



RESOURCES AND SERVICES OVERVIEW AND SCRUTINY COMMITTEE

DATE:	Monday, 29 July 2019
TIME:	7.30 pm
VENUE:	Council Chamber - Council Offices, Thorpe Road, Weeley, CO16 9AJ

MEMBERSHIP:

Councillor M Stephenson (Chairman)	Councillor Codling
Councillor Scott (Vice-Chairman)	Councillor Griffiths
Councillor Allen	Councillor Miles
Councillor Barry	Councillor Morrison
Councillor Bray	Councillor Turner

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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 Charlotte Cooper on 01255 686463.

DATE OF PUBLICATION: Monday, 22 July 2019

AGENDA

1 Apologies for Absence and Substitutions

The Committee is asked to note any apologies for absence and substitutions received from Members.

2 Minutes of the Last Meeting (Pages 1 - 4)

To confirm and sign as a correct record, the minutes of the last meeting of the Committee, held on 24 June 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 Questions on Notice pursuant to Council Procedure Rule 38

Subject to providing two working days' notice, a Member of the Committee may ask the Chairman of the Committee a question on any matter in relation to which the Council has powers or duties which affect the Tendring District and which falls within the terms of reference of the Committee.

5 Recommendations Monitoring Report (Pages 5 - 6)

To Present to the Committee the updated Recommendations Monitoring Report, further to minute 2 of the previous meeting of the Committee (24 June 2019).

6 Report of The Deputy Chief Executive - A.1 - Financial Outturn 2018/19 and Allocation of the General Fund Variance for the Year (Pages 7 - 54)

To enable the Committee to scrutinise the Council's financial outturn for the year 2018/19 and the allocation of the associated General Fund Variance for the year.

7 Report of the Head of Democratic Services and Elections - A.2 - Scrutiny of the North Essex Garden Communities Business Plan 2018-19 and Beyond (Pages 55 - 58)

To invite the Committee to consider the appropriate arrangements to be adopted for scrutiny of the North Essex Garden Communities Interim Business Plan 2018-19 and the future Business Plans. The content of the current and future Business Plans does and is likely to continue to impact on matters which are the responsibility of both this Committee and the Community Leadership Overview and Scrutiny Committee.

8 Report of the Head of Public Realm - A.3 - Ground Maintenance (Including Weed Spraying) in Tendring (Pages 59 - 64)

To present to the Committee the Council's procedures on Ground Maintenance (Including Weed Spraying).

9 Report of the Head of Democratic Services and Elections - A.4 - New Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities (Pages 65 - 70)

To bring to the attention of the Committee the publication of new statutory guidance on the operation of overview and scrutiny functions in local authorities and to invite it to consider the guidance. Any recommendations from the Committee will be submitted to Cabinet/Council for consideration as appropriate.

10 Scrutiny of Proposed Decisions (Pages 71 - 72)

Pursuant to the provisions of Overview and Scrutiny Procedure Rule 13, the Committee will review any new and/or amended published forthcoming decisions relevant to its terms of reference and decide whether it wishes to enquire into any such decision before it is taken.

Matters may only be raised on those forthcoming decisions at Committee meetings where the Member has notified the Committee Services Manager in writing (or by personal email) of the question they wish to ask, no later than Midday, two working days before the day of the meeting.

Date of the Next Scheduled Meeting

The next scheduled meeting of the Resources and Services Overview and Scrutiny Committee is to be held in the Council Offices, Thorpe Road, Weeley, CO16 9AJ at 7.30 pm on Monday, 16 September 2019.

Information for Visitors

FIRE EVACUATION PROCEDURE

There is no alarm test scheduled for this meeting. In the event of an alarm sounding, please calmly make your way out of any of the fire exits in the hall and follow the exit signs out of the building.

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**MINUTES OF THE MEETING OF THE RESOURCES AND SERVICES OVERVIEW
AND SCRUTINY COMMITTEE,
HELD ON MONDAY, 24TH JUNE, 2019 AT 7.30 PM
IN THE COUNCIL CHAMBER - COUNCIL OFFICES, THORPE ROAD, WEELEY,
CO16 9AJ**

Present:	Councillors M Stephenson (Chairman), Scott (Vice-Chairman), Allen, Barry, Codling, Griffiths, V Guglielmi, Morrison and Turner
Also Present:	Councillor Joy Broderick and Councillor Garry Calver
In Attendance:	Mark Westall (Head of Customer and Commercial Services)(except minutes 75-77), Claire Ellington (Control Centre Service Development Manager) (except minutes 75-77), Anastasia Simpson (Head of People, Performance and Projects) (except minutes 76-77), Katie Wilkins (HR and Business Manager) (except minutes 76-77), Keith Simmons (Head of Democratic Services and Elections), Charlotte Cooper (Committee Services Officer)

1. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

Apologies for absence were submitted on behalf of Councillor Bray, with Councillor V. Guglielmi as substitute.

2. MINUTES OF THE LAST MEETING

The minutes of the meeting of the committee held on 18 March 2019 were approved as a correct record and signed by the chairman.

Councillor Stephenson then invited the Committee to concur with his view that a new agenda item will be added for all future meetings of the Committee to receive a report from the Cabinet/Council outlining the determination of recommendations from this Committee to them.

3. DECLARATIONS OF INTEREST

Councillor Griffiths declared that he has a personal interest with regards to agenda item 5 – Replacement of the Careline Computer Call Handling System.

For reasons of transparency, Councillor Turner declared that he is the Chair of the Planning Policy and Local Plan Committee, of which is to be discussed on agenda item 6 – Report of the Deputy Chief Executive – A.1 – Performance Report January – March 2019 (Quarter 4 Outturn).

Councillor Scott also declared that he is a member of the Planning Policy and Local Plan Committee, of which is to be discussed on agenda item 6 – Report of the Deputy Chief Executive – A.1 – Performance Report January – March 2019 (Quarter 4 Outturn)

4. QUESTIONS ON NOTICE PURSUANT TO COUNCIL PROCEDURE RULE 37

There were no such questions on this occasion under Procedure Rule 38.

5. REPLACEMENT OF THE CARELINE COMPUTER AND CALL HANDLING SYSTEM

Further to the decision taken by the Committee at its meeting held on 11 February 2019 (minute 62 refers) and pursuant to the provisions of Overview and Scrutiny Procedure Rule 13, the Committee enquired into the following forthcoming decision before the Corporate Finance and Governance Portfolio Holder and the Housing Portfolio Holder take the final joint decision on the matter:-
“Replacement of Careline Computer Call Handling System”

The Council’s Head of Customer and Commercial Services (Mark Westall) attended the meeting to answer Members questions on this proposed decision. Mark also presented to the Committee a PowerPoint presentation outlining why the replacement of the existing system was being proposed and why the recommendation to the Portfolio Holders would be the replace that system with the UMO system from Verklizan.

After some deliberation by the Committee it was proposed by Councillor Griffiths and seconded by Councillor V. Guglielmi and **RESOLVED** that;

- The Committee recommended the Portfolio Holder for Independent Living (Councillor Broderick) to approve the purchase of this system.
- The Committee also wished to record its congratulations for all the hard work of Careline Staff.

The Committee requested for the Council’s Head of Customer and Commercial Services (Mark Westall) to come back to the Committee at a later date to update it on the implementation of the new system in order that the envisaged benefits could be assessed at that stage.

6. REPORT OF THE DEPUTY CHIEF EXECUTIVE - A.1 - PERFORMANCE REPORT JANUARY - MARCH 2019 (QUARTER 4 OUTTURN)

The Committee had before it a report of the Deputy Chief Executive which presented the performance report for Quarter 4 (January to March 2019) including the Corporate Plan and Prioritise and Projects 208/19.

Appendix A to that report contained details of the 18 indicators and projects where performance was measured. Of those, 13 (72%) are on, or above their expected target and 5 (28%) are not currently in line with the expected performance.

Members were informed that the performance report for Quarter 4 was presented to Cabinet on 14th June 2019. Any feedback from the Committee would be presented to a future meeting of the Cabinet as a separate report.

The Council’s Human Resources and Business Manager (Katie Wilkins) gave the Committee an update in respect of the indicators and projects with particular focus on those indicators that were currently listed as behind target.

Officers responded to questions raised by Members on various topics and where an answer was not immediately available the Human Resources and Business Manager and the Head of People, Performance and Projects, as appropriate, undertook to respond to Members as soon as possible after the meeting.

It was proposed by Councillor Stephenson, and seconded by Councillor Griffiths and **RESOLVED** that this Committee recommends that –

1. The Committee are concerned about the progress of the North Essex Garden Communities scheme and the limited information available to the

Committee to date, on the Business Plan for the scheme. The Committee were looking forward to receiving this information at its meeting on 29 July 2019, including the slippage on the scheme and its description on the performance system as being “on target”.

The Committee would be happy to receive information that is exempt from publication if this was necessary in order for it to perform its overview and scrutiny role of the North Essex Garden Communities Scheme.

7. SCRUTINY OF PROPOSED DECISIONS

Pursuant to the provisions of Overview and Scrutiny Procedure Rule 13, the Committee reviewed any new and / or amended published forthcoming decisions relevant to its terms of reference with a view to deciding whether it wished to enquire into any such decision before it was taken. The relevant forthcoming decisions were before the Committee

The Committee noted the submitted list of published forthcoming decisions.

RESOLVED that, pursuant to the provisions of Overview and Scrutiny Procedure Rule 13, the Committee wishes to enquire into the following forthcoming decision before the Finance and Corporate Resources Portfolio Holder and Housing Portfolio Holder take their final joint decision on the matter:-

-IT transformation Update – the Committee will review this around six months after it has started when a briefing will be provided by the Head of IT and Corporate Resilience. If the Committee considers that there is a need to further scrutinise matters the matter will be added to the work programme for further review.

8. WORK PROGRAMME 2019/2020

Further to Minute ** of the Annual Council Meeting on 28 May 2019, the work programme approved at that meeting was submitted to the Committee for consideration. In addition, some further items had been identified at the Overview and Scrutiny training for Members held on 5 June 2019 and further suggestions had been made in response to the invitation to identify items from the Chairman of this Committee and the Vice-Chairman of the Corporate Leadership Overview and Scrutiny Committee sent to all Members. These suggestions were reported to the Committee as they were relevant to the terms of reference of this Committee.

RESOLVED that the following amendments be made to the Committees Work Programme for 2019 / 2020 :-

1. The “Review of the Business Case for the future of publicly owned Leisure Centres within the District” currently on the work programme for the 29 July 2019 Meeting is to be moved to the 16 September 2019 Meeting.

2. The topic of “Ground Maintenance (including Weeding) is to be added onto the Work Programme for the 29 July 2019 Meeting.
3. The topic of “Energy Efficiency” is to be added onto the Work Programme for the 23 March 2020 Meeting.
4. To record an expectation that the Committee would be provided with a report for each item on its work programme

The meeting was declared closed at 9.30 pm

Chairman

RESOURCES AND SERVICES OVERVIEW AND SCRUTINY COMMITTEE

29 JULY 2019

RECOMMENDATIONS MONITORING REPORT

Recommendation(s) Including Date of Meeting and Minute Number	Actions Taken and Outcome	Completed, follow-up work required or added to Work Programme
<p>Date of meeting; 18 March 2019 Minute number; 67 Recommendation; that this Committee recommends to Cabinet that –</p> <p>(1) The uncommitted grant income of £98,000 received from Government as New Burdens Funding be allocated to meet the rising costs of th homelessness service;</p> <p>(2) The Housing Portfolio Holder be urged to direct his Officers to demolish the former Honeycroft sheltered housing scheme building as a matter of urgency in view of the ongoing costs to this Council such as Council Tax on empty properties;</p> <p>(3) The previously carried feasibility studies be revisited in order to investigate the potential of the former Spendells sheltered housing scheme building being used for the homeless as a temporary alternative housing provision to bed and breakfast accommodation.</p>	<p>The Housing Portfolio Holder Responded as follows;</p> <p><i>“I would like to thank the Committee for its recommendation [number (1)] which I am happy to accept; I would like to thank the Committee for its recommendation [number (2)] and I can advise the Committee that officers are in the process of recruiting a surveyor to organise the demolition of this building in conjunction with the demolition of another large building in order to maximise value for money. Due to the complexity of the demolition it has not been possible to organise this within existing resources and the initial recruitment process was not successful. The new post holder will also be responsible for some new build projects following the recent retirement of the Building and Structures Manager; and I would like to thank the Committee for its recommendation [number (3)] and I can confirm that this is one of the options being considered alongside a parallel proposal from a partner agency which would like to lease the building for housing purposes.”</i></p> <p>It was moved by Councillor G V Guglielmi, seconded by Councillor P B Honeywood and RESOLVED that Cabinet notes the Resources and Services Overview and Scrutiny Committee’s recommendations and endorses the responses of the Housing Portfolio Holder.</p>	<p>Ongoing – update to be provided.</p>

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Agenda Item 5

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RESOURCES AND SERVICES OVERVIEW AND SCRUTINY COMMITTEE

29 JULY 2019

REPORT OF THE DEPUTY CHIEF EXECUTIVE

A.1 FINANCIAL OUTTURN 2018/19 AND ALLOCATION OF THE GENERAL FUND VARIANCE FOR THE YEAR

_(Report prepared by Richard Barrett)

PURPOSE OF THE REPORT

To provide an overview of the Council's financial outturn for the year 2018/19 and the allocation of the associated General Fund Variance for the year.

BACKGROUND

On 31 May 2019 the Leader considered the Financial Outturn 2018/19 and made the following decision:-

That the Leader of the Council, on behalf of the Finance and Corporate Resources Portfolio Holder:

- (a) notes the financial outturn position for 2018/19 as set out in this report and appendices;*
- (b) approves the financing of General Fund capital expenditure for 2018/19 as detailed in Appendix D;*
- (c) approves the movement in uncommitted and earmarked General Fund reserves for 2018/19 set out in Appendix E;*
- (d) approves the qualifying carry forwards totalling £18.716m (£9.762m Revenue and £8.954m Capital) as set out in Appendix K;*
- (d) agrees that all other carry forwards totalling £0.790m requested by services be transferred to the relevant earmarked reserve pending consideration by Cabinet at its July 2019 meeting;*
- (e) approves, subject to the above, that the overall General Fund Outturn Variance for the year of £0.843m be transferred to the Revenue Commitments reserve until Cabinet formally considers the allocation of this funding at its July 2019 meeting;*
- (f) approves in respect of the HRA the movement on HRA balances for 2018/19 including any commitments set out within Appendices H and I along with recharges to the HRA from the General fund of £2.429m for the year and the financing of the HRA capital expenditure set out in Appendix I; and*
- (g) approves that the Council's Section 151 Officer, in consultation with the Finance and Corporate Resources Portfolio Holder, be authorised to adjust the outturn position for 2018/19 along with any corresponding adjustment to earmarked reserves as a direct result of any recommendations made by the Council's External Auditor during the course of their audit activities relating to the Council's 2018/19 accounts.*

On 19 July 2019, Cabinet considered the Outturn 2018/19 and the Proposed Allocation of the General Fund Variance for the Year and made the following decision:-

That Cabinet:

- (a) agrees that of the total of £0.790m requested by services, £0.475m can be retained by them via the associated carry forward requests as set out in Appendix A.*
- (d) approves the allocation of the General Fund Variance for the year of £1.158m as set out in Table 1 of this report, of which £0.150m be allocated to a climate emergency budget.*

The two officer reports submitted to the Leader and Cabinet referred to above are attached as appendices for the Committee's consideration.

