



CABINET

DATE:	Friday, 16 June 2017
TIME:	10.30 am
VENUE:	Essex Hall, Town Hall, Clacton-on-Sea, CO15 1SE

MEMBERSHIP:

Councillor Stock OBE	- Leader of the Council & Acting Planning and Regeneration Portfolio Holder
Councillor C Guglielmi	- Resources and Corporate Services Portfolio Holder and Deputy Leader of the Council
Councillor Ferguson	- Tourism and Culture Portfolio Holder
Councillor Honeywood	- Housing Portfolio Holder
Councillor McWilliams	- Leisure and Partnerships Portfolio Holder
Councillor Talbot	- Environment Portfolio Holder
Councillor Turner	- Commercialisation, Seafronts and Parking Portfolio Holder
Councillor Watling	- Cabinet Member Without Portfolio

Most Council meetings are open to the public and press.

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

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

DATE OF PUBLICATION: WEDNESDAY, 7 JUNE 2017

AGENDA

1 Apologies for Absence

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

2 Declarations of Interest

Members are invited to declare any Disclosable Pecuniary Interests, or other interests, and the nature of them, in relation to any item on the agenda.

3 Announcements by the Leader of the Council

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

4 Announcements by Cabinet Members

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

5 Matters Referred to the Cabinet by the Council

There are none on this occasion.

6 Reference from the Service Development and Delivery Committee - A.1 - Decline in Fly Tipping Performance (Pages 1 - 4)

To enable Cabinet to give consideration to recommendations made to it by the Service Development and Delivery Committee in respect of the above.

7 Reference from the Service Development and Delivery Committee - A.2 - Essex County Council's Proposed Contribution to this Council's Clear-Up Costs in the event of increased Fly Tipping (Pages 5 - 6)

To enable Cabinet to give consideration to a recommendations made to it by the Service Development and Delivery Committee in respect of the above.

8 Leader of the Council's Items

There are none on this occasion.

9 Report of Commercialisation, Seafronts and Parking Portfolio Holder - A.3 - Adoption of a Public Convenience Strategy for Tendring - Review of Public Conveniences (Pages 7 - 28)

- a) To seek adoption of the Public Convenience Strategy for Tendring;
- b) Adopt proposals for the rationalisation and improvement of existing provision; and
- c) Delegate further details to officers to facilitate the delivery of the foregoing.

10 Report of the Resources and Corporate Services Portfolio Holder - A.4 - Financial Outturn 2016/17 (Pages 29 - 72)

To provide Cabinet with an overview of the financial outturn for the year 2016/17 and seek approval for:

- a) Revenue and capital commitments to be carried forward to 2017/18;
- b) Funding of the 2016/17 General Fund and HRA Capital Programmes; and
- c) The reserves position at the end of 2016/17.

11 Report of the Resources and Corporate Services Portfolio Holder - A.5 - Performance Report - 2016/17 Outturn Report (Pages 73 - 96)

To present the Performance Report for the period 2016/17 Outturn.

12 Report of the Resources and Corporate Services Portfolio Holder - A.6 - Terms for a new Lease of Clacton Football Club, Rush Green Road, Clacton-on-Sea (Pages 97 - 100)

To consider the principle of granting a new Lease of the Rush Green Football Club Site, Rush Green Road, Clacton-on-Sea.

13 Management Team Items

There are none on this occasion.

14 Exclusion of Press and Public

The Cabinet is asked to consider the following resolution:

“That under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of Agenda Item 11 on the grounds that it involves the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 12A, as amended, of the Act.”

15 Report of Resources and Corporate Services Portfolio Holder - B.1 - Terms for a new Lease of Clacton Football Club, Rush Green Road, Clacton-on-Sea (Pages 101 - 110)

Subject to Cabinet's decision in respect of the report in Part A of this Agenda to agree terms for a new Lease to FC Clacton Community Society.

Date of the Next Scheduled Meeting

The next scheduled meeting of the Cabinet is to be held in the Essex Hall, Town Hall, Clacton-on-Sea, CO15 1SE at 10.30 am on Friday, 14 July 2017.

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

Notice of Intention to Conduct Business in Private

Notice is hereby given that, in accordance with Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, Agenda Item No. 15 is likely to be considered in private for the following reason:

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

Report of Resources and Corporate Services Portfolio Holder - B.1 - Terms for a new Lease of Clacton Football Club, Rush Green Road, Clacton-on-Sea

Information for Visitors

ESSEX HALL **FIRE EVACUATION PROCEDURE**

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Your calmness and assistance is greatly appreciated.

Key Decision Required	No	In the Forward Plan	No
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CABINET

16 JUNE 2017

REFERENCE REPORT FROM THE SERVICE DEVELOPMENT AND DELIVERY COMMITTEE

A.1 DECLINE IN FLY TIPPING PERFORMANCE

(Report prepared by Mark Westall, Katie Sullivan and Linda Trembath)

BACKGROUND

At its meeting held on 3 April 2017 the Service Development and Delivery Committee were informed about the decline in fly tipping performance by the Council's Head of Environmental Services (John Fox) and Street Scene Officer (Jon Hamlet).

The following areas were covered:

- (1) The varying levels of fly tipping – a black bin bag to a tipper load;
- (2) The Council's target for clearing 90% of all reported fly tipping incidents within 72 hours;
- (3) Clearing carried out by Veolia, who the Council had a contract with;
- (4) Reasons why performance may vary;
- (5) Grouping of workload where possible to help performance;
- (6) Statistics;
- (7) Difficulties/issues experienced; and
- (8) Causes of delays.

COMMITTEE RECOMMENDATIONS AND COMMENTS TO CABINET

It was **RECOMMENDED** to Cabinet that:

- (a) the Service Development and Delivery Committee being concerned about the extent of fly-tipping, which is a criminal offence, around the District request Cabinet to investigate the extent of the Council's surveillance powers and the extent of the penalties the Council could expect to be imposed if a prosecution is successful; and
- (b) an analysis be undertaken to understand the cost of surveillance versus possible fines that could be imposed.

PORTFOLIO HOLDER'S COMMENTS AND RECOMMENDATIONS TO CABINET

COMMENTS:

I thank SDDC for its recommendation.

Fly-tipping is the dumping of waste in or on any land without a licence or knowingly causing or permitting that waste to be dumped in such circumstances: it

is a criminal offence.

On conviction in the Magistrates' Court an offender is liable to a term of imprisonment not exceeding 12 months, or a fine not exceeding £50,000, or both.

On conviction in the Crown Court an offender is liable to a term of imprisonment not exceeding 5 years, or an unlimited fine, or both.

Fixed penalty notices (FPN) can be issued to offenders. In issuing FPNs or prosecuting, the burden of proof is on the Authority issuing the FPN or prosecuting and, as these are criminal offences, the standard of proof is high and requires that the prosecution prove the case "beyond all reasonable doubt" or "so that you are sure". Therefore, suitable evidence is necessary to prove the Council's case.

A power by constables or authorised officers of an enforcement authority to search and seize vehicles used in the fly-tipping is available following which there is a duty on the authority to deal with the seized property in accordance with the appropriate regulations.

Covert surveillance is carried out without the subject's knowledge that they are being watched, whereas overt surveillance is performed using devices that are visible and obvious, and with appropriate signs being displayed.

Covert surveillance falls in to two categories and is regularised by Regulation of Investigatory Powers Act 2000 (RIPA):

- (i) intrusive surveillance which can only be carried out by the police or other law enforcement agency, e.g. HMRC; or
- (ii) directed surveillance which is covert but not intrusive and is undertaken for the purpose of a specific investigation or operation. Covert surveillance must be authorised, both internally and externally on application to a Magistrate, and must be for the purpose of investigating crimes which, for example, carry a term of imprisonment of 6 months or more. Surveillance for which authority is sought cannot be commenced until Judicial authority has been given.

Overt Surveillance falls outside of RIPA however, before undertaking the same, best practice advises that details of the surveillance operation are authorised and details of the investigation are recorded including expected duration, any premises, vehicles or equipment that may be used.

The Council has in place a Covert Surveillance Policy and Procedure Manual, adopted by Cabinet in 2015 and procedures in place to record and use overt surveillance.

RECOMMENDATIONS TO CABINET

- (a) that SDDC be thanked for its recommendation; and

(b) to support the Portfolio Holder for Environment chairing an officer working group set up to identify fly-tipping hot spots, discuss proactive enforcement tools including use of overt surveillance, engagement with Town and Parish Councils and more publicity to raise awareness of the public's responsibilities in arranging disposal of waste.

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Key Decision Required	No	In the Forward Plan	No
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CABINET

16 JUNE 2017

REFERENCE REPORT FROM THE SERVICE DEVELOPMENT AND DELIVERY COMMITTEE

A.2 ESSEX COUNTY COUNCIL'S PROPOSED CONTRIBUTION TO THIS COUNCIL'S CLEAR-UP COSTS IN THE EVENT OF INCREASED FLY TIPPING

(Report prepared by Mark Westall and Katie Sullivan)

BACKGROUND

At its meeting held on 3 April 2017 the Service Development and Delivery Committee were informed about Essex County Council's proposed contribution to this Council's clear-up costs by the Council's Head of Environmental Services (John Fox) and Street Scene Officer (Jon Hamlet), in the event of increased incidents of fly tipping as a consequence of their recent policy change at recycling centres.

Members were informed that, as of November 2016, Essex County Council (ECC) had changed the rules at recycle centres which had resulted in business waste being refused and restrictions put in place and that there had been concerns that there would be an increase in fly tipping in the District resulting from the changes to the rules.

Members were informed that, at many of the recycle centres in the District, businesses had been dumping their waste when they should have been taking it to a site specifically for disposal of business waste and paying for it.

Councillor Talbot, the Portfolio Holder for the Environment, informed the Committee that there was a verbal agreement that ECC would pay the cost of clearing up an increase in fly tipping if it should occur.

A leaflet provided by Essex County Council which gave guidance as to what residents could, and could not, take to recycle centres was distributed to the Committee for information.

The Council's Street Scene Officer (Jon Hamlet) informed the Committee that the Council had been monitoring the figures in relation to fly tipping and that at this early stage it was difficult to spot any differences in trend since the new rules had come into place. Mr Hamlet confirmed that the figures would be checked and monitored on a month-by-month basis.

