment, a decision not to backdate an Exceptional Hardship Fund payment or a decision that there has been an overpayment of an Exceptional Hardship Fund payment, the Council will look at the decision again.

14.3 An officer, other than the original decision maker, will consider the appeal by reviewing the original application and any other additional information and/or representation made, and will make a decision within 14 days of referral or as soon as practicable. This decision will be final.

14.4 Any request for an appeal must be made within one month of the date of the notification letter confirming the original decision.

14.5 The outcome of the appeal will be set out in writing, detailing the reasons for the decision or upholding the original decision.

**15.0 Fraud**

15.1 The Council is committed to protect public funds and ensure funds are awarded to the people who are rightfully eligible to them.

15.2 An applicant who tries to fraudulently claim an Exceptional Hardship Fund payment by falsely declaring their circumstances, providing a false statement or evidence in support of their application, may have committed an offence under The Fraud Act 2006.

15.3 Where the Council suspects that such a fraud may have been committed, this matter will be investigated as appropriate and may lead to criminal proceedings being instigated.

**16.0 Complaints**

16.1 The Council's Complaints Procedure (available on the Council's website) will be applied in the event of any complaint received about this policy.

**17.0 Policy Review**

17.1 This policy will be reviewed at least every year and updated as appropriate to ensure it remains fit for purpose. However, the review may take place sooner should there be any significant changes in legislation.

**Under the Council Tax (Prescribed Classes of Dwellings) regulations the following discretionary discounts will apply for the 2020/2021 financial year:-**

**Class A** – Unoccupied and furnished dwellings with a planning restriction preventing occupation for at least 28 days.

**0% discount** (on the days when the property cannot be used due to a planning restriction a statutory exemption is allowed under Class G).

**Class B** – Unoccupied and furnished dwellings without a planning restriction preventing occupation for at least 28 days.

**0% discount**

**Class C** – Unoccupied and substantially unfurnished dwellings.

**0% discount**

**Class D** – Unoccupied and unfurnished requiring major repairs or alterations.

(a) which satisfies the requirement set out in the regulations unless it has been such a dwelling for a continuous period of twelve months or more ending immediately before the day in question;

(b) the requirement referred to in paragraph (a) is that the dwelling is vacant and—

(i) requires or is undergoing major repair work to render it habitable, or

(ii) is undergoing structural alteration; or

(iii) has undergone major repair work to render it habitable, if less than six months have elapsed since the date on which the alteration was substantially completed and the dwelling has continuously remained vacant since that date;

(c) For the purposes of paragraph (b) above “major repair work” includes structural repair work.

**100% discount up to 12 months**

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## **ANNUAL MINIMUM REVENUE PROVISION POLICY STATEMENT for 2020/21**

The Council is required to have a policy on providing a prudent minimum revenue provision which must be approved by Full Council each year.

Unlike a mortgage where amounts of principal are repaid each month, the borrowing undertaken by this Council may be repayable on maturity at an agreed future date. To reflect this, the minimum revenue provision (MRP) exists which is a concept whereby an amount is charged to revenue each year in order to have sufficient monies set aside to meet the future repayment of principal on any borrowing undertaken.

The regulations require Local Authorities to set aside as its annual MRP an amount that it considers to be “prudent”. The aim of the regulations is that the period over which an MRP is calculated closely relates to the life of the asset.

However in the case of the Housing Revenue Account (HRA) it has been the Council’s policy not to make any MRP charge to the HRA because the level of borrowing relating to the HRA is significantly less than the value of the housing stock. Following the implementation of the new self financing arrangements from April 2012, the structure of the borrowing to fund the associated HRA debt settlement was based on principal being repaid over the 30 years of the HRA business plan. Therefore this principal is in effect the amount set aside to repay debt and will therefore be treated as HRA MRP. In terms of MRP for ‘old’ HRA debt, this will be reviewed as part of future HRA business planning processes.

The options applicable in calculating MRP are as follows:

### ***Where Capital Expenditure is financed by Government Supported Borrowing***

- **Regulatory Method** – This is where borrowing is supported by the Government through the Formula Grant and Local Authorities can continue to use the existing approach as set out in the old regulations.
- **Capital Financing Method** – Similar to the above, Local Authorities can continue to set aside 4% of their General Fund capital expenditure financed by borrowing each year as MRP. The difference compared with the regulatory method is that it excludes a transitional adjustment that relates to the regulations that were applicable before the current regulations. As this adjustment does not apply to TDC, the two approaches are essentially the same.

### ***Where Capital Expenditure is financed by Prudential Borrowing***

- **Asset Life Method** – Two alternatives are provided within the guidance. The first is that MRP can be calculated by taking the amount borrowed and dividing it by the associated assets useful life – equal instalment method. The second is based on a more complicated annuity basis although based on the same principle.
- **Depreciation Method** – This requires that an MRP is made in accordance with current rules for depreciation accounting whereby an amount would be charged equal to the annual depreciation of the specific asset which could differ from the previous options given the alternatives for calculating depreciation.

A significant advantage of the asset life method over the depreciation method is that MRP does not have to start until the year the related asset becomes operational which may be different to the year in which depreciation would be charged.

It is important to note that subject to the type of asset acquired there may be a significant impact on the revenue budget, which would need to be taken into account in any future spending / borrowing decisions.

Having reviewed the position for 2020/21, no changes compared to 2019/20 are proposed. Therefore the Annual Minimum Revenue Provision Policy Statement for 2020/21 is as follows:

**In accordance with the Local Authorities (Capital Finance and Accounting)(England)(Amendment) Regulations 2008, the Council's policy for the calculation of MRP for 2020/21 shall be the Capital Financing Requirement Method for supported borrowing and the Asset Life (equal instalment) Method for prudential borrowing.**

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

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