RECOMMENDATION

That the Resources and Services Overview and Scrutiny Committee considers the Financial Outturn 2018/19 and Allocation of the General Fund Variance for the Year and determines whether it has any recommendations it wishes to put forward to the relevant Portfolio Holder or Cabinet.

APPENDICES

Appendix A – Financial Outturn 2018/19 considered by the Leader on 31 May 2019

Appendix B – Outturn 2018/19 and the Proposed Allocation of the General Fund Variance for the Year considered by Cabinet on 19 July 2019

APPENDIX A TO ITEM A1

Key Decision Required:	Yes	In the Forward Plan:	Yes
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FINANCE AND CORPORATE RESOURCES PORTFOLIO HOLDER 31 MAY 2019

REPORT OF DEPUTY CHIEF EXECUTIVE

A.1 **FINANCIAL OUTTURN 2018/19**

(Report prepared by Richard Barrett and the Accountancy Team)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To provide an overview of the financial outturn for the year 2018/19 and to seek approval of associated financial decisions related to the end of year accounting processes.

EXECUTIVE SUMMARY

Similarly to last year, set against the context of an on-going and challenging financial environment, strong, effective and proactive financial management has had a major effect on the outturn position along with contributing to the Council's long term financial sustainability plan.

Following the completion of the comprehensive end of year processes, the financial outturn position for 2018/19 has been prepared across the various areas of the budget with a summary of the position set out below.

Summary by Key Areas of the Budget

Key Area	Outturn Position
General Fund	
General Fund Revenue - Overall favourable variance after allowing for the carry forwards requested by services	(£0.843m)
Capital Programme – Overall small adverse variance after allowing for the carry forwards requested by services	£0.048m
Housing Revenue Account	
Net Surplus for the year contributed to HRA General Balances (over and above the budgeted contribution)	(£0.343m)

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General Fund Reserves (excluding requested carry forwards)	
Earmarked Reserves –	
Reduced use of reserves compared to budget	nil
Additional Contributions to reserves compared to the budget (<i>excluding carry forwards</i>)	nil
<i>There was no change in the level of the Uncommitted Reserve which remains at £4.000m</i>	

Reserves

The Council's overall reserves at 31 March 2019 total **£31.207m**. However **£27.207m** is in respect of earmarked reserves which relate to future years commitments (including the 2018/19 carryforwards requested by services). The total earmarked reserves also include the balance on the Forecast Risk Fund of **£3.497m**, which is in-line with the amount required to support the long term financial sustainability plan.

The balance of **£4.000m** is the level of uncommitted reserves which includes a working balance requirement of **£1.600m**. This level of uncommitted reserves matches that previously approved.

On-going Review of Budgets

As set out last year, the imperative to find savings and reduce the net budget has meant that all services continue to reduce spending and identify efficiencies wherever possible. This continuing approach has had a direct impact on the year end position for 2018/19. A more comprehensive review of the budgets will be undertaken as part of the Financial Strategy process for 2020/21 to identify where further net budget reductions can be made in light of this latest position.

RECOMMENDATION(S)

That the Finance and Corporate Resources Portfolio Holder:

(a) notes the financial outturn position for 2018/19 as set out in this report and appendices;

(b) approves the financing of General Fund capital expenditure for 2018/19 as detailed in Appendix D;

(c) approves the movement in uncommitted and earmarked General Fund reserves for 2018/19 set out in Appendix E;

(d) approves the qualifying carryforwards totalling £18.716m (£9.762m Revenue and £8.954m Capital) as set out in Appendix K;

(d) agrees that all other carryforwards totalling £0.790m requested by services be transferred to the relevant earmarked reserve pending consideration by Cabinet at its July 2019 meeting;

APPENDIX A TO ITEM A1

(e) that subject to the above, approves that the overall General Fund Outturn Variance for the year of £0.843m be transferred to the Revenue Commitments reserve until Cabinet formally considers the allocation of this funding at its July 2019 meeting;

(f) in respect of the HRA, approves the movement on HRA balances for 2018/19 including any commitments set out within Appendices H and I along with recharges to the HRA from the General fund of £2.429m for the year and the financing of the HRA capital expenditure set out in Appendix I; and

(g) delegation be given to the Council's S151 Officer, in consultation with the Finance and Corporate Resources Portfolio Holder, to adjust the outturn position for 2018/19 along with any corresponding adjustment to earmarked reserves as a direct result of any recommendations made by the Council's External Auditor during the course of their audit activities relating to the Council's 2018/19 accounts.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

Careful planning to ensure financial stability underpins the Council's capacity to deliver against its priorities. Both the capital and revenue budgets of the authority are prepared and monitored with the aim of supporting key objectives. The outturn position reflects this process and supports the successful financial planning process.

FINANCE, OTHER RESOURCES AND RISK

Finance and other resources

The main financial implications for each section of the Council's accounts are as set out in this report.

Risk

There are no direct risks associated with the outturn position although the ability to fund future financial forecasts is recognised as a strategic risk to support the achievement of financial resilience of the Council in both the short and long term.

LEGAL

The Council is legally required to calculate a Council Tax requirement each financial year. Within this framework is the requirement to monitor and report accordingly on the financial position of the authority against this requirement.

The outturn position set out in this report and the actions proposed are within the Council's powers and reflect the statutory requirements and responsibilities of the Council in the preparation of its accounts.

As agreed by Full Council on 21 November 2017, the approval of the outturn position each year is delegated to the Finance and Corporate Resources Portfolio Holder with the outturn for 2018/19 being the second year subject to this delegation. As set out in the report to Council on 21 November 2017, any further decisions that may be required following the outturn process, such as allocating money brought forward from the prior year will be reported to Cabinet at a subsequent meeting. In effect the approval of the outturn delegated to the Finance and Resources Portfolio Holder will primarily only place available funding that needs further allocation in reserves until such time as a formal / separate decision is presented to Cabinet.

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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.

Although there are no direct equality and diversity issues, the overall Financial Strategy and budget process aims to recognise any such issues where appropriate within the Council's wider Financial Framework.

PART 3 – SUPPORTING INFORMATION

BACKGROUND

The Financial Outturn for 2018/19 forms the basis of the information included in the Council's Statement of Accounts which will be published 'Subject to Audit' by the end of May 2019. The external audit of the Statement of Accounts is required by legislation to be completed by the end of July 2019.

Details around specific items such as Revenue, Capital, Reserves and Carry Forwards are set out in the following separate sections of the report along with the Appendices.

GENERAL FUND REVENUE OUTTURN 2018/19 – A DETAILED ANALYSIS

The following table sets out a summary of the outturn position after taking into account the carry forwards / commitments requested by services discussed further on in this report. A more detailed Portfolio and Departmental analysis is set out within the appendices.

Overall Summary of General Fund Revenue Account Outturn 2018/19

Table 1

	Budget	Outturn	Variance
	£m	£m	£m
Total Net Outturn Position <i>(after requested carry forwards and reserves adjustments)</i>	14.136	13.170	(0.966)
Financing			
Business Rates	(4.812)	(4.689)	0.123
Revenue Support Grant	(1.070)	(1.070)	0
Council Tax (including Collection Fund)	(8.254)	(8.254)	0
Total	(14.136)	(14.013)	0.123
Total Variance for 2018/19 <i>(Contributed to Reserves within Corporate Services)</i>			(0.843)

A number of issues emerging earlier in the year were addressed via the quarterly financial performance reports and are therefore reflected in the budget rather than being presented as a variance at the end of the year. In addition, a number of the variances that have remained at the end of the year have already been highlighted via the in-year financial performance reports.

Appendix C sets out the detailed outturn position by department with the net variance shown in

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column (e) of that appendix. The net variance has been further analysed by direct costs and indirect costs and is set out in columns (f) and (g) of the same appendix. In most cases the indirect costs are significantly more than the budget, which is primarily due to a technical accounting adjustment relating to pension current costs. This is however reversed out via Corporate Services with no overall net impact on the budget.

A departmental headline outturn summary is set out in **Appendix A** which also highlights the key variances within the relevant department. The more significant variances for the year include:

- **Increased Income from Business Rates (including associated government grants) - £0.213m**
- **Reduced Housing Benefit and Rent Rebates Net Costs- £0.427m**
- **Increase in bad debt provision - £0.176m**
- **Net Cost of Leisure Facilities - £0.182m**

As mentioned in the executive summary above, the outturn position will be subject to a comprehensive review to identify areas of the budget that can be adjusted to support the Council's long term financial sustainability plan going into 2020/21.

In-line with the delegation to the Finance and Corporate Resources Portfolio Holder, the overall favourable variance for the year of **£0.843m** has been transferred to the Revenue Commitments Reserve. A report is planned to be presented to Cabinet in July 2019 where options for allocating this funding will be considered.

During the external audit of the Council's Accounts over the next two months, adjustments or amendments may be recommended by the Council's External Auditor. Although subject to the actual adjustments that may be recommended by the Auditor, they may have a direct impact on the overall outturn position for the year rather than be just presentational changes. They would then be included in the Statement of Accounts that would be presented to the Audit Committee in July for approval. To enable the right level of flexibility in responding to any changes recommended by the External Auditor, a delegation is included in the recommendations above to enable the Council's S151 officer, in consultation with the Finance and Corporate Resources Portfolio Holder, to make the necessary adjustments to the 2018/19 outturn position.

GENERAL FUND CAPITAL OUTTURN POSITION FOR 2018/19

Full details of the outturn position for each scheme together with the total carry forwards requested are set out in **Appendix D**. However a summary is set out in the following table:

	Budget 2018/19	Outturn 2018/19	C/Fwd	Remaining Variance
	£m	£m	£m	£m
GF Capital Expenditure	13.737	4.831	8.954	0.048

Financing the Capital Programme

A summary of the proposed financing of the capital expenditure in 2018/19 is set out in the following table, with a more detailed analysis being provided in **Appendix D** to this report:

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	Budget 2018/19 £m	Outturn 2018/19 £m	To Fund C/fwds £m	Variance £m
External Contributions	0.282	0.202	0.059	(0.021)
S106	0.183	0.168	0.015	0
Government Grants	8.195	3.688	4.510	0.003
Capital Receipts	0.884	0.040	0.843	(0.001)
Revenue Contributions	0.954	0.165	0.856	0.067
Use of Earmarked Reserves	3.239	0.568	2.671	0
Total	13.737	4.831	8.954	0.048

There were no significant variances at the end of the year after taking into account carry forward requests, although 2 projects were marginally overspent as highlighted in **Appendix A / D**, that contributed to the overall variance of **£0.048m**.

GENERAL FUND REVENUE AND CAPITAL CARRY FORWARDS INTO 2019/20

It is recognised that due to the size, nature and lead-in times of some schemes, expenditure can span financial years with some schemes not completed by the 31 March in any one year. Therefore commitments for goods and services are likely to remain outstanding at the 31 March, examples of which include uncompleted work that the Council has a contractual obligation against or the project is either currently underway or will be started shortly with payment dates or trigger points within the process yet to be reached, finalised and paid.

All carry forwards requested by services have been reflected in the year end position and are shown in **Appendices C and D**. These broadly follow the principles applied in previous years such as:

- There is a 'contractual commitment';
- There is a related long term project which is expected to span a number of financial years;
- There is non-recurring item for which no budget provision exists in the following year;

In addition to the qualifying carry forwards under the above criteria, there have been a number of requests to carry money forward to support initiatives and projects that although not strictly complying with the above criteria, it could be advantageous for them to be agreed as they support the delivery of the long term financial sustainability plan or meet costs which could otherwise become future pressures on the budget.

The total amount of money that is subject to a request to carry it forward into 2019/20 is as follows:

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Area of the Budget	Qualifying Items	All other Items	Total Carry Forwards Requested
General Fund Revenue – General	£9.762m	£0.790m	£10.552m
General Fund Capital Schemes	£8.954m	n/a	£8.954m
TOTAL	£18.716m	£0.790m	£19.506m

To ensure that schemes that are currently underway are not subject to delays or adverse financial / non-financial issues, the Finance and Corporate Resources Portfolio Holder is being asked to agree all qualifying carryforwards as part of this report which is reflected in the recommendations. A full list of these qualifying items which total **£18.716m** is set out in **Appendix K**.

As was the case last year, all other carry forwards totalling **£0.790m** remain subject to review with the associated amounts being transferred to the revenue commitments reserves pending further review and agreement by Cabinet in July 2019. The amounts requested are included within the figures set out in the appendices. Any carry forwards not subsequently approved by Cabinet will be added to the general outturn variance for the year.

GENERAL FUND RESERVES OUTTURN POSITION FOR 2018/19

Earmarked reserves are shown in more detail in **Appendix E** and include the adjustments set out elsewhere in this report.

The change in the budgeted net use of earmarked reserves of **£14.922m** takes into account the proposed level of revenue and capital carry forward requests. The change in reserves also includes the overall outturn variance of **£0.843m** which has been transferred to the Revenue Commitments Reserve in the interim period before its allocation is considered by Cabinet at its July 2019 meeting.

The overall level of reserves at the end of 2018/19 is **£31.207m**, made up of **£16.669m** for commitment reserves, **£10.538m** for other earmarked reserves and **£4.000m** for uncommitted reserves.

It should be noted however, that transfers to earmarked reserves are not an increase in the Council's longer-term unallocated general resources as it relates to future years commitments.

The Financial Strategy has continued to aim to maintain the Uncommitted Reserve, including the minimum working balance of **£1.600m**, at **£4.000m**. At 31 March 2019 the uncommitted reserve stands at **£4.000m** so it remains in line with this requirement.

INCOME COLLECTION PERFORMANCE AND INCOME FROM S106 AGREEMENTS

The position against council tax, business rates, housing rents and general debt is set out in **Appendix F**. There are no significant issues to highlight with performance broadly remaining consistent with that reported at the end of the previous year.

For both council tax and business rates, the amounts collected during the year are in excess of the amounts budgeted for. In accordance with the associated regulations, the following surpluses will remain within the Collection Funds for both council tax and business rates and will be applied as part of the budget setting processes in 2020/21:

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Council Tax = £0.031m
Business Rates = £0.405m

Details around the use of income from S106 agreements is set out in **Appendix G**. There are no significant issues to highlight and no money was returned to developers during the year.

A REVIEW OF THE HRA OUTTURN POSITION FOR 2019/20

The Housing Revenue Account (HRA) reflects a statutory obligation to account separately for the income and expenditure arising from the Council's landlord functions.

A summary of the Council's Housing Revenue Account for 2018/19 is set out in the table below with a more detailed analysis provided in **Appendix H** to this report.