COMMITTEE RECOMMENDATIONS AND COMMENTS TO CABINET

It was **RECOMMENDED** to Cabinet that Cabinet recognise that TDC's Environmental Services team has a good working partnership with Essex County Council.

PORTFOLIO HOLDER'S COMMENTS AND RECOMMENDATIONS TO CABINET

SDDC's comment is welcomed and duly noted.
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Key Decision Required:	Yes	In the Forward Plan:	Yes
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CABINET

16 JUNE 2017

REPORT OF THE COMMERCIALISATION, SEAFRONTS AND PARKING PORTFOLIO HOLDER

A.3 ADOPTION OF PUBLIC CONVENIENCE STRATEGY FOR TENDRING - REVIEW OF PUBLIC CONVENIENCES

(Report prepared by Ian Taylor)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

- a) To seek adoption of the Public Convenience Strategy for Tendring;
- b) Adopt proposals for the rationalisation and improvement of existing provision;
- c) Delegate further details to officers to facilitate the delivery of the foregoing

EXECUTIVE SUMMARY

The Council's Corporate Plan puts community leadership through the delivery of high quality, affordable services at the heart of everything we do.

Adoption of the Public Convenience Strategy for Tendring and proposals for the rationalisation of public convenience provision and service improvements will support Corporate objectives by:

- delivery of high quality affordable services,
- helping to balance the budget
- promoting local regeneration
- making the most of Council assets.

The overall vision of the Public Convenience Strategy for Tendring is to provide

- **Accessible, safe, high quality public conveniences for residents and visitors alike.**

The strategy sets out to deliver options for future service provision that supports:

- a thriving local tourism sector
- town centres and businesses
- healthy and active lifestyles of residents and particularly the most vulnerable
- crime reduction initiatives.

A comprehensive review of existing public conveniences was carried out by the Commercialisation Portfolio Holder working party in October 2016. The recommendations of this working party support the Council's vision for community leadership and the

proposed rationalisation of existing service provision will help secure future service improvements as outlined in the Public Convenience Strategy.

The working party investigations and recommendations include suggestions previously put forward by other Council Committees including the Service Development and Delivery Committee and the Corporate Management Committee.

The recommendations in this report seek to:

- adopt a strategy for public conveniences in Tendring – Appendix A of this report.
- introduce the principle of charging for public conveniences as a basis for reinvesting in public conveniences.
- reduce annual revenue budgets by the agreed closure of facilities as listed in Appendix B of this report.
- seek further capital investment for the improvement of remaining facilities.

The proposals and recommendations in this report, if agreed, will deliver

- £60,000 budget saving in 2017/ 2018 and £100,000 from 2019/2020 onwards;
- additional future income to the Council and additional savings over the longer term;
- a strategic approach to service provision that will support corporate priorities;
- establish principles which can be used in considering the provision of facilities across the district as may be required given future budget pressures.

RECOMMENDATION(S)

That Cabinet notes the contents of this report and

- (a) Adopts the Public Convenience Strategy for Tendring attached as Appendix A to this report;**
- (b) Agrees the rationalisation of existing public convenience provision as outlined in Appendix B to this report including the demolition of identified buildings as well as selective refurbishment work of identified assets amounting to £0.070m as included in the 2017/2018 Capital Programme;**
- (c) That subject to (a) and (b) above, delegation be given to the Corporate Director (Operational Services) to undertake the necessary activities to facilitate and implement the proposals for rationalisation as outlined in Appendix B.**
- (d) Initiates the Property Dealing Procedure for all other facilities identified for closure in line with existing policies;**
- (e) That subject to (d) above, Cabinet notes that further reports may be brought forward to consider further refurbishment of remaining facilities in accordance with the strategy;**
- (f) Agrees to introduce charging at the Rosemary Road, Clacton facility with the associated refurbishment work of up to £0.070m to be included in the Capital programme for 2017/18 funded from the Public Convenience Earmarked Reserve;**
- (g) That subject to (f), delegation be given to the Corporate Director (Operational**

Services) to undertake the necessary activities to facilitate the refurbishment and introduction of charging at the Rosemary Road facility including the level of charge to be on levied on reopening of the site to reflect demand and the need to maximise income opportunities;

(h) Delegates authority to the Portfolio Holder in consultation with the Leader of the Council and Corporate Director (Operational Services) to:

- close further public conveniences that do not meet the agreed strategic objectives such as may be highlighted through low usage, disrepair due to ageing infrastructure or anti-social behaviour;
- review opening hours of facilities as a means of reducing the impact of crime and to support service budgets;
- in addition to Rosemary Road Public Convenience, agree which further sites may charge including the fee charged and period of charging (such fees and charges will become incorporated within the Council's budgetary and reporting cycle);
- select which sites are prioritised for major refurbishment;
- enter into agreements with Town / Parish Councils, other groups or commercial organisations where appropriate in relation to the ongoing operation and / or maintenance of public conveniences;
- seek out and implement where necessary works to support other income streams from sponsorship, advertising and other sources

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

The recommendations if adopted will contribute to the following corporate 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

FINANCE, OTHER RESOURCES AND RISK

Finance and other resources

Budget reductions identified by the Portfolio Holder working parties were presented to

Cabinet on 25 November 2016 which included savings of **£0.060m** in 2017/2018 rising to **£0.100m** from 2019/ 2020 via the reduction in the number of Public Conveniences. The rationalisation of facilities is proposed to be undertaken in accordance with the Public Convenience Strategy for Tendring (Appendix A) with a detailed plan outlined in Appendix B that has been designed to deliver the required savings.

The initial reduction in the number of Public Conveniences is proposed to be undertaken within a wider refurbishment programme, which would see improvements to a number of remaining toilets. A total of **£0.070m** has been included within the 2017/18 Capital Programme to help deliver some of these improvements along with the cost of decommissioning, where required.

Further additional revenue savings from the maintenance and cleaning budgets for public conveniences is also anticipated following the refurbishment of facilities which support the additional savings identified in 2018/19 and 2019/20 as set out in Appendix B.

A programme of review will be put in place to consider further service changes to coincide with service requirements and budgetary provisions over future years.

As set out elsewhere in the report, it is proposed to introduce charging at the Rosemary Road, Clacton facility following their proposed refurbishment.

In terms of potential income from this site, it is proposed to charge a minimum of 20p per visit and on this basis the potential income is as follows:

Number of Potential Visitors	Income Generated per year
10,000 per year (190 per week)	£2,000
25,000 per year (480 per week)	£5,000
50,000 per year (960 per week)	£10,000
75,000 per year (1440 per week)	£15,000
100,000 per year (1920 per week)	£20,000

Being in a key Town Centre location, it is reasonable to assume that income of £0.020m is achievable via the introduction of the proposed charge. Should other sites be selected or agreed for charging, additional income is anticipated. It is not proposed to introduce on site attendants at this charging facility. Its central location makes it possible to respond to any urgent enquiries and for much higher than average numbers of daily patrols and cleaning by TDC staff and therefore limiting on-going revenue costs.

The proposed closure of the High Street car park toilets in Clacton will also support the delivery of the anticipated income for the Rosemary Road site.

The cost of refurbishing and introducing charging at the Rosemary Road site is anticipated to use the full **£0.070m** currently set aside in the Capital Programme leaving no funding to deliver the required level of refurbishment work elsewhere. However there remains **£0.070m** within the Public Convenience Earmarked Reserve that could be drawn down to fund this cost. If agreed, this investment would deliver a return on investment of 28% based on income of **£0.020m** being achieved each year. If income only reached **£0.005m** per year (which would equate to only 69 visits per day) this would still provide for a return on investment of 7%.

Further income opportunities will arise from advertising, sponsorship and charging at other

sites where there is a potential to introduce this.

The Council will also explore partnership arrangements with organisations both public and commercial to provide public conveniences in order to reduce Council liabilities in the future.

Risk

There is a risk of income from charging not meeting estimates.

However, the assessment for income likely to be derived is prudent and is based on known usage of existing facilities, including an estimate for any reduction in use arising from the introduction of charges.

There is also no return on investment associated with the charging which will be used to support future revenue budgets and / or further refurbishments to other remaining facilities.

The figures are based on actual surveys of users of the Rosemary Road public convenience indicating a willingness to pay as well as wider industry / sector reports on the effects of charging generally in public conveniences.

There is some risk associated with the charging by not providing a resident on site attendant. However the high numbers of patrols and daily cleaning proposed and the proximity to Council offices will ensure the toilet remains of a standard to justify charging for the facility and in turn limits costs associated with this proposal.

LEGAL

The Public Health Act 1936 gives local authorities a power to provide public conveniences but it imposes no duty to do so.

The Council is permitted to introduce charges for providing discretionary services on a costs recovery basis pursuant to Section 93 of the Local Government Act 2003.

Initiation of the Property Dealing Procedure is a function of the Resources and Corporate Services Portfolio Holder. The Portfolio Holder has agreed in the context of this report that the Cabinet should consider the matter as part of the overall strategy and associated decisions.

OTHER IMPLICATIONS

Consideration has been given to the implications of the recommendations proposed and any significant issues are set out below.

The proposals, if agreed, will support the Council's vision to put community leadership at the heart of everything it does, supporting the improvement of town centres, seafronts and village assets in line with tourism and inward investment strategies and policies, reducing budgets while delivering key services and a balanced budget.

Consultation/Public Engagement – The Public Convenience Strategy has been scrutinised by other Council committees including Service Delivery and Development Committee and the Corporate Management Committee.

The proposals for rationalisation of facilities are recommendations arising from the Commercialisation Portfolio Holder working party meetings and discussions with local ward Members in areas affected by any proposals.

The principle of charging at selected sites and the requirement to refurbish remaining facilities in support of Corporate objectives has been widely supported.

Crime and Disorder – Improving assets is part of a wider strategy to combat anti-social behaviour by improving the appearance of public realm, generating increased pride, awareness and responsibility for our District. There is a clear correlation between neat well managed assets and lower crime as opposed to poorly maintained assets.

Equality and Diversity / Health Inequalities

Higher standards of maintenance, cleanliness and a public convenience strategy designed to meet higher service standards including accessibility and inequality issues will increase opportunities for more people to visit the seaside and other areas of the District and to stay longer.

The Public Convenience Strategy promotes improved accessibility and healthier lifestyles raising the profile and reputation of the Council.