Table 4

	Budget 2018/19	Outturn 2018/19	Variance
	£m	£m	£m
Expenditure	6.762	6.249	(0.513)
Income	(13.611)	(13.760)	(0.149)
Indirect Income / Expenditure	9.900	7.169	(2.730)
Use of HRA Commitments / Repairs Reserve	(6.683)	(6.524)	0.159
Contribution to HRA Commitments / Repairs Reserve	3.681	6.571	2.890
Net Use of HRA General Balance	(0.049)	(0.049)	0
Net HRA (Surplus) / Deficit for year after Carryforwards – Contributed to HRA General Balance			(0.343)
Total HRA General Balance as at 31 March 2019			5.028

Housing Revenue Account Overview

The outturn position shows that it was possible to make a contribution to general balances of **£0.343m**, being the overall surplus on the HRA at the end of 2018/19. Further details are set out in **Appendix H**. This is after taking into account carrying forward the revenue contribution of **£2.890m** to the capital programme to support the on-going new build and acquisition projects.

The main items having an impact on the overall net position for the year are as follows:

- **(£0.114m)** – Money receivable from leaseholders in respect of contributions to repairs etc.
- **(£0.058m)** – A reduced rent arrears position which is calculated based on the current amount outstanding / collection performance.
- **£0.052m** – Income from dwelling rents was marginally behind the budgeted amount (0.4% against total income budget of £13.017m).
- **(£0.393m)** – A reduction in premises related expenses, primarily as a result of the timing of housing repairs expenditure.
- **(£0.160m)** – Changes in indirect costs including recharges from the General Fund

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General Fund recharges to the HRA totalled **£2.429m**, an increase of **£0.342m** against the budget for the year. Agreement to this level of recharge forms part of the recommendations set out earlier on in this report.

HRA Capital Programme

A summary of the Council's HRA Capital Programme for 2018/19 is set out in the table below with a more detailed analysis provided in **Appendix I** to this report.

	Budget 2018/19	Outturn 2018/19	C/Fwd	Remaining Variance
	£m	£m	£m	£m
HRA Capital Expenditure	8.113	4.283	3.535	(0.295)

Financing the HRA Capital Programme

A summary of the proposed financing of the capital expenditure in 2018/19 is set out in the following table, with a more detailed analysis being provided in **Appendix I** to this report:

	Budget 2018/19 £m	Outturn 2018/19 £m	To Fund C/fwds £m	Variance £m
Major Repairs Reserve	4.096	3.224	0.577	(0.295)
Revenue funding from the HRA	3.232	0.342	2.890	0
Capital Receipts	0.037	0.037	0	0
External Contributions	0.667	0.599	0.068	0
Government Grant	0.080	0.080	0	0
HRA Total	8.113	4.283	3.535	(0.295)

The overall variance of **£0.295m** is largely due to the timing and programme of works which will continue in 2019/20 and beyond supported by the Major Repairs Reserve within a wider stock condition / refurbishment programme.

HRA Balances and Reserves

The overall level of HRA General Balances has increased to **£5.028m**. Full details of HRA reserves are set out in **Appendix J**, which reflect the adjustments discussed above.

BACKGROUND PAPERS FOR THE DECISION

None

APPENDICES

Appendix A (1 - 4)	Key Outturn Variances by Department 2018/19
Appendix B	GF - Portfolio / Department Outturn Summary 2018/19

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Appendix C	GF – Revenue Departmental / Directorate Outturn 2018/19
Appendix D	GF - Capital Outturn 2018/19
Appendix E	GF - Reserves
Appendix F	Collection Performance – Council Tax, Business Rates, Housing Rents and General Debts
Appendix G	Income from S106 Agreements
Appendix H	HRA – Revenue Outturn 2018/19
Appendix I	HRA – Capital Outturn 2018/19
Appendix J	HRA – Reserves
Appendix K	Qualifying General Fund Carry Forwards

(The variance figures set out in these appendices that are presented in brackets represent either a net underspend position or additional income received)

Department - Office of Chief Executive		
Headline Summary	Variance	Comments
	£	
Overall Variance Before Carry Forwards	(123,479)	
Less Carry forward Requests	85,850	
Variance After Carry Forwards	(37,629)	
Variance Summary		
General - Employee Costs	(2,739)	
Members Allowances and Other Costs	(29,330)	
Aggregate of General / Smaller Net Variances	(8,226)	
Net Direct Costs	(40,294)	
Net Indirect Costs	2,665	
Total	(37,629)	

Department - Corporate Services		
Headline Summary	Variance	Comments
	£	
Overall Variance Before Carry Forwards	(10,399,365)	
Less Carry forward Requests	8,145,130	
General Outturn Transferred to Reserves	842,628	
Variance After Carry Forwards	(1,411,607)	
Variance Summary		
General - Employee Costs (Including Vacancy Allowance)	9,898	
Finance Revenues and Benefits - Health and Safety General Expenditure	26,999	Additional one-off expenditure was incurred during the year as part of the establishment of the new Health and Safety arrangements following a recent service restructure.
Finance Revenues and Benefits - Housing Benefit and Rent Rebates Net Cost	(427,457)	This reflects the difference between housing benefit paid and subsidy receivable along with overpayments recovered, with the position only becoming clear when the comprehensive end of year adjustments to this technical area are made.
Finance Revenues and Benefits - Council Tax Benefit	(14,370)	This relates to overpaid legacy Council Tax Benefit being repaid to the Council.
Finance - Other Corporate Costs - Income from Council Tax Sharing Agreement with the Major Preceptors	19,785	A slight reduction receivable due to lower than anticipated income from prior years. This variance is against a total income budget of £890k.
Finance - Other Corporate Costs - General Insurance Costs	(32,739)	Although the cost of premiums is broadly in-line with the budget, there were a number of smaller budgets that were not utilised during the year e.g. insurance consultancy costs.
Finance - Other Corporate Costs - External Audit Fee	(30,338)	This is due to lower fees payable along with a small change in the accounting treatment of the work associated with claims and return certification which is now charged to the year the work is undertaken rather than the year it relates to.
Finance - Other Corporate Costs - Bad Debt Provision	176,281	This variance primarily reflects a change in the accounting treatment associated with the calculation of the general bad debt provision rather than a significant change in the level of underlying debt that remains outstanding. The calculations used are set out in relevant accounting codes which the Council must adhere to.
Finance - Other Corporate Costs - Net Income from Business Rates	(212,663)	Additional income was achieved in the year over and above the £500k already included in the budget to reflect the favourable position associated with being a member of the Essex Business Rates Pool.
People, Performance and Projects - Career Track Income	28,984	As reported during 2018/19, changes / delays in Government guidance has resulted in a time 'lag' in increasing the customer base to reach a break even position, a situation that has continued over the last quarter of 2018/19.
General - Aggregate of General / Smaller Net Variances	(114,402)	

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General Outturn Position for the Year contributed to reserves	842,628	This reflects the overall net outturn position for the General Fund in 2018/19 - Please see main body of report for additional details.
Net Direct Costs	272,607	
<i>Indirect Costs</i>		
Finance - Financing Items - Revenue Contributions to the Capital Programme	67,793	Additional expenditure of £40k was incurred to complete the Venetian Bridge refurbishment works along with a £27k change in external income associated with the funding for the Naze sea wall project. In respect of the latter, discussions remain on-going with the relevant parties which may see this income being paid to the Council during 2019/20.
Other Indirect Costs	(1,752,007)	
Total Net Indirect Costs	(1,684,214)	
Total	(1,411,607)	

Department - Operational Services		
Headline Summary	Variance	Comments
	£	
Overall Variance Before Carry Forwards	(694,368)	
Less Carry forward Requests	1,835,970	
Variance After Carry Forwards	1,141,602	
Variance Summary		
General - Employee Costs	(31,303)	
Public Realm - Cemeteries Income	40,614	When taken together, income is slightly behind the budget but in the context of an overall income budget of £1.6m.
Public Realm - Crematorium Income	(27,180)	
Public Realm - Public Conveniences <i>General Expenditure</i>	22,922	Small increase in costs that reflect the lead in time to dispose of the sites previously identified as part of the wider public convenience strategy.
Public Realm - Car Parks Off St. Income	(67,782)	Additional income achieved for the year.
Customer Commercial Services - Licencing Income	24,086	A small reduction in income compared to the budget for the year.
Sports and Leisure - Leisure Facilities Net Overall Position	182,344	The final position for the year reflects the situation reported to members during 2018/19 where there has been an increase in building repair costs along with a reduction in income. The biggest impact has been at Clacton Leisure Centre. The overall strategy / approach to the provision of leisure facilities within the district is currently being reviewed to address this potential on-going position. In addition to the above, the year end position also includes a £20k payment to Brightlingsea Town Council that reflects the arrangements associated with the transfer of the Brightlingsea Pool.
Building and Engineering - Highways TDC Project Expenses	19,287	Additional street naming and numbering income has supported associated projects.
Building and Engineering - Highways TDC Street Naming and Numbering Income	(25,408)	
Building and Engineering - Waste and Recycling Expenditure	(33,574)	There has been an overall small underspend against the total expenditure budget of £3.160m for the year.
Building and Engineering - Waste and Recycling - Recycling Credit Income	(12,258)	Income from recycling credits is broadly on target for the year with a relatively small variance at the end of the year against a total income budget of £923k.
Building and Engineering - Waste and Recycling - Income from Bring Banks	29,238	The Council works with private sector partners to provide various bring bank sites across the district. These are subject to associated procurement processes and the change in the value of recyclable material has seen the Council now having to pay for collections from bring sites rather than receive income for the recyclable materials which has been the case in prior years.
Building and Engineering - Waste and Recycling - Sale of Black Sacks	(10,376)	Additional income has been achieved during the year.

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Building and Engineering - Street Sweeping Contract Cost	(66,142)	There has been a underspend against contact costs for the year. This is being reviewed going into 2019/20 as it is likely that a prior year cost pressure is no longer required.
Building and Engineering - Engineering Direct Expenditure (including Employee costs)	182,703	These 2 variances reflect the new approach of using the in-house team to undertake work for other services across the Council wherever possible rather than use external contractors. This approach has seen reductions in costs such as those associated with the office transformation project.
Building and Engineering - Engineering Direct Income	(213,162)	
General - Aggregate of General / Smaller Net Variances	(45,682)	
Net Direct Costs	(31,673)	
Net Indirect Costs	1,173,276	
Total	1,141,602	

Department - Planning and Regeneration		
Headline Summary	Variance	Comments
	£	
Overall Variance Before Carry Forwards	(3,705,266)	
Less Carry forward Requests	4,012,900	
Variance After Carry Forwards	307,634	
Variance Summary		
General - Employee Costs	(80,764)	
Planning and Development - Cost of Defending Planning Appeals	87,126	As reported at the end of the third quarter of 2018/19, additional expenditure has been incurred to respond to planning appeals. The variance at the end of the year is over and above the £155k that the budget has already been increased by.
Planning and Development - Planning Income	(17,484)	
Building Control - Building Control Income	(21,040)	Income across these service areas are broadly on target in total.
Planning Policy - Land Charges Income	13,336	
General - Aggregate of General / Smaller Net Variances	(38,796)	
Net Direct Costs	(57,622)	
Net Indirect Costs	365,256	
Total	307,634	

General Fund Position at the end of March 2019**Portfolio Summary**

	2018/19 Budget	2018/19 Actual	2018/19 Variance
	£	£	£
Leader	1,750,000	100,000.00	(1,650,000.00)
Finance and Corporate Resources	(896,580)	(4,307,754.67)	(3,411,174.67)
Environment	5,592,580	5,519,945.69	(72,634.31)
Housing	2,784,400	1,676,472.86	(1,107,927.14)
Health and Education	551,380	484,257.76	(67,122.24)
Corporate Enforcement	2,450,650	1,156,026.37	(1,294,623.63)
Investment and Growth	2,863,760	542,918.56	(2,320,841.44)
Leisure and Tourism	6,101,470	6,085,739.20	(15,730.80)
Budgets Relating to Non Executive Functions	943,960	544,151.21	(399,808.79)
Net Cost of Services	22,141,620	11,801,756.98	(10,339,863.02)
Revenue Support for Capital Investment	4,192,280	732,823.19	(3,459,456.81)
Financing Items	(858,990)	(2,104,954.41)	(1,245,964.41)
Total Before use of Reserves	25,474,910	10,429,625.76	(15,045,284.24)
Contribution to / (from) Earmarked Reserves*	(11,339,240)	3,583,238.52	14,922,478.52
Net Total	14,135,670	14,012,864.28	(122,805.72)
<i>Financed by:</i>			
Business Rates (including Tariff and Levy)	(4,811,560)	(4,688,758.28)	122,801.72
Revenue Support Grant	(1,070,100)	(1,070,100.00)	0.00
Collection Fund Surplus/Deficit	(652,300)	(652,296.00)	4.00
Income from Council Tax Payers	(7,601,710)	(7,601,710.00)	0.00
Total	0	0.00	(0.00)

Department Summary

	2018/19 Budget	2018/19 Actual including Reserves Adj and C/fwds	2018/19 Variance
	£	£	£
Office of Chief Executive	994,740	957,110.67	(37,629.33)
Corporate Services (including income from Council Tax)*	(20,975,410)	(22,387,016.74)	(1,411,606.74)
Operational Services	13,778,780	14,920,382.10	1,141,602.10
Planning and Regeneration	6,201,890	6,509,523.97	307,633.97
Total	0	0.00	0.00

* this includes the contribution to reserves of the general outturn position of £0.843m

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General Fund Position at the end of March 2019					
Department - Office of Chief Executive					
	(a)	(b)	(c)	(d)	(e)
Analysis by Type of Spend	2018/19 Budget	2018/19 Actual	2018/19 Reserves Adjustment	2018/19 C/fwd requests	2018/19 Variance after Reserves Adj and C/fwds
	£	£	£	£	£
Direct Expenditure					
Employee Expenses	392,090	389,350.85	0.00	0.00	(2,739.15)
Premises Related Expenditure	1,360	1,362.37	0.00	0.00	2.37
Transport Related Expenditure	12,170	12,793.90	0.00	0.00	623.90
Supplies & Services	682,330	558,298.28	0.00	85,850.00	(38,181.72)
Total Direct Expenditure	1,087,950	961,805.40	0.00	85,850.00	(40,294.60)
Direct Income					
Other Grants, Reimbursements and Contributions	(44,640)	(44,641.08)	0.00	0.00	(1.08)
Sales, Fees and Charges	(3,090)	(3,088.75)	0.00	0.00	1.25
Total Direct Income	(47,730)	(47,729.83)	0.00	0.00	0.17
Net Direct Costs	1,040,220	914,075.57	0.00	85,850.00	(40,294.43)
Total Indirect Income/Expenditure	(45,480)	(42,814.90)	0.00	0.00	2,665.10
Total for Office of Chief Executive	994,740	871,260.67	0.00	85,850.00	(37,629.33)

APPENDIX C

Analysis of the Variance in column (e) by Direct and Indirect	
(f)	(g)
Direct Variance	Indirect Variance
£	£
(2,739.15)	0.00
2.37	0.00
623.90	0.00
(38,181.72)	0.00
(40,294.60)	0.00
(1.08)	0.00
1.25	0.00
0.17	0.00
(40,294.43)	0.00
0.00	2,665.10
(40,294.43)	2,665.10

Department - Office of Chief Executive					
	(a)	(b)	(c)	(d)	(e)
Analysis by Section/Function	2018/19 Budget	2018/19 Actual	2018/19 Reserves Adjustment	2018/19 C/fwd requests	2018/19 Variance after Reserves Adj and C/fwds
	£	£	£	£	£
Total for Office of Chief Executive	994,740	871,260.67	0.00	85,850.00	(37,629.33)

Analysis of the Variance in column (e) by Direct and Indirect	
(f)	(g)
Direct Variance	Indirect Variance
£	£
(40,294.43)	2,665.10

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APPENDIX C

General Fund Position at the end of March 2019

Department - Corporate Services

	(a)	(b)	(c)	(d)	(e)
Analysis by Type of Spend	2018/19 Budget	2018/19 Actual	2018/19 Reserves Adjustment	2018/19 C/fwd requests	2018/19 Variance after Reserves Adj and C/fwds
	£	£	£	£	£
Direct Expenditure					
Employee Expenses	6,611,140	6,378,151.30	0.00	276,560.00	43,571.30
Premises Related Expenditure	528,160	472,849.32	0.00	55,000.00	(310.68)
Transport Related Expenditure	51,810	46,586.89	0.00	3,180.00	(2,043.11)
Supplies & Services	7,227,040	2,851,812.68	0.00	4,283,140.00	(92,087.32)
Transfer Payments	53,222,090	54,800,230.20	0.00	0.00	1,578,140.20
Interest Payments	63,670	43,303.94	0.00	0.00	(20,366.06)
Total Direct Expenditure	67,703,910	64,592,934.33	0.00	4,617,880.00	1,506,904.33
Direct Income					
Government Grants	(58,093,080)	(60,364,817.90)	0.00	0.00	(2,271,737.90)
Other Grants, Reimbursements and Contributions	(1,714,280)	(1,637,612.30)	0.00	0.00	76,667.70
Sales, Fees and Charges	(19,240)	(14,372.10)	0.00	0.00	4,867.90
Rents Receivable	(5,730)	(650.00)	0.00	0.00	5,080.00
Interest Receivable	(608,160)	(622,768.80)	0.00	0.00	(14,608.80)
RSG, Business Rates and Council Tax	(14,135,670)	(14,012,864.28)	0.00	0.00	122,805.72
Total Direct Income	(74,576,160)	(76,653,085.38)	0.00	0.00	(2,076,925.38)
Net Direct Costs	(6,872,250)	(12,060,151.05)	0.00	4,617,880.00	(570,021.05)
Total Indirect Income/Expenditure	(2,763,920)	(7,975,384.21)	0.00	3,527,250.00	(1,684,214.21)
Net Contribution to/(from) Reserves	(11,339,240)	3,583,238.52	(14,079,850.00)	0.00	842,628.52
Total for Corporate Services	(20,975,410)	(16,452,296.74)	(14,079,850.00)	8,145,130.00	(1,411,606.74)

Analysis of the Variance in column (e) by Direct and Indirect

(f)	(g)
Direct Variance	Indirect Variance
£	£
43,571.30	0.00
(310.68)	0.00
(2,043.11)	0.00
(92,087.32)	0.00
1,578,140.20	0.00
(20,366.06)	0.00
1,506,904.33	0.00
(2,271,737.90)	0.00
76,667.70	0.00
4,867.90	0.00
5,080.00	0.00
(14,608.80)	0.00
122,805.72	0.00
(2,076,925.38)	0.00
(570,021.05)	0.00
0.00	(1,684,214.21)
842,628.52	0.00
272,607.47	(1,684,214.21)

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APPENDIX C

Department - Corporate Services					
	(a)	(b)	(c)	(d)	(e)
Analysis by Section/Function	2018/19 Budget	2018/19 Actual	2018/19 Reserves Adjustment	2018/19 C/fwd requests	2018/19 Variance after Reserves Adj and C/fwds
	£	£	£	£	£
Deputy Chief Executive and Administration	(160,590)	0.00	0.00	3,100.00	163,690.00
Governance and Legal Services	(132,580)	0.00	0.00	0.00	132,580.00
Finance, Revenues and Benefits	1,528,850	837,283.20	0.00	427,950.00	(263,616.80)
Finance - Other Corporate Costs	(510,380)	(4,816,226.14)	0.00	3,440,620.00	(865,226.14)
Finance - Financing Items	(10,034,620)	607,496.38	(14,079,850.00)	3,527,250.00	89,516.38
Finance - RSG, Business Rates and Council Tax	(14,135,670)	(14,012,864.28)	0.00	0.00	122,805.72
Property Services	370,990	255,327.83	0.00	159,060.00	43,397.83
People, Performance and Projects	266,660	166,539.03	0.00	63,350.00	(36,770.97)
IT and Corporate Resilience	945,830	49,857.47	0.00	507,790.00	(388,182.53)
Democratic Services	886,100	460,289.77	0.00	16,010.00	(409,800.23)
Total for Corporate Services	(20,975,410)	(16,452,296.74)	(14,079,850.00)	8,145,130.00	(1,411,606.74)

Analysis of the Variance in column (e) by Direct and Indirect	
(f)	(g)
Direct Variance	Indirect Variance
£	£
(732.53)	164,422.53
63.91	132,516.09
(511,561.24)	247,944.44
(156,252.48)	(708,973.66)
873,549.87	(784,033.49)
122,805.72	0.00
(3,148.92)	46,546.75
7,888.84	(44,659.81)
(12,759.44)	(375,423.09)
(47,246.26)	(362,553.97)
272,607.47	(1,684,214.21)

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APPENDIX C

General Fund Position at the end of March 2019

Department - Operational Services

	(a)	(b)	(c)	(d)	(e)
Analysis by Type of Spend	2018/19 Budget	2018/19 Actual	2018/19 Reserves Adjustment	2018/19 C/fwd requests	2018/19 Variance after Reserves Adj and C/fwds
	£	£	£	£	£
Direct Expenditure					
Employee Expenses	9,199,300	9,028,785.64	0.00	280,770.00	110,255.64
Premises Related Expenditure	3,297,670	3,107,082.22	0.00	316,370.00	125,782.22
Transport Related Expenditure	482,890	481,596.97	0.00	2,390.00	1,096.97
Supplies & Services	4,716,460	3,666,405.51	0.00	1,244,030.00	193,975.51
Third Party Payments	4,719,820	4,708,557.73	0.00	9,780.00	(1,482.27)
Transfer Payments	149,650	279,327.66	0.00	0.00	129,677.66
Total Direct Expenditure	22,565,790	21,271,755.73	0.00	1,853,340.00	559,305.73
Direct Income					
Government Grants	(519,440)	(552,559.25)	0.00	(42,370.00)	(75,489.25)
Other Grants, Reimbursements and Contributions	(1,794,380)	(1,865,264.71)	0.00	0.00	(70,884.71)
Sales, Fees and Charges	(8,323,520)	(8,572,570.84)	0.00	25,000.00	(224,050.84)
Rents Receivable	(322,590)	(333,771.49)	0.00	0.00	(11,181.49)
Direct Internal Income	(210,840)	(420,212.91)	0.00	0.00	(209,372.91)
Total Direct Income	(11,170,770)	(11,744,379.20)	0.00	(17,370.00)	(590,979.20)
Net Direct Costs	11,395,020	9,527,376.53	0.00	1,835,970.00	(31,673.47)
Total Indirect Income/Expenditure	2,383,760	3,557,035.57	0.00	0.00	1,173,275.57
Total for Operational Services	13,778,780	13,084,412.10	0.00	1,835,970.00	1,141,602.10

Analysis of the Variance in column (e) by Direct and Indirect

(f)	(g)
Direct Variance	Indirect Variance
£	£
110,255.64	0.00
125,782.22	0.00
1,096.97	0.00
193,975.51	0.00
(1,482.27)	0.00
129,677.66	0.00
559,305.73	0.00
(75,489.25)	0.00
(70,884.71)	0.00
(224,050.84)	0.00
(11,181.49)	0.00
(209,372.91)	0.00
(590,979.20)	0.00
(31,673.47)	0.00
0.00	1,173,275.57
(31,673.47)	1,173,275.57

APPENDIX A TO ITEM A1

APPENDIX C

Department - Operational Services					
	(a)	(b)	(c)	(d)	(e)
<u>Analysis by Section/Function</u>	2018/19 Budget	2018/19 Actual	2018/19 Reserves Adjustment	2018/19 C/fwd requests	2018/19 Variance after Reserves Adj and C/fwds
	£	£	£	£	£
Corporate Director and Administration Operational Services	743,760	35,218.88	0.00	659,680.00	(48,861.12)
Public Realm	964,700	1,158,110.58	0.00	33,000.00	226,410.58
Customer and Commercial Services	413,040	565,526.02	0.00	14,480.00	166,966.02
Sports and Leisure	2,265,160	2,428,279.90	0.00	452,330.00	615,449.90
Housing and Environmental Health	2,319,910	2,222,473.28	0.00	504,110.00	406,673.28
Building and Engineering	7,072,210	6,674,803.44	0.00	172,370.00	(225,036.56)
Total for Operational Services	13,778,780	13,084,412.10	0.00	1,835,970.00	1,141,602.10

Analysis of the Variance in column (e) by Direct and Indirect	
(f)	(g)
Direct Variance	Indirect Variance
£	£
(39,007.17)	(9,853.95)
(64,003.76)	290,414.34
44,566.72	122,399.30
215,539.87	399,910.03
(96,358.51)	503,031.79
(92,410.62)	(132,625.94)
(31,673.47)	1,173,275.57

APPENDIX A TO ITEM A1

APPENDIX C

General Fund Position at the end of March 2019

Department - Planning and Regeneration

	(a)	(b)	(c)	(d)	(e)
Analysis by Type of Spend	2018/19 Budget	2018/19 Actual	2018/19 Reserves Adjustment	2018/19 C/fwd requests	2018/19 Variance after Reserves Adj and C/fwds
	£	£	£	£	£
Direct Expenditure					
Employee Expenses	2,258,690	2,058,484.07	0.00	117,560.00	(82,645.93)
Premises Related Expenditure	28,550	28,365.46	0.00	0.00	(184.54)
Transport Related Expenditure	40,230	34,110.21	0.00	0.00	(6,119.79)
Supplies & Services	4,803,720	924,673.41	0.00	3,933,720.00	54,673.41
Third Party Payments	870	0.00	0.00	0.00	(870.00)
Total Direct Expenditure	7,132,060	3,045,633.15	0.00	4,051,280.00	(35,146.85)
Direct Income					
Government Grants	(111,500)	(73,117.05)	0.00	(38,380.00)	2.95
Other Grants, Reimbursements and Contributions	(20,930)	(20,661.25)	0.00	0.00	268.75
Sales, Fees and Charges	(1,528,310)	(1,551,134.04)	0.00	0.00	(22,824.04)
Rents Receivable	(58,200)	(58,122.71)	0.00	0.00	77.29
Total Direct Income	(1,718,940)	(1,703,035.05)	0.00	(38,380.00)	(22,475.05)
Net Direct Costs	5,413,120	1,342,598.10	0.00	4,012,900.00	(57,621.90)
Total Indirect Income/Expenditure	788,770	1,154,025.87	0.00	0.00	365,255.87
Total for Planning and Regeneration	6,201,890	2,496,623.97	0.00	4,012,900.00	307,633.97

Analysis of the Variance in column (e) by Direct and Indirect

(f)	(g)
<i>Direct Variance</i>	<i>Indirect Variance</i>
£	£
(82,645.93)	0.00
(184.54)	0.00
(6,119.79)	0.00
54,673.41	0.00
(870.00)	0.00
(35,146.85)	0.00
2.95	0.00
268.75	0.00
(22,824.04)	0.00
77.29	0.00
(22,475.05)	0.00
(57,621.90)	0.00
0.00	365,255.87
(57,621.90)	365,255.87

APPENDIX A TO ITEM A1

Department - Planning and Regeneration					
	(a)	(b)	(c)	(d)	(e)
<u>Analysis by Section/Function</u>	2018/19 Budget	2018/19 Actual	2018/19 Reserves Adjustment	2018/19 C/fwd requests	2018/19 Variance after Reserves Adj and C/fwds
	£	£	£	£	£
Corporate Director	1,040	0.00	0.00	0.00	(1,040.00)
Planning and Customer Services	(99,940)	0.00	0.00	98,190.00	198,130.00
Planning and Development	1,110,900	1,053,872.51	0.00	283,260.00	226,232.51
Planning Policy	1,684,800	368,032.53	0.00	1,148,290.00	(168,477.47)
Building Control	144,230	129,699.09	0.00	0.00	(14,530.91)
Regeneration	3,360,860	945,019.84	0.00	2,483,160.00	67,319.84
Total for Planning and Regeneration	6,201,890	2,496,623.97	0.00	4,012,900.00	307,633.97

APPENDIX C

Analysis of the Variance in column (e) by Direct and Indirect	
(f)	(g)
Direct Variance	Indirect Variance
£	£
1,124.05	(2,164.05)
(99,164.94)	297,294.94
85,009.44	141,223.07
4,147.40	(172,624.87)
(38,500.51)	23,969.60
(10,237.34)	77,557.18
(57,621.90)	365,255.87

General Fund Capital Outturn 2018/19

	2018/19 Approved Budget	2018/19 Actual Expenditure	2018/19 Variance Over/(Under)	2018/19 Carry Forward	2018/19 Variance
	£	£	£	£	£
Expenditure					
<i>Corporate Enforcement Portfolio</i>					
Milton Road car park repairs	250,000	-	(250,000)	250,000	-
Clacton Multi-Storey car park repairs	180,000	-	(180,000)	180,000	-
	430,000	-	(430,000)	430,000	-
<i>Environment Portfolio</i>					
Cranleigh Close, Clacton, landscaping works	7,830	-	(7,830)	7,830	-
Laying Out Cemetery	1,650	1,650	-	-	-
Crematorium and Cemeteries Road Works	163,000	-	(163,000)	163,000	-
Bath House Meadow Play Area, Walton	37,580	32,709	(4,871)	4,870	(1)
Changing Place Facilities, Walton	62,000	60,505	(1,495)	1,500	5
Resurfacing Works, Off Valley Road	40,000	33,225	(6,775)	6,770	(5)
Waste Collection Wheeled Bins	742,990	-	(742,990)	742,990	-
	1,055,050	128,089	(926,961)	926,960	(1)