Area or Ward affected – All

PART 3 – SUPPORTING INFORMATION

BACKGROUND

The Public Health Act 1936 gives local authorities a power to provide public conveniences but it imposes no duty on them to do so.

Public conveniences meet a universal human need and play an important role supporting town centres and the wider visitor economy. Good quality provision of public conveniences is more important to some sections of the community than others, such as the elderly, the disabled and the vulnerable.

Tendring District Council currently provides 40 public conveniences and three high quality Changing Place facilities which is considerably higher than the average for a local authority.

CURRENT POSITION

A recent review of the Council's public conveniences highlighted that whilst a few facilities are busy, well designed assets positioned to serve the community and visitors to good effect, many are beyond economic repair, lightly used and in locations which make them targets for vandalism, drug taking and other criminal activity.

The age and condition of many of the buildings is a contributory factor to higher maintenance and cleaning costs and often inhibits plans and proposals to refurbish and improve facilities including the aspiration of accessibility for all.

The challenge for the Council is how to provide high quality public conveniences in support of local town centres, the visitor economy and the needs of residents of the District in an era of increasing budgetary restraint against this backdrop of ageing buildings in locations that often attract crime and anti-social behaviour.

The draft or proposed Public Convenience Strategy for Tendring recognises the

challenges facing the delivery of the public convenience service and contains proposals and an action plan designed to meet the Council's vision for high quality, affordable services.

THE PROPOSAL AND WAY AHEAD

The proposal is based on two phases:

Phase 1

- Adopt the Public Convenience Strategy for Tendring.
- Seek agreement for the immediate closure of a number of public conveniences identified in Appendix B, which have been considered against the Public Convenience Strategy.
- Ensure the removal of future costs associated with closed buildings such as NNDR and utilities by the demolition and / or the disposal of buildings.
- Undertake refurbishment of a number of toilets identified in Appendix B, which have been considered against the Public Convenience Strategy up to an aggregate cost of **£0.070m**.
- To facilitate the closure of the High Street, Clacton toilets, it has been identified that the alternative toilets in Rosemary Road Clacton should be refurbished. As part of these works, it would be a practical opportunity to introduce charging for the Rosemary Road toilets with associated work estimated to cost **£0.070m** which can be funded from the Public Convenience Earmarked Reserve.

Phase 2

- Explore the opportunity to introduce further charging at other sites.
- Identify sites for refurbishment over the medium term as identified in Appendix B.
- Identify further changes to the Public Convenience provision in line with the Public Convenience Strategy such as potential further closures where budgetary pressures necessitate such closures, reduced opening hours, sponsorship activities etc.
- To secure additional funding to support the on-going provision of conveniences and the programme of refurbishments of facilities based on principals within the strategy, including the charging for use of facilities and other commercial opportunities.

The Council has in partnership with outside organisations recently increased the number of public conveniences in the District with the introduction of three new state of the art Changing Place facilities making seaside areas accessible to some people for the first time, raising the profile of the District and enhancing the reputation of the Council.

The proposed Public Convenience Strategy for Tendring continues this striving for high quality services including increased accessibility for all. The strategy recognises priorities for both local residents and in support of a vibrant visitor economy in the District.

The closure of old, under used facilities in poor state of repair, the introduction of the principle of charging at selected sites and reinvestment in remaining facilities is an opportunity for the Council to improve the overall quality of its assets and to realign service delivery to where it is most needed and will have the most effect.

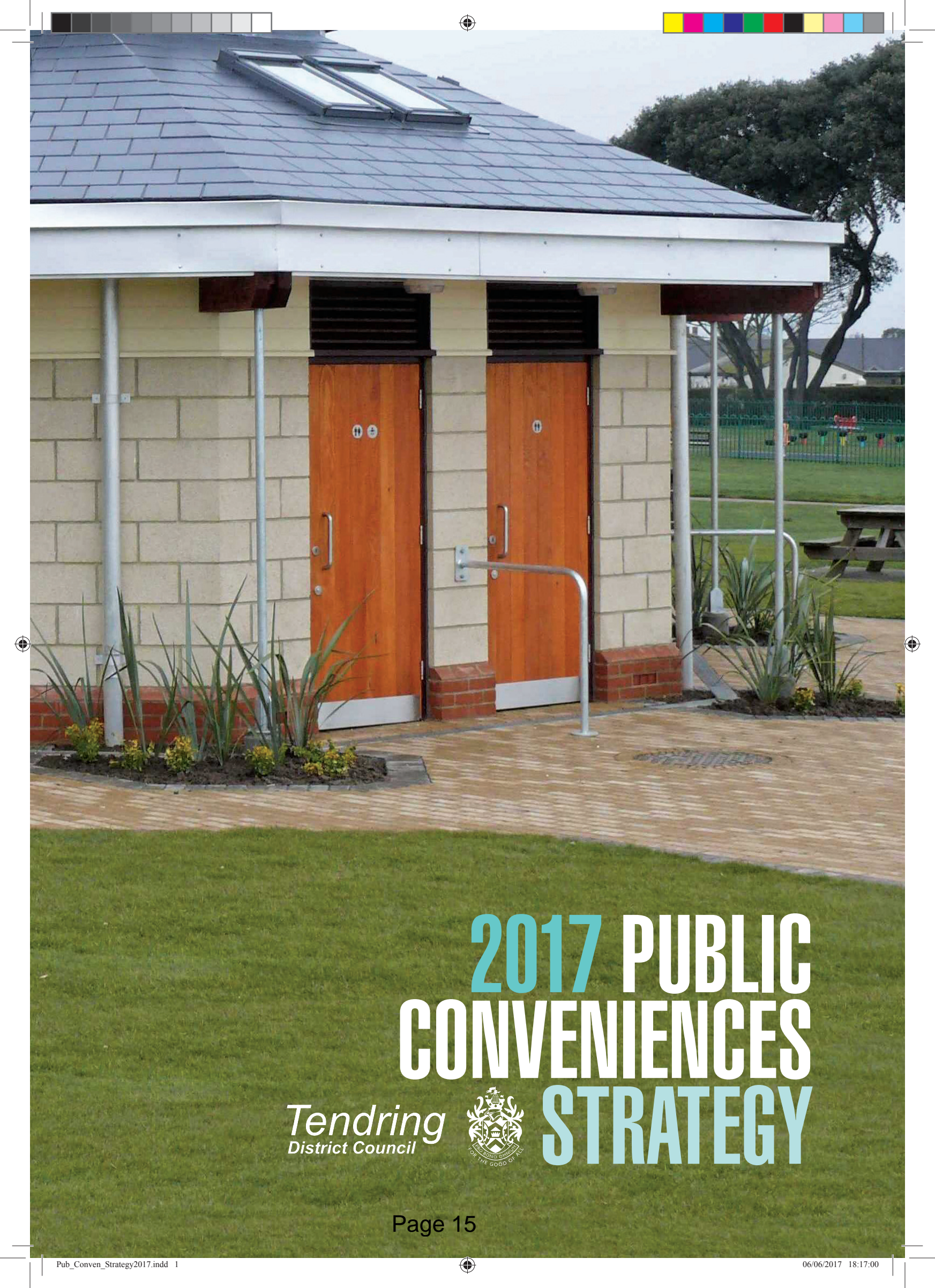
BACKGROUND PAPERS FOR THE DECISION

None

APPENDICES

Appendix A - The Public Convenience Strategy for Tendering
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Appendix B - Public Conveniences Costs and Proposed Closure of Facilities



2017 PUBLIC CONVENIENCES STRATEGY

Tendring
District Council







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Introduction

This document sets out to provide a strategic review of public conveniences across the District of Tendring and to highlight options for future provision of these facilities that supports:

- A thriving local tourism sector
- Local town centres and businesses
- Healthy and active lifestyles of residents and particularly the most vulnerable
- Crime reduction initiatives

The overall vision behind this Review / Strategy is:



“To Provide Accessible, Safe, High Quality Public Conveniences for Residents and Visitors Alike.”



1

Public
Conveniences
Strategy



About Tendring

The Tendring peninsular covers an area of 130 square miles and enjoys over 36 miles of coastline which includes award-winning sandy beaches, numerous coastal towns providing everything from the traditional pleasures of the seaside to maritime heritage, a variety of beautiful and picturesque villages and one of the busiest harbours in Europe.

The coastal geography is a significant asset both from a healthy lifestyle and a tourism perspective as well as an important attraction for new residents wanting to live in the district.

The District has a population of approximately 140,000 which is expected to rise to 158,000 by 2031 with one of the oldest average age populations in

“The District has a population of approximately 140,000 which is expected to rise to 158,000 by 2031”

Western Europe with 33% of residents being over 60 Years old.

Tendring attracts a large number of visitors particularly to its seaside towns and as a result demand for facilities peaks during the Easter and May Bank Holidays and at the height of the summer season from late July to the end of the first week in September.



2

Public
Conveniences
Strategy

The Strategy

To Provide Accessible, Safe, High Quality Public Conveniences for Residents and Visitors Alike.

Why provide public conveniences?

Public conveniences matter to everyone and meet a universal basic human need. However they are even more important to some sections of society; older people, and people with disabilities, families with young children and visitors to the district.

Why Tendring provides public conveniences?

The Council's Corporate Plan prioritises the reduction of health inequalities and disadvantage. Tendring has one of the largest elderly populations in the UK and a high rate of people claiming mobility allowance or registering as disabled. Public conveniences support community independence and freedom and help to reduce social costs associated with people being isolated in their home.

In addition Tendring has a vibrant visitor economy and supports opportunities for economic growth

and prosperity along our coast and in relation to tourism.

At present publicly accessible toilet facilities from commercial sector providers in Tendring are not sufficient to meet existing demand. However, this strategy aims to meet current and future demand for high standard, modern facilities whilst reducing future reliance on public provision.



3

Public
Conveniences
Strategy

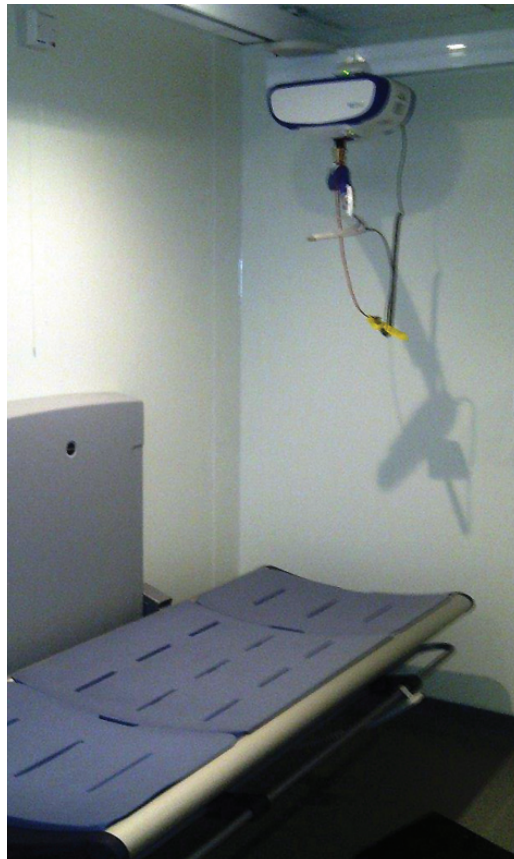
“Investment in public toilet provision increases retail turnover, tourism visitor numbers and supports economic growth.”



Background

- The Public Health Act 1936 gives local authorities a power to provide public conveniences but it imposes no duty to do so.
- Tendring has traditionally provided public conveniences across the district in all urban areas, at each of the larger coastal resorts as well as some village locations.
- There are 40 public conveniences across Tendring provided directly by the District Council in addition to some public facilities within civic buildings, 28 of which have disabled facilities. There are also three state of the art Changing Place facilities.
- The public convenience service transferred from Environmental to the Seafront and Parking team in 2011 and to Public Realm in 2016 which reflects that in addition to social and public health benefits there is an increasingly important role to be played by public conveniences in supporting local town centres and the wider visitor economy.

4 Public Conveniences Strategy



Costs & Investment

£750,000 provision }

Each year Tendring District Council spends in the region of £750,000 on the provision of public conveniences across the district.

main costs

The largest single cost is cleaning followed by general maintenance, with NNDR for buildings, salaries and utility charges the remaining significant costs of operating the service.

admission fees }

Connaught Avenue toilet in Frinton-on-Sea is attended and charges admission, all of the remaining conveniences are free of charge to users.

£840,000 new builds

Four new/replacement public conveniences were built in the five years up to 2010/2011; one in Connaught Avenue, Frinton, and three in Dovercourt, at a total cost of £840,000.

refurbishment }

A refurbishment to the Kiosk Field conveniences Frinton in 2012 introduced new showers servicing local beach users as well as replacing the old thatched roof.

£300,000 accessible builds

The Council received inward investment of over £300,000 to construct 3 Changing Place facilities in seafront areas at Clacton, Walton-on-the-Naze and Dovercourt between 2013 and 2015. These are specialist toilets and changing areas for people with severe mobility issues usually requiring the support of a carer.

portfolio }

All other public conveniences are located in buildings of varying age, quality and suitability and there is no currently agreed programme of reinvestment/refurbishment of public conveniences.

5
Public
Conveniences
Strategy

Challenges

A recent review of the Council's public conveniences has highlighted that whilst a few facilities meet the standard and vision for high quality facilities the majority fall well below that standard.

- Some public conveniences are busy, cost efficient, well designed assets positioned to serve the community and visitors to good effect. Conversely, some of the Council's public conveniences are now beyond economic repair and / or are very lightly used.
- Both the poor condition and their lack of use also make them prime targets for vandalism, drug taking and other criminal activity.
- The closure of public conveniences does not maximise potential saving from the closure. Empty buildings continue to attract NNDR costs.
- Closed facilities need to be converted to alternative uses and / or demolished, which requires investment.
- Public toilets attract anti-social behaviour increasing operating costs significantly both for cleaning, re supply of materials and maintenance.
- The age of many buildings is also a contributory factor to increasing maintenance and cleaning costs.
- Cleaning has recently been taken in-house presenting a new challenge of ensuring this delivers further cost savings to the Council as well as improved standards.
- Significant tourist influx during holiday periods leading to population increase in peak periods.

The challenge for the Council is how to provide high quality facilities supporting local town centres, the visitor economy and the needs of residents of the District in an era of budgetary restraints against a backdrop of ageing buildings in locations that attract crime and anti-social behaviour.

6 Public Conveniences Strategy



Proposals

It should be noted that the Council is not the only provider of public conveniences. Supermarkets, restaurants, pubs and other visitor attractions also provide facilities, primarily for their customers. Some local authorities have been able to rely on this provision from commercial sector providers to reduce reliance on publicly owned and maintained facilities.

“The Strategy: To Provide Accessible, Safe, High Quality Public Conveniences For Residents and Visitors Alike”

It is proposed to;

Continue a dialogue with partners in the commercial sector to encourage provision of high quality public toilets particularly at new development sites.



Close public conveniences that are a burden rather than serve the community - highlighted through low usage, disrepair, anti-social behaviour and/or police crime concerns.

hours }

Review opening hours of conveniences as a means of reducing the impact of crime, to lessen the requirement for closure and to reduce operating costs.



Seek capital funding and investment to meet the cost of additional new, accessible public conveniences at sites where demand is high and no provision currently exists.

funding }

Seek additional capital funding to support high quality refurbishments in key locations



7
Public
Conveniences
Strategy



Seek capital and use of budget savings / surpluses to support refurbishment of existing provision in key locations or to relocate facilities where possible.

Image © SandraTrappen



Work with local town/parish councils and other groups to identify opportunities for local communities to assist the Council in running public conveniences or to look for alternative building uses where closures are made, prior to demolition.

Image Sheringham conveniences converted to house © easytignet

To reduce communal areas within public conveniences as a means of maximising toilet facilities whilst minimising opportunities for anti-social behaviour.

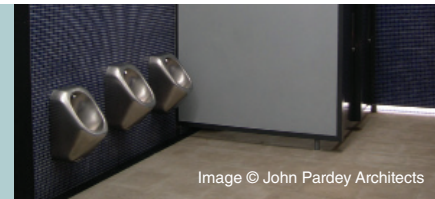


Image © John Pardey Architects

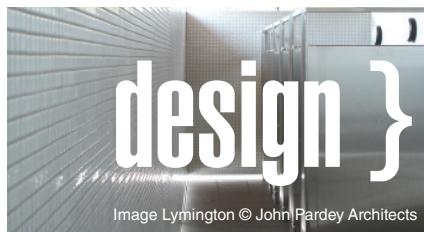


Image Lymington © John Pardey Architects

To produce designs and proposals for new and refurbished facilities based on the aims of this strategy and in particular to support improved accessibility, enhancing the Council's reputation.

Seek and consider income streams where possible from sponsorship, advertising, charging for facilities



8

Public Conveniences Strategy

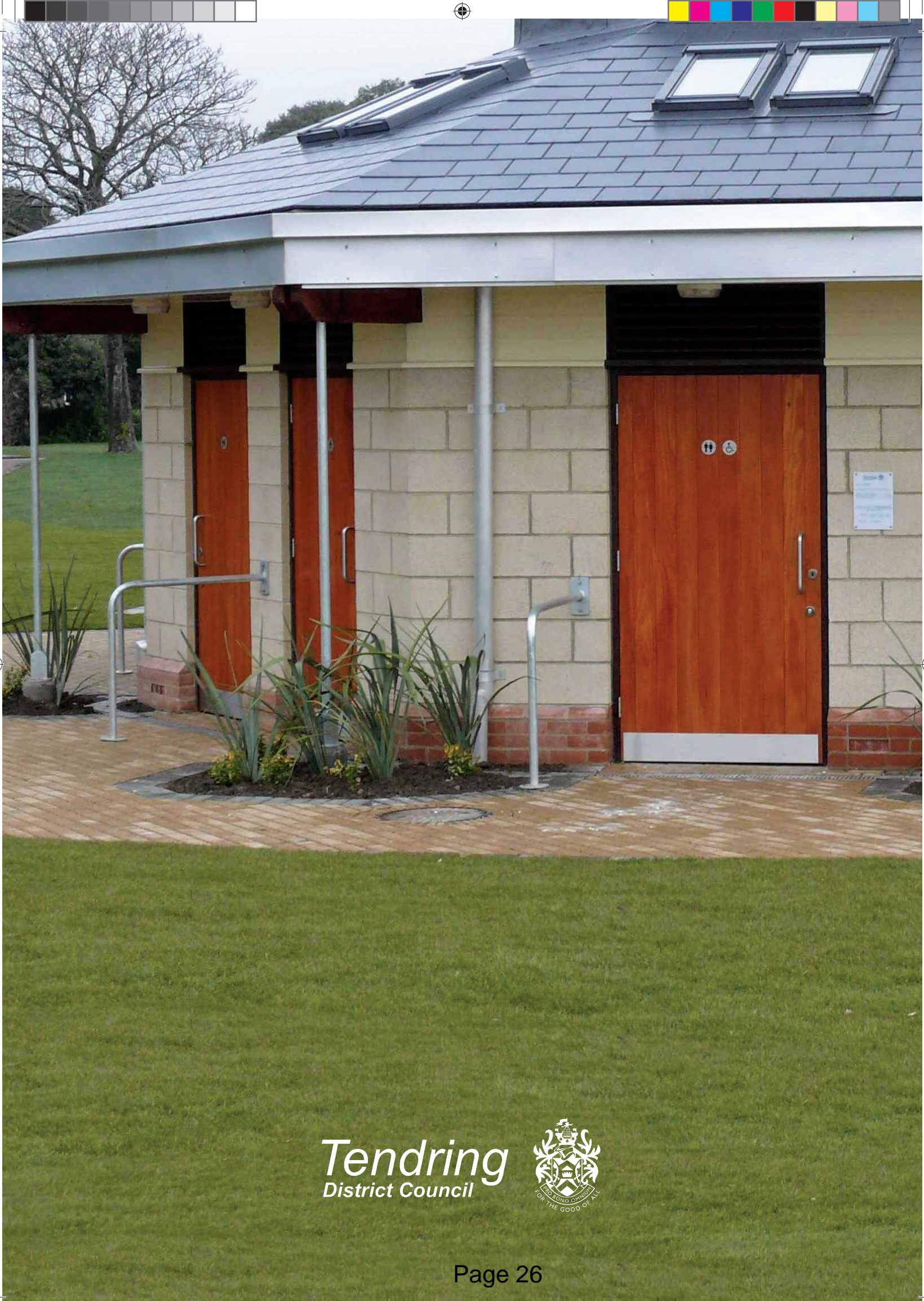


conclusions }

Produce a list of sites for public conveniences to include recommendations for refurbishments, closure, reduced opening times and sites where new facilities are recommended to meet the challenges highlighted and to support the aims and objectives contained within this strategic review.