General Fund Capital Outturn 2018/19

	2018/19 Approved Budget	2018/19 Actual Expenditure	2018/19 Variance Over/(Under)	2018/19 Carry Forward	2018/19 Variance
	£	£	£	£	£
<i>Finance and Corporate Resources Portfolio</i>					
Audit management software	2,230	-	(2,230)	2,230	-
Joint HR and Payroll System	1,780	-	(1,780)	1,780	-
Westleigh House Demolish/additional parking provision	23,710	-	(23,710)	23,710	-
Information and Communications Technology Core Infrastructure	152,400	97,186	(55,214)	55,210	(4)
IT Strategic Investment	153,790	118,609	(35,181)	35,180	(1)
Individual Electoral Registration - Scanning Equipment	1,560	-	(1,560)	1,560	-
Enhanced Equipment replacement - Printing and Scanning	11,740	9,986	(1,754)	1,750	(4)
Office Rationalisation	627,330	164,191	(463,139)	463,140	1
	974,540	389,972	(584,568)	584,560	(8)
<i>Housing Portfolio</i>					
Replacement of High Volume Printers	29,000	-	(29,000)	29,000	-
Replacement debit and credit card payment facility	14,630	-	(14,630)	14,630	-
Housing in Jaywick	68,750	-	(68,750)	68,750	-
Private Sector Renewal Grants/Financial Assistance Loans	365,640	40,378	(325,262)	325,260	(2)
Disabled Facilities Grants	4,201,310	1,077,437	(3,123,873)	3,123,870	(3)
Private Sector Leasing	75,660	-	(75,660)	75,660	-
Empty Homes funding	164,220	-	(164,220)	164,220	-
	4,919,210	1,117,815	(3,801,395)	3,801,390	(5)

General Fund Capital Outturn 2018/19

	2018/19 Approved Budget	2018/19 Actual Expenditure	2018/19 Variance Over/(Under)	2018/19 Carry Forward	2018/19 Variance
	£	£	£	£	£
<i>Investment and Growth Portfolio</i>					
Regeneration Capital Projects	349,180	-	(349,180)	349,180	-
SME Growth Fund Capital Grants	65,000	21,750	(43,250)	43,250	-
Harwich Public Realm	1,000,000	-	(1,000,000)	1,000,000	-
	1,414,180	21,750	(1,392,430)	1,392,430	-
<i>Leisure and Tourism Portfolio</i>					
Clacton Leisure Centre Air Handling Units	-	87	87	-	87
Town Centre Fountain	160,000	-	(160,000)	160,000	-
Princes Theatre Sound Equipment	42,240	42,387	147	-	147
Venetian Bridge Clacton	108,140	148,159	40,019	-	40,019
New Beach Huts	20,000	-	(20,000)	20,000	-
Cliff Stabilisation Scheme	4,015,130	2,509,394	(1,505,736)	1,505,730	(6)
Rosemary Road, Public Convenience Works	100,000	100,053	53	-	53
Marine Parade West Clacton Cliff Works	57,270	7,886	(49,384)	49,380	(4)
Flood Wall, Walton On The Naze	222,500	230,085	7,585	-	7,585
Promenade Way, Public Convenience Works	135,000	134,984	(16)	-	(16)
Public Convenience Works	40,000	-	(40,000)	40,000	-
Purchase of Street Cleansing Equipment	43,570	-	(43,570)	43,570	-
	4,943,850	3,173,035	(1,770,815)	1,818,680	47,865
Total Approved General Fund Capital Programme	13,736,830	4,830,661	(8,906,169)	8,954,020	47,851

General Fund Capital Outturn 2018/19

	2018/19 Approved Budget	2018/19 Actual Expenditure	2018/19 Variance Over/(Under)	2018/19 Carry Forward	2018/19 Variance
	£	£	£	£	£
Financing					
Specific Financing					
External Contributions	(281,760)	(202,422)	79,338	(59,430)	19,908
Section 106	(182,830)	(168,209)	14,621	(14,600)	21
Government Grant re Coast Protection	(4,115,130)	(2,609,392)	1,505,738	(1,505,730)	8
Governments Grants - Other	(322,220)	-	322,220	(322,220)	0
Disabled Facilities Grant	(3,759,080)	(1,077,437)	2,681,643	(2,681,640)	3
	(8,661,020)	(4,057,460)	4,603,560	(4,583,620)	19,940
General Financing					
Capital Receipts	(883,530)	(40,378)	843,152	(843,150)	2
Direct Revenue Contributions	(953,540)	(164,765)	788,775	(856,520)	(67,745)
Capital Commitments Reserve	(3,238,740)	(568,058)	2,670,682	(2,670,730)	(48)
	(5,075,810)	(773,201)	4,302,609	(4,370,400)	(67,791)
Total Funding of Approved General Fund Capital Programme	(13,736,830)	(4,830,661)	8,906,169	(8,954,020)	(47,851)

General Fund Reserves as at 31 March 2019

Contributions from/to Reserves - Actual Position for the Year

	Balance 31 March 2018	Contribution from Reserves 2018/19	Contribution to Reserves 2018/19	Balance 31 March 2019
	£	£	£	£
Earmarked Reserves				
Revenue Commitments Reserve	11,606,922	(11,385,922)	11,579,429	11,800,429
Capital Commitments Reserve	4,591,470	(4,591,470)	4,868,390	4,868,390
Forecast Risk Fund	1,887,802	(521,650)	2,130,962	3,497,114
Asset Refurbishment / Replacement Reserve	134,777	0	0	134,777
Beach Recharge Reserve	1,500,000	0	0	1,500,000
Benefit Reserve	1,099,790	(100,000)	0	999,790
Building for the Future Reserve	55,410	0	1,277,170	1,332,580
Business Rate Resilience Reserve	1,608,422	0	150,000	1,758,422
Careline System Replacement Reserve	37,215	0	0	37,215
Commutated Sums Reserve	96,652	(39,500)	240,570	297,722
Crematorium Reserve	154,252	0	0	154,252
Election Reserve	60,000	0	30,000	90,000
Haven Gateway Partnership Reserve	75,000	0	0	75,000
Leisure Capital Projects Reserve	50,000	0	50,000	100,000
Planning Inquiries and Enforcement Reserve	279,000	(20,000)	0	259,000
Residents Free Parking Reserve	221,000	0	0	221,000
Specific Revenue Grants Reserve - Homelessness	166,291	(84,740)	0	81,551
	23,624,003	(16,743,282)	20,326,521	27,207,242
Uncommitted Reserve	4,000,000	0	0	4,000,000
Total Reserves	27,624,003	(16,743,282)	20,326,521	31,207,242

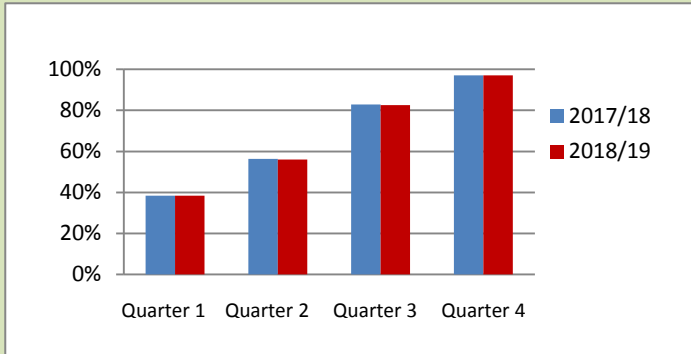
Contributions from/to Reserves - Summary of Actual Position Compared to the Budget

	2018/19 Budget	2018/19 Actual	Variance
	£	£	£
Earmarked Reserves			
Contributions from	(16,743,280)	(16,743,282)	(2)
Contributions to	5,404,040	20,326,521	14,922,481
Total	(11,339,240)	3,583,239	14,922,479
Uncommitted Reserve			
Contributions from	0	0	0
Contributions to	0	0	0
Total	0	0	0
Total Reserves	(11,339,240)	3,583,239	14,922,479

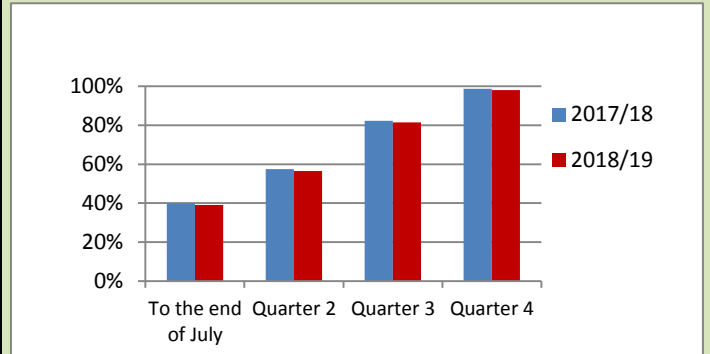
Collection Performance : Position at the end of March 2019

The collection performance against Council tax, Business Rates, Housing Rents and General Debt collection are set out below.

Council Tax (against annual amounts)

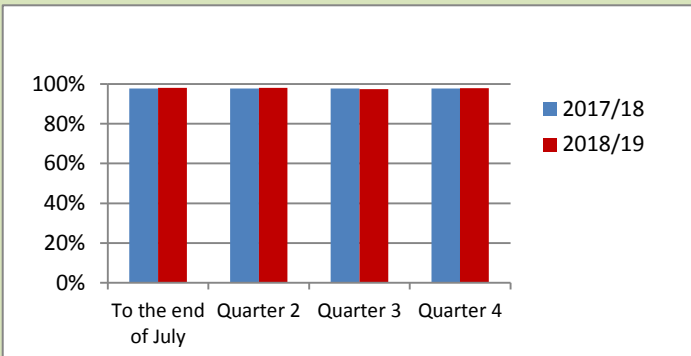


Business Rates (against annual amounts)

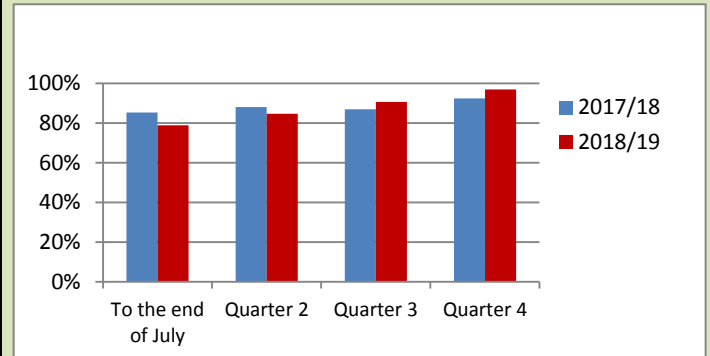


	2017/18	2018/19		2017/18	2018/19
To the end of July	38.42%	38.46%	To the end of July	39.97%	39.12%
Quarter 2	56.29%	56.09%	Quarter 2	57.38%	56.40%
Quarter 3	82.80%	82.52%	Quarter 3	82.17%	81.42%
Quarter 4	97.00%	96.96%	Quarter 4	98.69%	97.92%

Housing Rents



General Debt



	2017/18	2018/19		2017/18	2018/19
To the end of July	97.80%	98.00%	To the end of July	85.25%	78.84%
Quarter 2	97.80%	98.10%	Quarter 2	88.04%	84.58%
Quarter 3	97.80%	97.40%	Quarter 3	86.93%	90.65%
Quarter 4	97.76%	97.82%	Quarter 4	92.36%	96.89%

Income from S106 Agreements: Outturn Position at the end March 2019

Information in respect of S106 income has been split across two areas in the table below - Where money has been formally allocated / being spent and where money remains unallocated / uncommitted.

The information below relates to only S106 amounts applicable to TDC.

ALLOCATED / BEING SPENT				
Scheme	Amount Spent / Committed to be Spent			
	£000			
Capital Schemes				
Cranleigh Close, Clacton - Landscaping works	8			
Valley Road, Car Park Resurfacing	40			
Seafront Facilities, Brightlingsea Promenade	135			
Revenue Schemes and Other Contributions				
	178			
TOTAL	361			
UNALLOCATED / UNCOMMITTED TO DATE				
Permitted Use as per S106 Agreement	Amount Held / 'Spend by' Date			
	Less than 1 year	1 to 2 years	2 to 4 years	4 years +
	£000	£000	£000	£000
Regeneration Programme and Other Initiatives	-	-	-	62
Affordable Housing	-	-	-	652
Town Centre Improvements	-	-	-	43
Open Space *	5	10	31	911
TOTAL	5	10	31	1,668

* See the below 'spend by' dates for schemes ending in less than one year:
 £4k by February 2020
 £1k by August 2019

Outturn Reporting - Housing Revenue Account (HRA) Position at the end of March 2019

<u>Analysis by Type of Spend</u>			
	2018/19 Budget	2018/19 Actual	2018/19 Variance
	£	£	£
Direct Expenditure			
Employee Expenses	1,060,140	1,070,552.24	10,412.24
Premises Related Expenditure	3,741,830	3,349,309.72	(392,520.28)
Transport Related Expenditure	31,970	28,407.95	(3,562.05)
Supplies & Services	452,310	343,792.11	(108,517.89)
Third Party Payments	1,030	0.00	(1,030.00)
Transfer Payments	22,200	16,286.48	(5,913.52)
Interest Payments	1,452,960	1,440,615.98	(12,344.02)
Total Direct Expenditure	6,762,440	6,248,964.48	(513,475.52)
Direct Income			
Other Grants, Reimbursements and Contributions	(8,000)	(62,643.32)	(54,643.32)
Sales, Fees and Charges	(533,920)	(641,858.60)	(107,938.60)
Rents Receivable	(13,017,230)	(12,965,221.35)	52,008.65
Interest Receivable	(51,600)	(90,082.01)	(38,482.01)
Total Direct Income	(13,610,750)	(13,759,805.28)	(149,055.28)
Net Direct Costs	(6,848,310)	(7,510,840.80)	(662,530.80)
Total Indirect Income/Expenditure	9,899,510	7,169,099.36	(2,730,410.64)
Net Contribution to/(from) Reserves	(3,051,200)	341,741.44	3,392,941.44
Total for HRA	0	0.00	0.00

Housing Revenue Account Capital Outturn 2018/19

	2018/19 Approved Budget	2018/19 Actual Expenditure	2018/19 Over/(Under) Spending	2018/19 Slippage/ Completed	2018/19 Variance
	£	£	£	£	£
Expenditure					
Improvements, enhancement & adaptation of the Council's housing stock	3,492,250	2,915,562	(576,688)	519,000	(57,688)
IT Upgrade & Replacement	79,030	2,919	(76,111)	-	(76,111)
Disabled Adaptations	465,060	305,176	(159,884)	58,210	(101,674)
Cash Incentive Scheme	60,000	-	(60,000)	-	(60,000)
New Build Initiatives and Acquisitions	3,242,100	790,834	(2,451,266)	2,451,260	(6)
Jaywick Sands - New Build/Starter Homes	775,000	268,191	(506,809)	506,810	1
Total Housing Revenue Account Capital Programme	8,113,440	4,282,682	(3,830,758)	3,535,280	(295,478)
Financing					
Major Repairs Reserve	(4,096,340)	(3,223,656)	872,684	(577,210)	295,474
Direct Revenue Contributions	(3,232,490)	(341,928)	2,890,562	(2,890,560)	2
Capital Receipts	(37,150)	(37,146)	4	-	4
External Contributions	(667,000)	(599,492)	67,508	(67,510)	(2)
Government Grant	(80,460)	(80,460)	-	-	-
Total Funding of Approved HRA Capital Programme	(8,113,440)	(4,282,682)	3,830,758	(3,535,280)	295,478