Image © Flickr/karenwithak





Tendring
District Council



APPENDIX B

Area	Site Name	Elec	Water	NNDR	Total Saving	Link to Strategy	To Close
Holland	Holland Gap	£246.65	£2,279.55	£2,294.90	£1,100 S	Become seasonal due to low use in winter and ASB*. New toilets in area required - Beach Hut site	New seasonal
	Brighton Road	£161.86	£1,529.82	£753.75		Beach Hut and visitor site - refurbish when possible	
	Ipswich Road	£256.62	£643.82	£1,237.50	£2,137.94	Low use and ASB*	YES
	Lyndhurst Road	£188.67	£1,426.49	£1,012.50		Beach Hut and visitor site - refurbish when possible	
	Queensway	£193.00	£1,037.51	£2,655.00		Beach Hut and visitor site - refurbish when possible	
Clacton	West Greensward	£536.22	£9,532.75	£3,510.00		Beach Hut and visitor site - refurbish when possible	
	Westcliff Gents	£410.14	£3,398.38	£2,520.00	£6,328.52	*ASB and rationalise facilities in same area. Convert to roof terrace	YES
	Pier Gap Ladies	£642.84	£9,139.33	£2,655.00		Refurbish. Introduce charging in summer	
	Rosemary Road	£2,467.10	£7,517.26	£4,330.00		Introduce charging and refurbish to high standard to enable closure of High Street	
	High St Car Park	£5,139.94	£3,258.14	£1,980.00	10,378.08	ASB* and alternative facilities to be refurbished	YES
	Magdalen Green	£348.24	£1,188.38	£2,385.00	£3,921.62	ASB*. Not required. Alternative available in town	YES
	Ambleside	£227.92	£1,619.80	£2,385.00		Beach Hut and visitor site - refurbish when possible	
	Meadow Way	£218.84	£1,472.65	£3,555.00	£800	Low use and ASB*. To become seasonal until new facility located	New seasonal
Frinton	Garden Road	£237.59	£1,620.64	£1,667.05	3,525.28	ASB*. Old structure, low use and alternative provision in area	YES
	Old Way	£372.82	£1,720.25	£1,407.25	3,500.32	Alternative available. Old structure. Develop site	YES
	Connaught Ave	£1,515.96	£5,637.08	£9,201.25		Top standard charging facility - to remain	
	The Leas	£326.49	£1,206.32	£2,338.20		Beach Hut and visitor site - refurbish when possible	
	Cambridge Road	£1,268.87	£1,769.11	£2,381.50		Beach Hut and visitor site - refurbish when possible	
Walton	Kiosk	£291.57	£1,608.35	£1,277.35		Recent refurbishment	
	Walton Pier	£742.28	£3,868.51	£7,902.25		Goof condition. No plans as yet	
	Mill Lane	£245.74	£1,587.21	£1,493.85	3,326.80	Alternative available. Old structure. Poor condition	YES
	Southcliff	£181.24	£6,958.96	£2,251.60		Beach Hut and visitor site - refurbish when possible	
	Central	£599.05	£3,967.05	£4,113.50	2,500 S	Seasonal- low winter use. Poss. permanent closure - disabled access issues. Other facilities available	New seasonal
	Coronation	£392.15	£1,643.76	£3,247.50		Upgrade disabled facilities and refurbish when possible	
	Jubilee	£392.87	£3,043.80	£3,158.00		Beach Hut and visitor site - refurbish when possible	
Harwich / Dovercourt / Mann	Naze	£372.47	£858.40	taken by EWT	£1,230.87	Old building and ASB*. Partnership with EWT provides new facilities	YES
	Market Site	£177.93	£2,402.46	£1,558.80		Refurbish when possible - only town centre facility	
	Cemetery	£221.11	£658.21	£562.50	£1,441.82	Low use. Old structure. Develop site if possible.	YES
	The Quay	£269.09	£2,684.81	£1,372.50		Visitor destination - requires urgent upgrade and disabled access	
	High Lighthouse	£302.65	£1,872.16	£967.50		Refurbish when possible and / or reconsider for closure later. Monitor use	
	Cliff Park	£1,828.71	£2,005.60	£4,320.00		Good facility. Upgrade as and when required.	
	The Cliff	£1,433.07	£1,275.81	£1,980.00	£4,688.88	ASB*. Old Structure. Alternative available	YES
	Milton Road	£368.12	£1,835.01	N/ A		Poor condition. ASB and structure issues. Only town centre facility. Replace if possible	
	Tennis Courts	£287.05	£2,351.40	£2,520.00		Good facility. Refurbish when required	
St Osyth	West End Lane	£318.95	£777.87	£675.00		Good facility. Refurbish when required	
	The Bury	£188.94	£804.91	£596.25		Possible facility for parish. Refurbish when required	
	Station Road	£321.88	£900.72	£1,926.85		Town centre facility. Refurbish when possible	
	West Prom	£1,994.37	£1,928.64	£2,963.54		Visitor destination and beach hut site. Urgent refurbishment / development	
	Waterside	£6,907.70	£1,135.41	£3,334.10		Good facility but high operating costs. Investigate revenue savings	
					44,880.13		
Saving from cleaning					£16,000.00		

TOTAL SAVING 2017/ 2018

60,880.13

Further saving 2018/2019	
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15,000

Further saving 2019/2020	
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25,000

Total

100,880.13

*ASB Anti-Social Behaviour

Key Decision Required:	Yes	In the Forward Plan:	Yes
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CABINET

16 JUNE 2017

REPORT OF RESOURCES AND CORPORATE SERVICES PORTFOLIO HOLDER

A.4 FINANCIAL OUTTURN 2016/17

(Report prepared by Richard Barrett and the Accountancy Team)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To provide Cabinet with an overview of the financial outturn for the year 2016/17 and seek approval for:

- Revenue and capital commitments to be carried forward to 2017/18.
- Funding of the 2016/17 General Fund and HRA Capital Programmes.
- The reserves position at the end of 2016/17.

EXECUTIVE SUMMARY

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 future proofing of the budget in 2018/19 and future years.

Following the completion of the comprehensive end of year processes, the financial outturn position for 2016/17 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 <i>£m</i>
General Fund	
General Fund Revenue – Carry Forwards / Commitments Requested	11.448
General Fund Revenue - Overall favourable variance after allowing for the carry forward / commitment requests above	(1.434)
Capital Programme – Carry Forwards Requested	10.907
Capital Programme – Overall favourable variance after carry forwards	(0.040)
Housing Revenue Account	
Increased Surplus for the year contributed to HRA General Balances	0.146

General Fund Reserves (excluding carry forwards)	
Earmarked Reserves –	
Reduced use of reserves compared to budget	0.074
Additional Contributions to reserves compared to the budget (<i>excluding carry forwards</i>)	nil
<i>There was no change in level of the Uncommitted Reserve which remains at £4.000m</i>	

Reserves

The Council's overall reserves at 31 March 2017 total **£28.209m**. However **£24.209m** is in respect of earmarked reserves which relate to future years commitments (including the 2016/17 carryforwards / commitments set out in the table above). 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

The imperative to find savings and reduce the net budget has meant that all services continue to reduce spending and identify efficiencies wherever possible. Similarly to last year, this has had a direct impact on the year end position for 2016/17. A more comprehensive review of the budgets will be undertaken as part of the Financial Strategy process for 2018/19 to identify where further budget reductions can be made in light of this latest position.

Other Matters for Consideration

Although not related to the outturn position, the Government has given local authorities the flexibility to increase planning fees by 20% with any additional income being reinvested within the Planning Service. Further details are set out towards the end of this report along with an associated recommendation.

RECOMMENDATION(S)

That Cabinet:

- (a) notes the financial outturn position for 2016/17 as set out in this report and appendices;**
- (b) approves the General Fund Revenue Commitments of £11.448m to be carried forward from 2016/17 to 2017/18 as set out in Appendix A of this report;**
- (c) subject to (b) above, approves that the overall General Fund Outturn Variance of £1.434m be carried forward via the Revenue Commitments Reserve for further consideration as part of the Initial Financial Strategy for 2018/19 later in the year;**
- (d) approves the financing of General Fund capital expenditure for 2016/17 as detailed in Appendix D;**

(e) subject to (d), approves the General Fund capital budgets of £10.907m to be carried forward from 2016/17 to 2017/18 and the associated carry forward of the revenue contribution to capital of £1.925m;

(f) approves the movement in uncommitted and earmarked General Fund reserves for 2016/17 set out in Appendix E;

(g) in respect of the HRA, approves the movement on HRA balances for 2016/17 including any commitments set out within Appendices I and J along with recharges to the HRA from the General fund of £2.203m for the year and the financing of the HRA capital expenditure set out in Appendix J;

(h) delegation be given to the Council's S151 Officer, in consultation with the Resources and Corporate Services Portfolio Holder, to adjust the outturn position for 2016/17 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 2016/17 accounts; and

(i) following additional flexibilities given to Local Authorities by the Government, agrees to planning fees being increased by 20% from 1 July 2017 with the necessary budget adjustments made to reflect the increase in income and associated ring-fencing arrangements, and that further information is provided to a future Cabinet meeting as to how the additional income is to be used to improve the Planning Service.

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.

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 2016/17 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 June 2017. The external audit of the Statement of Accounts is required by legislation to be completed by the end of September 2017.

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 CARRY FORWARDS / COMMITMENTS INTO 2017/18

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.

Subject to the approval of the requests to carry forward budgets, payments will become due as work is progressed during 2017/18, including budgets where general commitments have been made.

Strict criteria are applied to determine whether requests to commit expenditure in 2017/18 qualify as carry forwards. The criteria includes consideration of issues such as:

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

Details of the General Fund Revenue requests to carry forward budgets into 2017/18 are set out below and in **Appendix A** with capital items included within the capital section further on in this report.