Housing Revenue Account Reserves as at 31 March 2019

Contributions from/to Reserves - Actual Position for the Year

	Balance 31 March 2018	Contribution from Reserves 2018/19	Contribution to Reserves 2018/19	Balance 31 March 2019
	£	£	£	£
HRA Reserves				
HRA General Balance	4,734,272	(139,940)	433,860	5,028,192
HRA Commitments	2,751,915	(2,751,915)	2,890,562	2,890,562
Housing Repairs Reserve	955,082	(3,771,724)	3,680,900	864,258
Major Repairs Reserve	4,857,883	(3,223,658)	3,176,410	4,810,635
Total Reserves	13,299,152	(9,887,237)	10,181,732	13,593,647

Contributions from/to Reserves - Summary of Actual Position Compared to the Budget

	2018/19 Budget	2018/19 Actual	Variance
	£	£	£
HRA General Balance			
Specific Use			
Contributions from	0	0	0
Contributions to	0	0	0
General Outturn for the Year			
Contributions from	(139,940)	(139,940)	0
Contributions to	90,660	433,860	343,200
Total	(49,280)	293,920	343,200
HRA Commitments			
Contributions from	(2,751,910)	(2,751,915)	(5)
Contributions to	0	2,890,562	2,890,562
Total	(2,751,910)	138,647	2,890,557
Housing Repairs Reserve			
Contributions from	(3,930,900)	(3,771,724)	159,176
Contributions to	3,680,900	3,680,900	0
Total	(250,000)	(90,824)	159,176
Major Repairs Reserve			
Contributions from	(4,096,340)	(3,223,658)	872,682
Contributions to	3,176,410	3,176,410	0
Total	(919,930)	(47,248)	872,682
Total Reserves	(3,971,120)	294,495	4,265,615

Qualifying General Fund Carry Forwards

Revenue

Service	Description	Requested C/fwd Amount (£)	Comments
ITEMS MEETING CARRYFORWARD CRITERIA			
Office of Chief Executive			
<i>Chief Executive and Leadership Support and Community</i>	Members - Other Costs	2,920	To support training costs in future years
<i>Chief Executive and Leadership Support and Community</i>	CDRP Support and Initiatives	41,530	External funding used to support Community Projects / Community Safety Service
<i>Chief Executive and Leadership Support and Community</i>	Community Health/Safety	38,400	Contribution to the cost of a PCSO in Harwich for 2 years
Total for Office of Chief Executive		82,850	
Corporate Services			
<i>Finance, Revenues and Benefits</i>	Accountancy Service Unit - Computer Software	44,000	System update planned when new software release available
<i>Finance, Revenues and Benefits</i>	Benefits & Revenues Service Unit - Agency Staff	141,000	To continue to support initiatives funded by the major preceptors as part of the Council Tax sharing agreement.
<i>Finance, Revenues and Benefits</i>	Benefits & Revenues Service Unit - Manpower Initiatives	64,000	Budget required to support the implementation of a recent restructure within the service
<i>Finance, Revenues and Benefits</i>	Health and Safety Programme of works	165,000	To meet the cost of projects and initiatives associated with the Councils overall Health and Safety responsibilities
<i>Finance, Revenues and Benefits</i>	Procurement - Application Software	13,950	To purchase a new E-Tendering system to support the overall governance arrangements associated with procurement within the Council

APPENDIX A TO ITEM A1

APPENDIX K(i)

Service	Description	Requested C/fwd Amount (£)	Comments
<i>Finance - Other Corporate Costs</i>	Garden Communities Project	1,650,000	To continue to support the development of this long term project.
<i>Finance - Other Corporate Costs</i>	EU Exit Preparations	153,840	Utilisation of external funding that supports this initiative
<i>Finance - Other Corporate Costs</i>	New Homes Bonus - Project Expenses	519,350	To support the roll out of the waste and recycling contract
<i>Finance - Other Corporate Costs</i>	Energy Efficiency Schemes	100,000	Funding agreed in 2018/19 to support these schemes
<i>Finance - Other Corporate Costs</i>	Fit for Purpose Budget	336,980	To be used to support initiatives in 2019/20
<i>Finance - Other Corporate Costs</i>	Contingency (Corporate) Budget	322,010	To support unexpected corporate expenditure
<i>Property Services</i>	Property Services - Project and Consultancy costs	104,060	To meet the cost of expert, consultancy fees and other costs in respect of emerging property projects
<i>Property Services</i>	Office Transformation Project	55,000	To meet the on-going costs of this major project
<i>People, Performance and Projects</i>	Essex Family Needs Project	17,920	To continue projects associated with this initiative as now supported by a permanent member of staff
<i>IT and Corporate Resilience</i>	Works to support Digital Transformation project	17,600	Network and Firewall improvement works to support overall Digital Transformation project and improve security.
<i>IT and Corporate Resilience</i>	Digital transformation project - customer portal	30,000	To meet the cost of self-service portal platform works
<i>IT and Corporate Resilience</i>	Digital transformation project - Mobile App	4,000	To meet the cost of developing a Leisure and Tourism Mobile App
<i>IT and Corporate Resilience</i>	Digital transformation project - Consultancy	316,220	Technical consultancy and project management services to support overall project.
<i>Democratic Services</i>	Individual Electoral Registration	4,580	To continue this initiative supported by government funding
Total for Corporate Services		4,059,510	

APPENDIX A TO ITEM A1

APPENDIX K(i)

Service	Description	Requested C/fwd Amount (£)	Comments
Operational Services			
<i>Corporate Director and Administration Operational Services</i>	Community Housing Trust Grant	659,680	External Grant Funding to be used for ongoing projects
<i>Public Realm</i>	Nature Conservation	8,000	External Grant Funding to be used for ongoing projects
<i>Customer and Commercial Services</i>	Print and Post Hub Service Unit	11,000	To continue temporary resource to undertake scanning work that supports the wider office transformation project
<i>Customer and Commercial Services</i>	External grant funding from CVST	1,000	Consideration of the use of this funding to be undertaken
<i>Customer and Commercial Services</i>	CCTV	2,480	Balance of projects budget required for works to CCTV equipment
<i>Sports and Leisure</i>	Beach Hut Sites	245,330	To reinvest in beach huts / seafront amenities in 2019/20
<i>Sports and Leisure</i>	Mayflower 400 project	197,000	To continue the various strands of work associated with the wider Mayflower 400 commemorations
<i>Sports and Leisure</i>	Tendring motor rally	10,000	Costs associated with supporting the running of this event in 2019/20
<i>Housing and Environmental Health</i>	Fast Food Initiative	75,220	External Grant Funding to be used for ongoing projects
<i>Housing and Environmental Health</i>	Private Sector Housing	183,560	External Funding to establish a Mental Health Support post
<i>Housing and Environmental Health</i>	Active Essex Initiative	21,420	Use of external funding to support this initiative
<i>Housing and Environmental Health</i>	Public Health & Complaints	78,790	External Grant Funding to be used for ongoing projects
<i>Housing and Environmental Health</i>	CCG Joint Working Funding	19,210	External Grant Funding to be used for ongoing projects
<i>Housing and Environmental Health</i>	Homelessness Initiatives	112,640	Balance of Homelessness Grant that supports associated initiatives

APPENDIX A TO ITEM A1

APPENDIX K(i)

Service	Description	Requested C/fwd Amount (£)	Comments
<i>Building and Engineering</i>	Community Warden Service Unit	10,450	Community Warden on-going Funding
<i>Building and Engineering</i>	Office Accommodation	14,040	To undertake door security works to the Town Hall
<i>Building and Engineering</i>	Highways TDC - General	11,630	To support a match funding scheme with ECC
<i>Building and Engineering</i>	Waste Collection and Recycling Contract Extension	50,000	To fund the rollout of the revised contract
<i>Building and Engineering</i>	Weekly Collection Grant	22,680	External Grant Funding to be used for ongoing projects
<i>Building and Engineering</i>	Recycling Rewards Scheme	42,370	External Grant Funding to be used for ongoing projects
<i>Building and Engineering</i>	Recycling Rewards Scheme	(42,370)	External Grant Funding to be used for ongoing projects
<i>Building and Engineering</i>	Clinical Waste Collection Service	9,780	To maintain a free service for the collection of clinical waste in 2019/20
Total for Operational Services		1,743,910	
Planning and Regeneration			
<i>Planning and Development</i>	Planning and Enforcement	68,030	Ongoing improvements to the Planning Service
<i>Planning and Development</i>	Planning Improvement Projects	190,230	To fund projects and initiatives from the 20% planning fee increase
<i>Planning Policy</i>	Heritage and Conservation - General	14,260	To fund one-off projects in 2019/20 and beyond
<i>Planning Policy</i>	New Town Centre Working Party Projects	10,000	To support projects associated with this initiative
<i>Planning Policy</i>	Planning Policy and Conservation	1,124,030	For the on-going delivery of the Local Plan.
<i>Regeneration</i>	Big Society	78,400	Big Society Grant Funding to be allocated to successful applicants during 2019/20

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APPENDIX A TO ITEM A1

APPENDIX K(i)

Service	Description	Requested C/fwd Amount (£)	Comments
<i>Regeneration</i>	SME Growth Fund	501,140	SME Growth Funding to be allocated to successful applicants during 2019/20
<i>Regeneration</i>	Business Investment and Growth	1,653,210	To support schemes and projects in 2018/19 and beyond.
<i>Regeneration</i>	Economic Growth Budget	236,750	To support economic growth projects and schemes in 2019/20
<i>Regeneration</i>	Regeneration - Flexible Support Grant	20,880	External Funding awarded to fund TDC support to Job Centres
<i>Regeneration</i>	Regeneration - Flexible Support Grant	(20,880)	External Funding awarded to fund TDC support to Job Centres
<i>Regeneration</i>	Town Team Partners	17,500	External funding awarded to partners with projects still being considered
<i>Regeneration</i>	Town Team Partners	(17,500)	External funding awarded to partners with projects still being considered
Total for Planning and Regeneration		3,876,050	
TOTAL GF REVENUE MEETING CARRYFORWARD CRITERIA		9,762,320	

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Qualifying General Fund Carry Forwards

Capital

	Requested C/fwd Amount
	£
Milton Road car park repairs	250,000
Clacton Multi-Storey car park repairs	180,000
Cranleigh Close, Clacton, landscaping works	7,830
Crematorium and Cemeteries Road Works	163,000
Bath House Meadow Play Area, Walton	4,870
Changing Place Facilities, Walton	1,500
Resurfacing Works, Off Valley Road	6,770
Waste Collection Wheeled Bins	742,990
Audit management software	2,230
Joint HR and Payroll System	1,780
Westleigh House Demolish/additional parking provision	23,710
Information and Communications Technology Core Infrastructure	55,210
IT Strategic Investment	35,180
Individual Electoral Registration - Scanning Equipment	1,560
Enhanced Equipment replacement - Printing and Scanning	1,750
Office Rationalisation	463,140
Replacement of High Volume Printers	29,000
Replacement debit and credit card payment facility	14,630
Housing in Jaywick	68,750
Private Sector Renewal Grants/Financial Assistance Loans	325,260
Disabled Facilities Grants	3,123,870
Private Sector Leasing	75,660
Empty Homes funding	164,220
Regeneration Capital Projects	349,180
SME Growth Fund Capital Grants	43,250
Harwich Public Realm	1,000,000
Town Centre Fountain	160,000
New Beach Huts	20,000
Cliff Stabilisation Scheme	1,505,730
Marine Parade West Clacton Cliff Works	49,380
Public Convenience Works	40,000
Purchase of Street Cleansing Equipment	43,570
Total GF Capital Carry Forwards Requested	8,954,020

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Key Decision Required:	Yes	In the Forward Plan:	Yes
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CABINET
19 JULY 2019

REPORT OF FINANCE AND CORPORATE RESOURCES PORTFOLIO HOLDER

A.4 OUTTURN 2018/19 AND PROPOSED ALLOCATION OF THE GENERAL FUND VARIANCE FOR THE YEAR

(Report prepared by Richard Barrett and the Accountancy Team)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To seek approval of the allocation of the overall 2018/19 General Fund revenue variance.

EXECUTIVE SUMMARY

- The Leader agreed the overall outturn position for 2018/19 on 31 May 2019, with a high level summary of the General Fund revenue position as follows:

Variance for the year before carry forward requests	(£11.395m)
Agreed carry forwards that meet the carry forward criteria	£9.762m
Variance for the year after agreed carry forwards	(£1.633m)
Carry Forward requests from services that did not meet carry forward criteria	£0.790m
Remaining Variance for the year	(£0.843m)

- The variance for the year of **£1.633m** was agreed by the Leader on 31 May 2019 as part of the overall consideration of the outturn position for the year.
- This report therefore presents for consideration the **£0.790m** requested to be carried forward by services and the allocation of the remaining variance for the year of **£0.843m**
- The **£0.790m** that has been requested by services to be carried forward at the end of the year has been subject to further review as the various items do not meet the associated qualifying criteria. As they do not meet this underlying criteria, they are in effect a 'bid' by services to retain a proportion of the overall favourable outturn variance of **£1.633m** before any further allocations are considered.
- As set out in **Appendix A**, of the **£0.790m** requested to be retained by services, it is proposed to agree items totalling **£0.475m**, which leaves a balance of **£0.315m**.
- Although subject to Cabinet's approval, by default the amounts not agreed totalling **£0.315m** have been added to the **£0.843m** general variance for the year, giving a total figure of **£1.158m** against which further allocations need to be considered as part of this report.

APPENDIX B TO ITEM A1

RECOMMENDATION(S)

That Cabinet:

(a) agrees that of the total of £0.790m requested by services, £0.475m can be retained by them via the associated carry forward requests as set out in Appendix A.

(d) approves the allocation of the General Fund Variance for the year of £1.158m as set out in Table 1 of this report.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

Careful planning to ensure financial stability underpins the Council's capacity to deliver against its priorities. Both the capital and revenue budgets of the authority are prepared and monitored with the aim of supporting key objectives. The outturn position reflects this process and supports the successful financial planning process.

FINANCE, OTHER RESOURCES AND RISK

Finance and other resources

The main financial implications are as set out elsewhere in this report.

Risk

There are no direct risks associated with this report although the ability to fund future financial forecasts is recognised as a strategic risk to support the achievement of financial resilience of the Council in both the short and long term.

LEGAL

The Council is legally required to calculate a Council Tax requirement each financial year. Within this framework is the requirement to monitor and report accordingly on the financial position of the authority against this requirement.

As agreed by Full Council on 21 November 2017, the approval of the outturn position each year is delegated to the Finance and Corporate Resources Portfolio Holder with the outturn for 2018/19 being the second year subject to this delegation. As set out in the report to Council on 21 November 2017, any further decisions that may be required following the outturn process, such as allocating money brought forward from the prior year will be reported to Cabinet at a subsequent meeting. In effect the approval of the outturn delegated to the Finance and Resources Portfolio Holder will primarily only place available funding that needs further allocation in reserves until such time as a formal / separate decision is presented to Cabinet. This report therefore seeks Cabinet's approval of the allocation of the overall favourable variance at the end of 2018/19.

The outturn position for 2018/19 and associated actions agreed by the Leader on 31 May 2019 are within the Council's powers and reflect the statutory requirements and responsibilities of the Council in the preparation of its accounts.

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.

Although there are no direct equality and diversity issues, the overall Financial Strategy and

APPENDIX B TO ITEM A1

budget process aims to recognise any such issues where appropriate within the Council's wider Financial Framework.