Revenue Carry Forwards - £10.524m

A summary of items by Department is as follows:

Office of Chief Executive

Regeneration projects	£1.017m
SME Growth Fund	£0.496m
Development Growth Fund	£0.500m
Big Society	£0.134m
CAB	£0.023m
Budgets where the Council is the accountable body	£0.100m
Other smaller items	£0.022m
Total	£2.292m

Corporate Services

Garden Communities Project	£2.000m
New Homes Bonus	£1.412m
Fit for Purpose	£1.598m
Contingency Budget	£0.322m
Other smaller items	£0.231m
Total	£5.563m

Operational Services

Community Housing Grant	£0.707m
Fast Food Initiative Funded Projects	£0.075m
Public Health Specialist	£0.083m
Weekly Waste Collection Grant Funded Initiatives	£0.110m
Beach Hut / Seafront Investment	£0.106m
Men's Cycle Tour	£0.160m
Other smaller items	£0.204m
Total	£1.445m

Planning Services

Local plan	£1.171m
Other smaller items	£0.053m
Total	£1.224m

Appendix A also sets out items, that although do not qualify as carry forwards based on the criteria explained earlier, they have been requested by departments to be carried forward into 2017/18 to support associated projects, activities and initiatives. These total **£0.924m**

Taking all of the above into account, the carry forward / commitments total £11.448m, which is included within the recommendations above, as the total requested to be carried forward into 2017/18.

Revenue Contributions to Capital Programme

In addition to the above, the 2016/17 capital programme budgeted for a revenue contribution of **£2.050m** to support the overall funding of the General Fund programme. **£1.925m** remains unspent at the end of 2016/17 and has been requested to be carried forward into 2017/18. A more detailed analysis of the capital programme for 2016/17 is given in a separate section further on in this report.

GENERAL FUND REVENUE OUTTURN 2016/17 – A MORE DETAILED ANALYSIS

The following table sets out a summary of the outturn position after taking into account the **£11.448m** carry forward / commitment requests mentioned above. A more detailed Portfolio and Departmental analysis is set out in **Appendices B and C**.

Summary of General Fund Revenue Account Outturn 2016/17

Table 1

	Budget	Outturn	Variance
	£m	£m	£m
Total Net Outturn Position <i>(after carry forwards and reserves adjustments)</i>	14.048	12.976	(1.072)
Financing			
Business Rates	(4.649)	(5.011)	(0.362)
Revenue Support Grant	(2.564)	(2.564)	0
Council Tax (including Collection Fund)	(6.835)	(6.835)	0
Total	14.048	14.409	(0.362)
Total Variance for 2016/17			(1.434)

A number of variances at the end of the year have already been brought to the attention of members via the corporate budget monitoring reports during the year.

Explanations for significant variances are set out below with a high level summary as follows:

Variations on Employee Budgets (including vacancy provision)	(£0.183m)
Significant Variations against Income Budgets including Business Rates	(£1.135m)
Significant Variations against Expenditure Budgets	(£0.194m)
Other Net Variations (Aggregated)	(£0.022m)
Variations on Indirect Budgets such as internal recharges	£0.026m
Reduced Contributions from Earmarked Reserves	£0.074m
Total Variance	(£1.434m)

Variations on Income budgets

One of the main factors contributing to the overall year end position relates to a number of income streams being greater than budgeted with the net variance being **£1.135m**, with further details as follows:

Table 2

Income Stream	Variance for 2016/17	Comments
Parking Fees	(£0.125m)	This primarily relates to general fees and charges rather than penalty charges.
Housing Benefits Payments / Welfare reform	(£0.293m)	This primarily reflects the net position for the year which includes the recovery of overpaid benefit payments and a change to the provision for doubtful debts at the end of the year.
Business Rates (Non Domestic Rates)	(£0.385m)	This primarily reflects the additional income receivable by being a member of the Essex Business Rates Pool.
Crematorium / Cemetery Income	(£0.103m)	-
Revenues and Benefits Court Costs and Amounts of Council Tax Benefit recovered that relates to previous years.	(£0.080m)	-
Careline Income	(£0.053m)	-
Planning Income	(£0.173m)	-
External Interest Receivable on Investments	(£0.034m)	-
Other various items	(£0.051m)	-
<i>Income Streams lower than budgeted</i>		
Council Tax Sharing Agreement	£0.042m	Overall Council Tax amounts collectable for the year were lower than originally projected.
Investment Income from Commercial Property Portfolio	£0.026m	No properties were purchased during the year so no income was generated.
Garden Waste Collection Service	£0.020m	Following this scheme moving from a pilot scheme to a permanent service, accounting adjustments have been made such as allocating income to the year in which the service is provided rather than on a 'cash collected' basis.

		This has resulted in a one-off technical 'correction' being made in 2016/17.
Career Track Scheme	£0.074m	The number of career track trainees has reduced over the year in part due to the uncertainty introduced by the new apprenticeship levy arrangements going into 2017/18. This has resulted in reduced income which supports the cost of the scheme. However the service has now been confirmed as a registered learning provider which is expected to lead to a recovery of the budgetary position going into 2017/18.
Net Income Variance Position for 2016/17	(£1.135m)	Net income over and above the amount budgeted for the year

Variations on Expenditure budgets

Table 3

Expenditure Item	Variance for 2016/17	Comments
Waste Collection, Recycling and Street Cleaning Contracts	(£0.078m)	Contract / other costs have been lower than expected.
Insurance Budgets	(£0.056m)	A number of budgets set aside to support initiatives such as risk workshops etc. remained unspent at the end of the year.
Financial Strategy 'Allowance'	(£0.088m)	An 'allowance' was included within the 2016/17 budget to offset any issues that may arise due to specific risks associated with the estimates process. However there was no requirement to call upon this budget in 2016/17.
Revenue Contribution to the Capital Programme	(£0.216m)	In addition to some small underspends against schemes that have now been completed, a sum of money was retained against a historic capital project to meet potential additional costs. It has now been determined that this retained sum is no longer required.
Other	(£0.101m)	-

Expenditure Items Greater than Budgeted		
Property Valuations	£0.049m	Additional upfront costs have been incurred in 2016/17 following the engagement of external valuers that are required to support property values within the Council's Statement of Accounts. An additional £0.013m has also been incurred in respect of property values to support the requirement to seek two external values as part of the Council's property dealing activities.
Air Show	£0.030m	Additional costs were incurred to support the successful delivery of the 2016 show.
Planning Inquiries	£0.102m	Although the budget was subject to a significant increase during the year, the cost associated with on-going inquiries has exceeded the budget along with a compensation payment now recognised in the 2016/17 accounts.
Homelessness Costs	£0.052m	Additional costs have been incurred primarily reflecting the increased reliance on bed and breakfast accommodation. This has been partly offset by increases in associated income for the year.
Princes Theatre Income	£0.112m	An on-going investigation is in progress in connection with a potential fraud committed against the Council. This variance reflects the potential loss of income if the Council is unsuccessful in recovering the money via legal proceedings which are currently being considered.
Total net expenditure variance position for 2016/17	(£0.194m)	

Although not highlighted within the above, the cost of running the various leisure facilities were delivered within the overall net budget as part of an on-going managed response by the Service. Although the total direct cost of the response to the legionella issue at Frinton and Walton Pool totalled **£0.116m** in 2016/17 (remedial work and loss of income), it has been possible to accommodate this within the overall budget via offsetting savings such as from the facility being closed and displaced income to other Council run leisure facilities. However a further cost of **£0.035m** is expected to be incurred in 2017/18 as part of the final cost in responding this issue which has been included within the carry forwards / commitment requests set out in **Appendix A**.

In addition to the above, the following changes to earmarked reserves have been made in 2016/17:

- **Reduced Contribution from Residents Parking Reserve - £0.074m**

The budget had allowed for a call on this reserve to support the cost of the residents parking scheme. Given the increased parking income highlighted in Table 2 above, a call on this reserve has not been required with the amount remaining in the reserve for consideration in future year's budgets.

PROPOSED USE OF THE GENERAL FUND REVENUE VARIANCE FOR THE YEAR

Taking all of the variances and adjustments mentioned earlier on in this report, there is an overall favourable variance for the year of **£1.434m**.

Given the increasing pressure on the Council's budget following the Government's commitment to phasing out the Revenue Support Grant by the end of 2019/20, it would be prudent to carry forward this balance into 2017/18 and consider its use as part of the Financial Strategy for 2018/19. The recommendations set out earlier in this report therefore reflect this proposal.

During the external audit of the Council's Accounts during the summer 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 September 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 Resources and Corporate Services Portfolio Holder, to make the necessary adjustments to the 2016/17 outturn position along with any corresponding changes to earmarked reserves, as it may not be possible to secure the formal approval of Cabinet within the Statement of Accounts' reporting timescales.

GENERAL FUND CAPITAL OUTTURN POSITION FOR 2016/17

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

	Budget 2016/17	Outturn 2016/17	C/Fwd	Remaining Variance
	£m	£m	£m	£m
GF Capital Expenditure	13.242	2.295	10.907	(0.040)

Financing the Capital Programme

A summary of the proposed financing of the capital expenditure in 2016/17 is set out in the following table, with a more detailed analysis being provided in **Appendix D** to this report:

	Budget 2016/17 £m	Outturn 2016/17 £m	To Fund C/fwds £m	Variance £m
External Sources of Finance	0.241	0.001	0.240	0
S106	0.076	0.064	0.007	(0.006)
Government Grants	7.630	1.515	6.116	0
Capital Receipts	1.692	0.062	1.630	0
Revenue Contributions	2.050	0.104	1.925	(0.021)
Use of Earmarked Reserves	1.552	0.550	0.989	(0.013)
Total	13.242	2.295	10.907	(0.040)

There were no significant variances at the end of the year after taking into account the carry forward requests, although a number of smaller projects were completed at a cost that was below the allocated budget.

GENERAL FUND RESERVES OUTTURN POSITION FOR 2016/17

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 use of net earmarked reserves of **£14.436m** takes into account the proposed level of revenue and capital carry forward requests of **£14.362m**.

The overall level of reserves at the end of 2016/17 is **£28.209m**, made up of **£15.181m** for earmarked commitment reserves, **£9.028m** 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 2017 the uncommitted reserve stands at **£4.000m** so it remains in line with this requirement.

CORPORATE DEBT AND INCOME FROM S106 AGREEMENTS

The position against general debt and housing rent and service charges is set out in **Appendix F** along with additional comments where relevant. There are no significant issues to highlight.

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.