PART 3 – SUPPORTING INFORMATION

BACKGROUND

The Financial Outturn for 2018/19 was agreed by the Leader on 31 May 2019. As part of agreeing that report, carry forward amounts requested by services were split into two categories – those meeting the relevant carry forward criteria and those that did not. The carry forward criteria was set out in detail within the outturn report considered by the Leader on 31 May 2019.

Based on the above approach, carry forwards totalling **£9.762m** were agreed, leaving **£0.790m** requiring further consideration as part of this report, as they did not meet the relevant criteria.

The items totalling **£0.790m**, referred to above and set out in **Appendix A**, are in effect requests by services to retain part of the overall variance for the year before any further allocations are considered.

Following a review of the items set out in **Appendix A**, it is proposed to agree items totalling **£0.475m** with additional explanations set out within the appendix. This leaves **£0.315m** not agreed and therefore this amount has been added to the general fund variance of **£0.843m** at the end of 2018/19. This report therefore considers the allocation of this total variance of **£1.158m**.

PROPOSED ALLOCATION OF OVERALL GENERAL FUND VARIANCE FOR 2018/19

In respect of the overall general fund revenue variance of **£1.158m** highlighted above, it is proposed to allocate this funding in 2019/20 as follows, which takes account of a number of items / issues subsequently identified in early 2019/20 after the outturn report was agreed:

Table 1

Proposed Allocation	Amount	Comments
Cost of Scanning Microfiche	£0.010m	To compliment the £0.025m requested by Planning as set out in Appendix A, this additional contribution will enable the scanning of microfiche held by the authority. This will free up space and support the wider initiatives that form part of the overall office transformation project.
Replacement of Elections Equipment	£0.010m	To renew a number of pieces of equipment that are reaching the end of their useful life and need updating
Purchase of laptops and tablet computers	£0.035m	This amount has been identified to support the purchase of IT equipment to support the new flexible working arrangements as part of the office / digital transformation projects, which includes replacement equipment for members as necessary.
Flexible Project Capacity	£0.011m	To meet the cost of additional staff capacity to help deliver projects such as the Mayflower 400

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		commemorations.
Investment in Clacton Leisure Centre	£0.525m	Although subject to Cabinet's agreement to the proposals set out within a report earlier on the agenda, it is proposed to set aside this funding pending the agreement of the associated business case.
Contribution to Reserves	£0.567m	It is proposed to temporarily set aside the balance of the overall variance within the general revenue commitments reserve. At this time, it is felt prudent to wait to make a more specific allocation until the updated long term financial forecast has been revised later in the year, as it may be necessary for this sum to be used to support associated work or initiatives.
Total Proposed Allocation	£1.158m	

As highlighted last year and as included in discussions as part of the long term financial forecast over the last year, a primary use of one-off funding should include projects and initiatives that help 'isolate' the on-going revenue account from increased costs and to support projects that deliver against key lines of the long term forecast, which is broadly reflected in the proposed approach set out in the table above.

The Council continues to carefully balance its finances across investing in its priorities and delivering a long term sustainable financial plan. By taking the opportunity to maximise the benefit from the favourable outturn position to support the long term forecast compliments the overall General Fund budget where investment has already been cash backed across a range of priorities.

BACKGROUND PAPERS FOR THE DECISION

None

APPENDICES

Appendix A	Requests by Services to retain funding at the end of 2018/19 to apply in 2019/20 via requests to carry forward the associated budgets.
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Requests to Retain 2018/19 Underspends Via Corresponding Carry Forward Request

Revenue

<i>Summary</i>	£
Items Agreed	474,510
Items Not Agreed	315,770
Total	790,280

Detail

Service	Description	Amount Requested £	Comments
Office of Chief Executive			
<i>Chief Executive and Leadership Support and Community</i>	To support Chairman's Charity Event planned for early 2019/20	3,000	Agreed
Total for Office of Chief Executive		3,000	
Corporate Services			
<i>Corporate - General</i>	To support additional training / recruitment costs that compliment on-going base budgets	48,530	Agreed
<i>Finance - Other Corporate Costs</i>	Use of New Burdens funding to enable projects and initiatives to be considered in 2019/20	328,890	£98k agreed to support the rising cost of homelessness that reflects Cabinet's decision on 14 June 2019 as part of considering comments from the Resources and Services Scrutiny Committee. The remaining balance of £230,890 is not agreed as no specific projects currently identified and therefore should be considered as part of the allocation of the overall general fund variance for 2018/19 rather than a standalone amount.
<i>Finance - Other Corporate Costs</i>	Corporate Agency Staff budget	29,550	Not agreed. Where agency staff are being used in 2019/20, the costs will be met from existing employee budgets. Therefore there is no requirement to retain this corporate provision in 2019/20.
<i>IT and Corporate Resilience</i>	To support various projects that compliment the on-going office and digital transformation projects along with training for staff	119,140	Agreed

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Service	Description	Amount Requested £	Comments
<i>IT and Corporate Resilience</i>	To meet the cost of ongoing licence cost increases.	20,830	Not agreed - this is an ongoing cost that needs to be considered as part of the overall digital transformation project and long term financial forecast to provide a sustainable long term solution.
<i>Democratic Services</i>	To support projects and activities associated with the digitalisation of electoral services.	11,430	Agreed
Total for Corporate Services		558,370	
Operational Services			
<i>Public Realm</i>	To undertake Naze Road Improvement Works - Second Phase	25,000	Agreed
<i>Housing and Environmental Health</i>	To support pre-grant loan advice for elderly and vulnerable residents	13,270	Agreed
<i>Building and Engineering</i>	Use of Additional Street Naming and Numbering income to support Street Lighting upgrade costs	19,290	Agreed
<i>Building and Engineering</i>	To meet potential consultancy costs associated with Waste Collection Contract Extension	34,500	Not Agreed - Money has already been carried forward as part of the outturn report agreed by the Leader, which should provide sufficient funding to support the roll out of the new service.
Total for Operational Services		92,060	
Planning and Regeneration			
<i>Planning and Customer Services</i>	To compliment on-going training budgets such as those associated with university fees as part of the 'grow your own' initiatives relating to Planning Officers	98,190	Agreed
<i>Planning and Development</i>	To support the scanning of microfiche as part of the wider office transformation project	25,000	Agreed
<i>Regeneration</i>	To support the Junior Ambassador Project due to commence in 2019/20	13,660	Agreed
Total for Planning and Regeneration		136,850	
		790,280	

RESOURCES AND SERVICES OVERVIEW AND SCRUTINY COMMITTEE

29 JULY 2019

REPORT OF THE HEAD OF DEMOCRATIC SERVICES AND ELECTIONS

A.2 Scrutiny of the North Essex Garden Communities Business Plan 2018-19 and beyond

(Report prepared by Keith Simmons and Charlotte Cooper)

PURPOSE OF THE REPORT

To invite the Committee to consider the appropriate arrangements to be adopted for scrutiny of the North Essex Garden Communities Interim Business Plan 2018-19 and the future Business Plans. The content of the current and future Business Plans does and is likely to continue to impact on matters which are the responsibility of both this Committee and the Community Leadership Overview and Scrutiny Committee.

This Committee's approved Work Programme envisaged scrutiny of the NEGC Business Plan at this meeting and this report seeks to respect the wish to undertake this scrutiny, to establish a revised timeframe for this scrutiny and address the appropriate arrangements for that scrutiny.

It is intended to submit a similarly worded report to the Community Leadership Overview and Scrutiny Committee on 5 August 2019.

BACKGROUND

The Community Leadership Overview and Scrutiny Committee, at its meeting held 3 December 2018 resolved that the North Essex Garden Communities (NEGC) Business Plan become a regular item on its agenda. That Committee's work programme schedules a review of the NEGC Business Plan for 2 December 2019. In addition, the NEGC Business Plan, is also on the work programme for this Committee (to be considered at this meeting).

The nature and content of the NEGC Business Plan is such that it is open to scrutiny by both Overview and Scrutiny Committees. However, it is incumbent upon us all to consider whether, in cases like this, there is a need to establish arrangements that support efficient and effective scrutiny and avoid issues not being scrutinised because they fall in the boundary area between the terms of reference for both Committees.

The NEGC Business Plan 2019-2022 is not as yet available. This though does not prevent scrutiny of the delivery of the NEGC Business Plan 2018-19 at this point in time. However, on the basis that future Business Plans will be approved with the intention of then directing activity to deliver the Plans, there will be an ongoing element of scrutiny.

As outlined above, there is a legitimate rationale for both this Committee and the Community Leadership Overview and Scrutiny Committee to scrutinise the NEGC Business Plan. However, this may not be either efficient or effective and it could unduly lead to a drain on capacity of Members of the two Overview and Scrutiny Committees and officers in supporting those Committees if both operate separately on this matter. Indeed, it could also lead to poor scrutiny of areas close to the interface of the terms of reference of those two Committees.

In view of the above, this report is submitted to invite the Committee to consider whether there is value in establishing specific scrutiny arrangements for the NEGC Business Plan that span both Overview and Scrutiny Committees. The Corporate Director (Planning and Regeneration) has indicated that it would be entirely reasonable to accommodate a meeting within August/September on the basis that the arrangements have been settled upon.

DETAILED INFORMATION

The following text has been provided by the Corporate Director (Planning and Regeneration) in respect of the NEGC Business Plan to assist the Committee to consider this matter:

The development of North Essex Garden Communities will deliver Community Leadership in a multitude of ways. It will deliver against all of the key elements of the Corporate Plan in significant ways over a sustained period of time. The vision set out in the Corporate Plan is “To put community leadership at the heart of everything we do through delivery of high quality, affordable services and working positively with others”.

In particular the proposals will deliver the following specific elements in the Plan at significant scale:

- *Health and Housing*
- *A quality living environment*
- *Local Regeneration*
- *Improved Community Health*
- *The opportunity for Council House building*
- *Healthier lifestyles and wellbeing*
- *Employment and Enjoyment*
- *Support business growth*
- *Enable better job prospects*
- *Facilitate improved qualification and skills*
- *First rate Leisure facilities*

North Essex Garden Communities Ltd (NEGC Ltd) was established in January 2017 by Braintree, Colchester, Tendring and Essex County Councils (the company shareholders) and is the strategic delivery vehicle for the North Essex Garden Communities project. The basis for this is the Councils shared ambition to promote, plan and deliver sustainable strategic growth at scale and over the long-term; providing the housing, employment and necessary supporting infrastructure required to ensure the best outcomes for current and future communities of North Essex.

In the period to date NEGC Ltd has developed its strategic rationale and operational capacity with the support of both its' shareholder Councils, the Ministry of Housing, Communities & Local Government (MHCLG) and key national agencies such as Homes England. The North Essex Garden Communities project is part of the national Garden Towns Villages & Cities programme run by MHCLG which provides direct access to other Garden Towns with associated learning and knowledge/information sharing opportunities, and resources. NEGC Ltd is the largest and most ambitious project in the programme.

The role of NEGC Ltd has been successfully developed to the point where it is a fully operational company recognised by the public, private sectors, and local communities, as the focal point for the North Essex Garden Communities project. This includes developing a strategic proposition for the North Essex Garden Communities which has gained significant traction with key government departments and the development industry.

The Board of NEGC Ltd developed an Interim Business Plan for 2018-19 for approval by its shareholders setting out the vision, objectives, workstreams and funding requirements for the company in order to continue to support delivery of North Essex Garden Communities. Key tasks during the year were to support the Local Plan, evolve the approach to master-planning, innovation, economic development, programme funding, governance and delivery including consideration of transition towards a locally led development corporation style of approach to delivery of the NEGC project.

The Council, as one of the 4 shareholders, was requested to continue to support North Essex Garden Communities Ltd as the strategic delivery vehicle for the North Essex Garden Communities projects through approval of an Interim Business. Cabinet, at its meeting of 14 December 2018, approved the Interim Business Plan for NEGC Ltd for 2018/19 including the associated Budget.

RECOMMENDATION

That the Committee consider the appropriate arrangements to be adopted for scrutiny of the North Essex Garden Communities Interim Business Plan 2018-19 and the future Business Plans.

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Key Decision Required:		In the Forward Plan:	
CSMT		Management Board	
Cabinet Informal Formal		Council	

July 2019

REPORT OF THE HEAD OF PUBLIC REALM

A.3 – GROUNDS MAINTENANCE (INCLUDING WEED SPRAYING) IN TENDRING

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To present to the Committee the Council's procedures on Ground Maintenance (Including Weed Spraying)

EXECUTIVE SUMMARY

- The Council's procedures for grounds maintenance and weed spraying are carried out by the open space team within the wider service area of Public Realm.
- The requirements are extensive and changing. New housing developments are increasing the requirement for more open spaces, play areas, sports and leisure facilities that all require maintenance.
- The service is affected by factors outside of the service such as weather, crime / anti-social behaviour.
- The service is dependent upon support from other Council service areas.
- The service has pockets of excellence, is innovative and undertakes initiatives to improve efficiencies and to improve the wider public realm and the reputation of the Council

The service is undergoing a service wide restructure in order to

- Improve the services provided.
- Establish a service structure and appropriate delivery mechanisms that are fit for purpose.
- Deliver service efficiencies and savings.
- Address duplication of work and any lack of co-ordination of management between different service areas within Public Realm and the barriers to synergy that this creates.
- Apply more business focus on services where appropriate.
- Introducing flexibility and succession planning.

DELIVERING PRIORITIES

Our Council / Our Community

- Deliver High Quality Affordable Services
- Make the most of our Assets
- Support the vulnerable
- Transform the way we work

Our Opportunities

Supports

- Vision for economic growth and prosperity
- Our Coast
- Tourism

Our Challenges

- Improving poor infrastructure
- Reducing budgets while delivering key services

Our Values

Innovative, flexible professional staff committed to delivering excellence

PART 3 – SUPPORTING INFORMATION

BACKGROUND

The grounds maintenance work including weed spraying is conducted within the Public Realm department of TDC.

The Public Realm service was introduced in 2016 and followed a major restructure of tier three officers and five years of reduced budgets to local authorities from central government.

The service is an amalgamation of two services.

- Parking and Seafronts
- Open Space and Bereavement

In 2016 budget working parties initiated a reduction of ongoing revenue budgets within Public Realm in the region of £170,000 pa

CURRENT POSITION

The Council is required to undertake the grounds maintenance including weed spraying of:

- Housing areas – 104
- Open Space & Garden Areas – 310
- Urban Highway Verges – 369 roads, part funded by ECC
- Highway Weed Spraying kerbs and gutters (792km which equates to Clacton to Dundee) and 150 Hectares which equates to 125 full size football pitches)
- Recreation Areas – 29
- Council Buildings – 9
- Seafront Areas across the District (including cliffs at Clacton, Holland, Frinton and Harwich & Dovercourt
- Car Parks – 14
- Cemeteries & Crematorium – 5 sites including grave digging
- A Total of 878 different works sites
- Arboriculture works to approximately 10,000 trees on TDC land
- Arboriculture work to Highway trees paid for by ECC
- Floral bedding of approximately 150,000 plants each year

DETAILS OF REQUIREMENTS

Housing areas

- These are located across the district and also include sheltered housing areas such as Greenfields, Groom House. The most concentrated housing area is the Percy King Estate at Clacton and maintenance includes grass cutting, shrub bed maintenance, and tree maintenance and weed control.