LOCAL COUNCIL TAX SUPPORT SCHEME (LCTSS), COUNCIL TAX AND BUSINESS RATES

The outturn position for the year is set out in **Appendix H**.

For both Council Tax and Business Rates, the amounts collected during the year are in excess of the amounts budgeted for, with the cost of LCTSS discounts being **£0.633m** lower than budgeted.

In accordance with the associated regulations, surpluses or deficits remain within the Collection Funds for both Council Tax and NDR respectively that will be applied as part of the budget setting processes in following years.

A REVIEW OF THE HRA OUTTURN POSITION FOR 2016/17

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

A summary of the Council's Housing Revenue Account for 2016/17 is set out in the table below with a more detailed analysis provided in **Appendix I** to this report.

Table 4

	Budget 2016/17	Outturn 2016/17	Variance
	£m	£m	£m
Expenditure	6.387	6.525	0.138
Income	(14.459)	(14.219)	0.240
Indirect Income / Expenditure	9.336	6.899	(2.437)
Use of HRA Commitments / Repairs Reserve	(1.403)	(1.641)	(0.238)
Net HRA (Surplus) / Deficit for year	(0.139)	(2.436)	(2.297)
Carry Forwards <i>(transferred to HRA Commitments Reserve)</i>			2.151
Net HRA (Surplus) / Deficit for year after Carry Forwards			(0.146)
HRA General Reserves c/fwd as at 31 March 2017 after allowing for carry forwards			4.562

Housing Repairs Reserve

Following the movement on the Repairs Reserve of **£0.238m** set out above, the repairs reserve totals **£1.573m** at the 31 March 2017, which is available to support on-going repairs to the housing stock in 2017/18 and beyond.

Housing Revenue Account Overview

The outturn position shows an increased contribution to balances of **£0.146m** with further details set out in **Appendix I**. This is after taking into account carrying forward the revenue contribution of **£2.151m** to the capital programme to support the on-going new build and acquisition projects.

The increased surplus for the year is primarily due to:

- **(£0.273m)** - Reversal of previous year's impairment charges as land prices associated with the sites in Jaywick have increased since last year, which reflects the confidence in the market that the Council has significantly contributed to in the area.
- **£0.196m** – void loss (rents and other service charges and council tax on empty properties) due to condition of properties when returned to the Council, asbestos works undertaken before properties are relet and long term empty sheltered housing properties which are currently subject to a review about their longer term future.
- **£0.129m** – Change in provision for doubtful debts and write-off charges incurred during the year.
- **(£0.198m)** – Aggregate value of a number of smaller variances

General Fund recharges to the HRA totalled **£2.203m**, a reduction of **£0.002m** against the budget for the year. Agreement to this level of recharge forms part of the recommendations set out earlier on in this report.

In general the outturn for the year is broadly in line with the budgets, albeit with some budgets ahead of profile whilst others behind profile.

HRA Capital Programme

A summary of the Council's HRA Capital Programme for 2016/17 is set out in the table below with a more detailed analysis provided in **Appendix J** to this report.

	Budget 2016/17	Outturn 2016/17	C/Fwd	Remaining Variance
	£m	£m	£m	£m
HRA Capital Expenditure	7.144	3.413	3.089	(0.642)

Financing the HRA Capital Programme

A summary of the proposed financing of the capital expenditure in 2016/17 is set out in the following table, with a more detailed analysis being provided in **Appendix J** to this report:

	Budget 2016/17	Outturn 2016/17	To Fund C/fwds	Variance
	£m	£m	£m	£m
Major Repairs Reserve	4.841	3.262	0.937	(0.642)
Government Grant	0.017	0.017	0	0
S106	0.102	0.102	0	0
Revenue funding from the HRA	2.183	0.032	2.151	0
HRA Total	7.144	3.413	3.089	(0.642)

The overall variance of **£0.642m** is largely due to the timing and programme of works which will continue in 2017/18 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 **£4.562m**. Full details of HRA reserves are set out in **Appendix K**.

OTHER MATTERS FOR CONSIDERATION

Although not directly linked to the outturn position, it is timely to seek an approval from Cabinet in respect of planning fees.

During the year the Government confirmed that Local Authorities would be able to increase their planning fees by 20% in recognition of the demands on this important local government function. This would be the first increase since 2012. However they also went on to state that it is up to each Local Authority to determine if they wish to take up this offer with the proviso that any money raised from the increase in fees must be reinvested in the Planning Service. Given the demand on the service locally it is proposed to take up this offer and increase planning fees by 20% from 1 July 2017, with related budget adjustment made to reflect the ring-fencing requirements. Information will form part of further decision making processes within the Council's overall budget setting framework.

Demands on the Planning Service that continue to put pressure on resources include the large number of planning applications of a significant scale received, appeals lodged against planning decisions, production of the Local Plan, severe difficulties in recruiting qualified and experienced planners and more stringent performance targets. Additional income from planning fees will assist in addressing these pressures.

BACKGROUND PAPERS FOR THE DECISION

None

APPENDICES

Appendix A	GF - Carry Forward / Commitment Requests
Appendix B	GF - Portfolio / Department Outturn Summary 2016/17
Appendix C	GF – Revenue Departmental / Directorate Outturn 2016/17
Appendix D	GF - Capital Outturn 2016/17
Appendix E	GF - Reserves
Appendix F	Corporate Debt
Appendix G	Income from S106 Agreements
Appendix H	LCTSS and Business Rates
Appendix I	HRA – Revenue Outturn 2016/17
Appendix J	HRA – Capital Outturn 2016/17
Appendix K	HRA - Reserves



Outturn Position *at 31st March 2017*

Appendices Included:

Appendix A	GF - Carry Forward / Commitment Requests
Appendix B	GF - Portfolio/ Departmental Outturn Summary 2016/17
Appendix C	GF - Revenue Departmental/Directorate Outturn 2016/17
Appendix D	GF - Capital Outturn 2016/17
Appendix E	GF - Reserves
Appendix F	Corporate Debt
Appendix G	Income from Section 106 Agreements
Appendix H	Local Council Tax Support Scheme and Business Rates
Appendix I	HRA - Revenue Outturn 2016/17
Appendix J	HRA - Capital Outturn 2016/17
Appendix K	HRA - Reserves

General Fund Revenue Carry Forward / Commitment Requests 2016/17

	Amount
	£
<u>Carry Forwards - Summary by Department</u>	
Office of Chief Executive	2,292,150
Corporate Services (including income from Council Tax)	5,563,330
Operational Services	1,445,030
Planning	1,223,680
Total of Carry Forward Requests	10,524,190
<u>Other Commitments Requested</u>	
Corporate Services	
New Burdens Funding - Allocations to be considered in 2017/18	163,020
Corporate Agency Fund "Top-up"	100,000
Direct Revenue Financing - Clacton Leisure Centre Air Handling Units	56,640
Training and Recruitment costs (including training associated with Legionnaires)	58,800
To support property related costs associated with Council Priority Projects	100,000
Total For Corporate Services	478,460
Operational Services	
Public Conveniences - Further Building and Refurbishment costs	50,000
Recreation Grounds - Works required following Legionella Risk Assessment	3,000
To support the tendering process for Waste, Recycling and Street Cleaning projects	60,000
To support a match funding bid with the Local Highways Panel to support the Highways Ranger Service	35,000
Print Unit Service Unit - upfront one off costs associated with equipment	4,490
Miscellaneous Seafront Activities - ongoing project costs	12,750
To support costs associated with the Legionnaires issue at Frinton and Walton Pool	35,000
Home improvement grants - To support the commissioning of a service offering pre grant/loan advice for elderly and vulnerable residents	8,280
To fund a Disabled Facilities Administration post and associated costs for 2 years while alternative options of longer term funding are explored	60,000
Office Accommodation Expenses - remedial works	9,500
Total for Operational Services	278,020

General Fund Revenue Carry Forward / Commitment Requests 2016/17

	Amount
	£
Planning	
Planning Development - to continue ongoing training	74,400
Planning and Enforcement - On-going improvement projects which span financial years	50,960
Development Control - External Legal Advice associated with Planning Appeals	27,310
Heritage and Conservation - Enabling Development and Conservation Area Management costs	14,390
Total for Planning	167,060
Total Other Commitments Requested	923,540

General Fund Position at the end of March 2017

Portfolio Summary

	2016/17 Budget	2016/17 Actual	2016/17 Variance
	£	£	£
Leader	2,250,000	250,000.00	(2,000,000.00)
Resources and Corporate Services	1,833,980	(1,960,972.01)	(3,794,952.01)
Commercialisation, Seafronts and Parking	4,241,210	3,710,889.17	(530,320.83)
Environment	5,449,040	4,770,781.26	(678,258.74)
Housing	2,427,510	1,219,526.55	(1,207,983.45)
Leisure and Partnerships	4,023,090	3,819,948.25	(203,141.75)
Planning and Regeneration	5,809,430	2,039,887.38	(3,769,542.62)
Tourism and Culture	805,590	794,352.74	(11,237.26)
Budgets Relating to Non Executive Functions	591,480	593,974.10	2,494.10
Net Cost of Services	27,431,330	15,238,387.44	(12,192,942.56)
Revenue Support for Capital Investment	3,602,100	414,602.65	(3,187,497.35)
Financing Items	(4,812,680)	(4,940,722.50)	(128,042.50)
Total Before use of Reserves	26,220,750	10,712,267.59	(15,508,482.41)
Contribution to / (from) earmarked reserves	(12,172,750)	2,263,468.48	14,436,218.48
Net Total	14,048,000	12,975,736.07	(1,072,263.93)
Business Rates (including Tariff and Levy)	(4,649,400)	(5,010,857.58)	(361,457.58)
Revenue Support Grant	(2,563,840)	(2,563,842.00)	(2.00)
Collection Fund Surplus/Deficit	20,040	20,062.00	22.00
Income from Council Tax Payers	(6,854,800)	(6,854,800.00)	0.00
Total	0	(1,433,701.51)	(1,433,701.51)

Department Summary

	2016/17 Budget	2016/17 Actual including Reserves Adj and C/fwds	2016/17 Variance
	£	£	£
Office of Chief Executive	4,112,860	4,017,996.37	(94,863.63)
Corporate Services (including income from Council Tax)	(23,185,920)	(24,005,949.65)	(820,029.65)
Operational Services	16,033,300	15,830,753.85	(202,546.15)
Planning	3,039,760	2,723,497.92	(316,262.08)
Total	0	(1,433,701.51)	(1,433,701.51)