Open Spaces

- These are located across the District and range from high class formal gardens to small grass areas within housing estates.

Grass Verges and Highway Trees

- This task is carried out on behalf of the highway authority Essex County Council
- Payment for verge cutting is for 2 cuts per annum. However TDC usually manages up to 10 cuts per year.
- The tree maintenance and weed spraying budgets are used in full to meet the requirements.
- Residual costs for additional grass verge cutting are met from TDC budgets.

Highway Weed Spraying

- This task is carried out on behalf of Essex County Council and usually only takes place where the road is kerbed and or has a tarmac or slabbed path. The amount of kerbs equates to driving from Clacton to Dundee in Scotland and the footpath area is likening to 125 full size football pitches. This operation is carried out twice annually however the herbicide stipulated by Essex County Council has no residual effect so weeds growth has to be present. Herbicide cannot be sprayed in wet or windy conditions and the staff applying are required to be in possession of a certificate of competence.
- The highway authority pays for the twice annual spraying of weeds but not their removal and disposal.

Recreation Grounds

- In the main the Councils Recreation grounds are located in Clacton, Frinton and Walton and Harwich and Dovercourt staff carry out preparation of grass sports pitches including football , rugby grass athletic tracks and cricket pitches

Cemeteries and Crematoria

- The Council operates cemeteries at Clacton, Kirby, Walton and Dovercourt as well as the Crematorium at Weeley. The role of the cemetery staff includes the burial process which on average happens 2-3 times a week and the ongoing up keep of the cemeteries. In addition to these areas the Open Spaces team also maintain a number of Closed Churchyards under Section 215 Local Government Act 1972 including Harwich, Dovercourt, Clacton and Frating. The grounds at Weeley Crematorium have been included in 'In Bloom' portfolios and currently hold a Green Flag which is a charter mark for parks and open spaces organised by the Tidy Britain campaign.

Seafronts and Cliffs

- Within the District each area has differing sea fronts, at Harwich and Dovercourt these are mown on a regular basis from Harwich Green to Earham's Beach at Frinton and Walton the grass is cut between beach huts on a regular basis but the remainder is left to grow, at Clacton the vegetation mainly tamarisk is cut to the ground during the winter months on a 3-4 yearly cycle

Arboriculture work

- The Council employs its own tree gang to carry out maintenance and removal of

trees throughout the District. Maintenance may involve pruning trees to retain them in their current position or removing branches that are causing a nuisance. Removal of trees takes place when they are deemed dead, dying or dangerous.

- The maintenance of woodlands including ancient woodland

Brook Country Park

- Was opened in June 2010. The area of the park is 14 hectares (Approximately 35 acres) of rough grass- land with scattered blocks of young trees. There are a network of grass paths throughout the park and an all-weather access path for less mobile visitors. Since the park opened a number of ponds have been created and a maze. The park provides informal, quiet countryside recreation for the public and contributes towards the bio-diversity of the area.

Holland Haven and Naze Country Parks

- Extensive maintenance including ongoing working with Essex Wildlife Trust and Natural England and Hamford Water and Walton Backwaters including boat patrols

Additional 5 pocket parks

- Frietuna Wood
- Cranleigh Close
- Owls Flight Dell
- Brook Park
- Carisbrooke Grove

Public Car Parks

- 14 of the 40 public car parks require weed spraying, general grounds maintenance including grass cutting / shrub maintenance

SUMMARY

The Council receives an annual contribution in the region of £100,000 pa for the cutting of grass verges on the highway, tree management on the highway and weed spraying on the highway from Essex County Council.

The remainder of all grounds maintenance work is carried out from TDC budgets to maintain TDC owned land and assets.

The service has met the challenge of reduced revenue budgets and increased workload in recent years by being willing to embrace change and to consider new ways of working.

The quality of service delivery cannot be maintained to precise standards at all times due to the many variances affecting it.

These can range from unfavourable weather conditions at the wrong time of year, the ability to recruit the right people at the right time to supplement peak periods, the extent of new housing development, the extent of anti-social behaviour affecting the service – including traveller incursions, increased road congestion from increasing numbers of parked vehicles and many others.

The service continues to strive to meet the demands made of it and has also managed to introduce new initiatives both in play areas and open spaces as well as the introduction of volunteer workers and new types of equipment.

The service also has achieved notable recognition for excellence in sports pitch management (groundsman award), gold medal winning at the Little Bentley garden Show,

Green Flag awards and safer parking awards.

The wider Public Realm Service is a relatively new Tendring District Council service and as such is about to undergo a new service restructure in order to meet the demands of the service both currently and for the future.

Good Public Realm is characterised as being able to

- Promote human contact and social activities and benefit physical and mental health.
- Be safe, welcoming, and accommodating for all users.
- Have design and architectural features that are visually interesting.
- Promote community involvement.
- Reflect the local culture or history of the area where possible.
- Relate well to bordering uses.
- Be well maintained.
- Have a unique or special character.

The Public Realm service in TDC aims to manage and operate all its service areas including the maintenance of grounds and weed spraying in order to meet these aspirations.

APPENDICES

[None. Power Point for information](#)

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RESOURCES AND SERVICES OVERVIEW AND SCRUTINY COMMITTEE

29 JULY 2019

REPORT OF THE HEAD OF DEMOCRATIC SERVICES AND ELECTIONS

A.1 NEW STATUTORY GUIDANCE ON OVERVIEW AND SCRUTINY IN LOCAL AND COMBINED AUTHORITIES

(Report prepared by Keith Simmons)

PURPOSE OF THE REPORT

The purpose of this report is to bring to the attention of the Committee the publication of new statutory guidance on the operation of overview and scrutiny functions in local authorities and to invite it to consider the guidance. An identical report will be submitted to the Community Leadership Overview and Scrutiny Committee. Any recommendations from the two Committees will then be submitted to Cabinet/Council for consideration as appropriate.

In this report, no distinction is drawn between the term 'overview' which focuses on the development of policy, and a narrower definition of 'scrutiny' which looks at decisions that have been made or are about to be made to ensure they are fit for purpose. Instead, the term 'scrutiny' is used to encapsulate both the overview and the narrower scrutiny focus.

INVITEES

None.

BACKGROUND

On 7 May 2019, the Government published new statutory guidance on overview and scrutiny in local and combined authorities. This guidance is available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/800048/Statutory_Guidance_on_Overview_and_Scrutiny_in_Local_and_Combined_Authorities.pdf

The following statement is extracted from the guidance and is a good reference point as to its status:

“Local authorities and combined authorities must have regard to it when exercising their functions. The phrase ‘must have regard’, when used in this context, does not mean that the sections of statutory guidance have to be followed in every detail, but that they should be followed unless there is a good reason not to in a particular case.”

The guidance itself follows 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 report of the Select Committee is available at: <https://publications.parliament.uk/pa/cm201719/cmselect/cmcomloc/369/369.pdf>

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 those 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 may also appreciate being aware that training for officers who present or write reports for Committees and Cabinet is being proposed for the autumn and it is intended that this training will also reference the new statutory guidance.

DETAILED INFORMATION

As set out in the background section of this report, the House of Commons' Select Committee undertook an inquiry into the effectiveness of scrutiny committees in Councils. It is therefore important contextually to the understanding of the guidance that the work of the Select Committee is appreciated.

The terms of reference for the Select Committee inquiry placed an emphasis on considering factors such as the ability of committees to hold decision-makers to account, the impact of party politics on scrutiny, resourcing of committees and the ability of council scrutiny committees to have oversight of services delivered by external organisations.

The Select Committee found that the most significant factor in determining whether or not scrutiny committees are effective is the organisational culture of a particular council. To encapsulate that cultural importance, the report references the advantages to scrutiny of a 'parity of esteem' in Councils between the Executive/Cabinet and Overview & Scrutiny Committees.

The Select Committee identified as key indicators of that 'parity of esteem' were the availability of information to scrutiny committees as it is to the Executive/Cabinet, the officer support for scrutiny and the need for those chairing scrutiny committees to be effective and impartial in that role.

In view of the above, it is not a surprise that the Statutory Guidance is itself organised into chapters looking at an organisation's culture, resourcing for scrutiny, Membership/Chairing of Scrutiny Committees and access to information. It does also have a lot to say about work planning by scrutiny committees and the appropriate formats for evidence gathering by those committees.

The guidance also usefully references the legal basis for scrutiny and access to information. These are not repeated in this report.

A summary of the guidance is set out at Appendix A of this report. Such a summary, by its nature could vary from reader to reader. As such, it is not intended to be exhaustive. It is merely there to assist Members consider the key elements set out in the guidance.

The statutory guidance is there to be referred to as the Committee undertakes its work in the future just as it is important to take stock of the position as it currently exists and ensure that we do comply with the guidance or we have the documented rationale for taking a different approach.

RECOMMENDATION

That the Committee receives the report, determines whether it has any comments or recommendations it wishes to put forward to Council/the Cabinet and otherwise records that it will be mindful of the guidance when it undertakes its work.

Resources and services Overview and Scrutiny Committee
29 July 2019

Summary of Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities as prepared by the Head of Democratic Services and Elections

Introduction and Context

In the introduction to the guidance, the following is provided as a means of identifying good scrutiny:

- Provide constructive ‘critical friend’ challenge;
- Amplify the voices and concerns of the public;
- Be led by independent people who take responsibility for their role; and
- Drive improvement in public services.

Culture

In the area of developing a strong organisational culture (the most important element to delivering good scrutiny), the guidance identifies:

- Recognising scrutiny’s legal and democratic legitimacy
- Identifying a clear role and focus (where Council believes it can add value)
- Ensuring early and regular engagement between the executive and scrutiny (in order that it can truly perform the ‘critical friend’ role).
- Managing disagreement (when findings are not accepted)
- Providing the necessary support
- Ensuring impartial advice from officers
- Communicating scrutiny’s role and purpose to the wider authority
- Maintaining the interest of full Council in the work of the scrutiny committee
- Communicating scrutiny’s role to the public
- Ensuring scrutiny members are supported in having an independent mind-set

Resourcing

In the guidance, it is identified that it is up to each authority to decide on the resource it provides for scrutiny support, but every authority should recognise that creating and sustaining an effective scrutiny function requires them to allocate resources to it. The guidance also stipulates that those officers tasked with providing scrutiny support are able to provide impartial advice.

The resourcing section also references the resourcing for training and the securing of ad hoc external support where expertise does not exist in the council.

Selecting Committee Members

In respect of selecting Members to serve on Scrutiny Committees, the guidance states:

“Members invariably have different skill-sets. What an authority must consider when forming a committee is that, as a group, it possesses the requisite expertise, commitment and ability to act impartially to fulfil its functions.”

As such, the above also applies, as stated in the guidance, to the person chairing scrutiny committees. In addition, that person should *“also possess the ability to lead and build a sense*

of teamwork and consensus among committee members.” The guidance identifies that the method for selecting a chairman scrutiny committee is for each authority to decide for itself, however, it then outlines that every authority should consider taking a vote by secret ballot.

Authorities should ensure scrutiny committee members are offered induction when they take up their role and ongoing training so they can carry out their responsibilities effectively. As far as training is concerned, the guidance identifies questioning skills as one that should be considered.

Power to Access Information

A section of the guidance concerns access to information and the following is a direct quotation from the guidance:

“While each request for information should be judged on its individual merits, authorities should adopt a default position of sharing the information they hold, on request, with scrutiny committee members.”

In relation to seeking information from external organisations, the guidance encourages:

- Explaining the purpose of the scrutiny
- The benefits of an informal approach
- Encouraging organisations to comply by allowing them to ‘set the record straight’.
- Determining the best person to invite based on their level of knowledge of the matter being examined.

Further top the above, the guidance references scrutiny committees having a keen interest in ‘following the council pound’, i.e. scrutinising organisations that receive public funding to deliver goods and services.

Planning work

In this section of the guidance, the reader is reminded that scrutiny works best when it has a clear role and function; focus and direction. While scrutiny has the power to look at anything which affects ‘the area, or the area’s inhabitants’, it will often be difficult to support over generalised activities, particularly in the context of partnership working. It is therefore critical, the guidance states, for good prioritisation of scrutiny activities. The guidance recognises that this will mean that there might be things that, despite being important, scrutiny will not be able to look at. Determining this prioritisation will often benefit from dialogue with the public and stakeholders.

When considering whether an item should be included in the work programme, the guidance sets out the kind of questions a scrutiny committee should consider including:

- Do we understand the benefits scrutiny would bring to this issue?
- How could we best carry out work on this subject?
- What would be the best outcome of this work?
- How would this work engage with the activity of the executive and other decision-makers, including partners?

In so far as the guidance then outlines appropriate ways of conducting scrutiny, it outlines options as:

- a) As a single item on a committee agenda – e.g. where the committee wants to maintain a formal watching brief over a given issue;

- b) At a single meeting – where the public or a number of witnesses can provide information relevant to the review;
- c) At a task and finish review of two or three meetings – short, sharp scrutiny reviews are likely to be most effective even for complex topics.
- d) Via a longer-term task and finish review – with perhaps six or seven meetings spread over a number of months to dig into a few of the most complex topics in significant detail; and
- e) By establishing a ‘standing panel’ - where members feel they need to convene regularly to carry out that oversight. The resource implications of this approach means that it will be rarely used.

Evidence sessions

Effective planning - there should always be consideration in advance of what scrutiny is trying to get out of a particular evidence session. Effective planning should mean that at the end of a session it is relatively straightforward for the chair to draw together themes and highlight the key findings. After an evidence session, the committee might wish to hold a short ‘wash-up’ meeting to review whether their objectives were met and lessons could be learned for future sessions.

Annexes to the Guidance

These deal respectively with:

- Creating an Executive-Scrutiny Protocol
- Engaging Independent Technical Advisers
- Approaching an External Organisation to Appear before a Committee

OVERVIEW AND SCRUTINY PROCEDURE RULE 13 – SCRUTINY OF PROPOSED DECISIONS

In presenting the following, the Committee’s attention is drawn to the agenda item notes in respect of Overview and Scrutiny Procedure Rule 13.

DESCRIPTION OF DECISION	KEY DECISION – YES/NO	DECISION MAKER
Option in respect of a potential easement over land at Mistley Place Walk, Mistley.	NO	Deputy Leader of the Council and Corporate Finance & Governance Portfolio Holder
Dovercourt Town Centre Masterplan	YES	Cabinet
Terms for removal of a Restrictive Covenant over land to the rear of Wayside, Rectory Road, Great Holland	NO	Deputy Leader of the Council and Corporate Finance & Governance Portfolio Holder

The Council’s notice of forthcoming decisions can be found on the Council’s Website at:-

<https://tdcdemocracy.tendringdc.gov.uk/mgDelegatedDecisions.aspx?XXR=0&&DR=19%2f07%2f2004-19%2f07%2f2019&ACT=Find&RP=0&K=0&V=0&DM=0&HD=0&DS=1&Next=true&NOW=19072019151542&META=mgforthcomingdecisions>

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