General Fund Position at the end of March 2017

Department - Office of Chief Executive

<u>Analysis by Type of Spend</u>	2016/17 Budget	2016/17 Actual	2016/17 Reserves Adjustment	2016/17 C/fwds	2016/17 Variance after Reserves Adj and C/fwds	Main Reason for Variances on Direct Expenditure and Income where Significant
	£	£	£	£	£	
Direct Expenditure						
Employee Expenses	748,230	671,121.69	0.00	32,660	(44,448.31)	
Premises Related Expenditure	26,080	27,343.83	0.00	0	1,263.83	
Transport Related Expenditure	27,020	21,761.00	0.00	890	(4,369.00)	
Supplies & Services	3,353,410	1,035,840.02	0.00	2,276,100	(41,469.98)	
Third Party Payments	870	0.00	0.00	0	(870.00)	
Total Direct Expenditure	4,155,610	1,756,066.54	0.00	2,309,650	(89,893.46)	
Direct Income						
Government Grants	(47,360)	(27,006.67)	0.00	(17,500)	2,853.33	
Other Grants, Reimbursements and Contributions	(75,680)	(75,685.98)	0.00	0	(5.98)	
Sales, Fees and Charges	(13,460)	(11,804.40)	0.00	0	1,655.60	
Rents Receivable	(52,940)	(63,209.20)	0.00	0	(10,269.20)	
Total Direct Income	(189,440)	(177,706.25)	0.00	(17,500)	(5,766.25)	
Net Direct Costs	3,966,170	1,578,360.29	0.00	2,292,150	(95,659.71)	
Total Indirect Income/Expenditure	146,690	147,486.08	0.00	0	796.08	
Total for Office of Chief Executive	4,112,860	1,725,846.37	0.00	2,292,150	(94,863.63)	

Department - Office of Chief Executive

<u>Analysis by Section/Function</u>	2016/17 Budget	2016/17 Actual	2016/17 Reserves Adjustment	2016/17 C/fwds	Variance after Reserves Adj and C/fwds	Main Reason for Variances on Direct Expenditure and Income where Significant
	£	£	£	£	£	
Chief Executive and Member and Management Support						
Direct Expenditure	1,073,010	922,496.85	0.00	108,600	(41,913.15)	
Direct Income	(106,270)	(101,592.65)	0.00	0	4,677.35	
Indirect Income/Expenditure	(104,150)	(104,144.78)	0.00	0	5.22	
Total for Chief Executive and Member and Management Support	862,590	716,759.42	0.00	108,600	(37,230.58)	
Regeneration						
Direct Expenditure	3,082,600	833,569.69	0.00	2,201,050	(47,980.31)	The direct expenditure variance relates mainly to employee costs.
Direct Income	(83,170)	(76,113.60)	0.00	(17,500)	(10,443.60)	
Indirect Income/Expenditure	250,840	251,630.86	0.00	0	790.86	
Total for Regeneration	3,250,270	1,009,086.95	0.00	2,183,550	(57,633.05)	
Total for Office of Chief Executive	4,112,860	1,725,846.37	0.00	2,292,150	(94,863.63)	

General Fund Position at the end of March 2017

Department - Corporate Services

<u>Analysis by Type of Spend</u>	2016/17 Budget	2016/17 Actual	2016/17 Reserves Adjustment	2016/17 C/fwds	2016/17 Variance after Reserves Adj and C/fwds	Main Reason for Variances on Direct Expenditure and Income where Significant
	£	£	£	£	£	
Direct Expenditure						
Employee Expenses	7,313,060	7,159,919.28	0.00	143,020	(10,120.72)	
Premises Related Expenditure	179,170	187,173.60	0.00	0	8,003.60	
Transport Related Expenditure	63,750	48,599.40	0.00	4,290	(10,860.60)	
Supplies & Services	8,694,720	2,676,283.01	0.00	5,637,840	(380,596.99)	
Third Party Payments	2,280	2,239.58	0.00	0	(40.42)	
Transfer Payments	55,291,550	60,639,563.15	0.00	0	5,348,013.15	
Interest Payments	89,860	86,036.20	0.00	0	(3,823.80)	
Total Direct Expenditure	71,634,390	70,799,814.22	0.00	5,785,150	4,950,574.22	
Direct Income						
Government Grants	(60,792,870)	(66,324,027.85)	0.00	0	(5,531,157.85)	
Other Grants, Reimbursements and Contributions	(1,526,870)	(1,508,371.63)	0.00	0	18,498.37	
Sales, Fees and Charges	(16,660)	(26,570.29)	0.00	0	(9,910.29)	
Rents Receivable	(44,440)	(16,283.00)	0.00	0	28,157.00	
Interest Receivable	(218,870)	(253,310.40)	0.00	0	(34,440.40)	
RSG, Business Rates and Council Tax	(14,048,000)	(14,409,437.58)	0.00	0	(361,437.58)	
Total Direct Income	(76,647,710)	(82,538,000.75)	0.00	0	(5,890,290.75)	
Net Direct Costs	(5,013,320)	(11,738,186.53)	0.00	5,785,150	(939,716.53)	
Total Indirect Income/Expenditure	(5,999,850)	(9,220,291.60)	2,914,490.00	56,640	(249,311.60)	
Net Contribution to/(from) Reserves	(12,172,750)	2,263,468.48	(14,362,220.00)	295,000	368,998.48	
Total for Corporate Services	(23,185,920)	(18,695,009.65)	(11,447,730.00)	6,136,790	(820,029.65)	

Department - Corporate Services

Analysis by Section/Function	2016/17 Budget	2016/17 Actual	2016/17 Reserves Adjustment	2016/17 C/fwds	Variance after Reserves Adj and C/fwds	Main Reason for Variances on Direct Expenditure and Income where Significant
	£	£	£	£	£	
Corporate Director, PR and Electoral Services						
Direct Expenditure	450,590	439,457.04	0.00	2,870	(8,262.96)	
Direct Income	(2,520)	(2,282.50)	0.00	0	237.50	
Indirect Income/Expenditure	86,900	91,077.66	0.00	0	4,177.66	
Total for Corporate Director, PR and Electoral Services	534,970	528,252.20	0.00	2,870	(3,847.80)	
Governance and Legal Services						
Direct Expenditure	499,850	519,900.72	0.00	0	20,050.72	
Direct Income	(4,530)	(18,723.78)	0.00	0	(14,193.78)	
Indirect Income/Expenditure	(436,050)	(431,564.18)	0.00	0	4,485.82	
Total for Governance and Legal Services	59,270	69,612.76	0.00	0	10,342.76	
Finance, Revenues and Benefits						
Direct Expenditure	58,310,680	63,186,041.56	0.00	86,420	4,961,781.56	This reflects items discussed in the main body of the report such as housing benefit payments, court costs and council tax benefit recovered that relates to previous years.
Direct Income	(57,238,650)	(62,762,232.36)	0.00	0	(5,523,582.36)	
Indirect Income/Expenditure	161,130	168,923.74	0.00	0	7,793.74	
Total for Finance, Revenues and Benefits	1,233,160	592,732.94	0.00	86,420	(554,007.06)	

Department - Corporate Services

<u>Analysis by Section/Function</u>	2016/17 Budget	2016/17 Actual	2016/17 Reserves Adjustment	2016/17 C/fwds	Variance after Reserves Adj and C/fwds	Main Reason for Variances on Direct Expenditure and Income where Significant
	£	£	£	£	£	
Finance - Other Corporate Costs						
Direct Expenditure	6,715,760	1,323,245.41	0.00	5,494,930	102,415.41	The direct expenditure variance relates mainly to employee costs, in particular the corporate vacancy provision.
Direct Income	(5,202,530)	(5,229,656.48)	0.00	0	(27,126.48)	
Indirect Income/Expenditure	1,972,190	1,830,568.50	0.00	0	(141,621.50)	
Total for Finance - Other Corporate Costs	3,485,420	(2,075,842.57)	0.00	5,494,930	(66,332.57)	
Finance - Financing Items						
Direct Expenditure	3,032,700	2,950,254.87	0.00	0	(82,445.13)	This primarily reflects the net movement in reserves for the year, pension adjustments and the variance for Revenue Contributions to the Capital Programme as highlighted in the main body of the report.
Indirect Income/Expenditure	(5,805,130)	(9,077,833.41)	2,914,490.00	56,640	(301,573.41)	
Contributions to/(from) reserves	(12,172,750)	2,263,468.48	(14,362,220.00)	295,000	368,998.48	
Total for Finance - Financing Items	(14,945,180)	(3,864,110.06)	(11,447,730.00)	351,640	(15,020.06)	
Finance - RSG, Business Rates and Council Tax						
Direct Income	(14,048,000)	(14,409,437.58)	0.00	0	(361,437.58)	This mainly reflects the favourable position relating to business rates as set out in the main body of the report.
Total for Finance - RSG, Business Rates and Council Tax	(14,048,000)	(14,409,437.58)	0.00	0	(361,437.58)	
Property Services						
Direct Expenditure	225,290	235,617.09	0.00	0	10,327.09	
Direct Income	0	(1,675.00)	0.00	0	(1,675.00)	
Indirect Income/Expenditure	(157,310)	(173,901.41)	0.00	0	(16,591.41)	
Total for Property Services	67,980	60,040.68	0.00	0	(7,939.32)	

Department - Corporate Services

<u>Analysis by Section/Function</u>	2016/17 Budget	2016/17 Actual	2016/17 Reserves Adjustment	2016/17 C/fwds	Variance after Reserves Adj and C/fwds	Main Reason for Variances on Direct Expenditure and Income where Significant
	£	£	£	£	£	
People, Performance and Projects						
Direct Expenditure	942,240	829,102.72	0.00	120,330	7,192.72	This area of the budget includes Career Track with more details set out in the main body of the report.
Direct Income	(151,480)	(113,993.05)	0.00	0	37,486.95	
Indirect Income/Expenditure	(465,620)	(364,979.62)	0.00	0	100,640.38	
Total for People, Performance and Projects	325,140	350,130.05	0.00	120,330	145,320.05	
IT and Corporate Resilience						
Direct Expenditure	1,457,280	1,316,194.81	0.00	80,600	(60,485.19)	
Indirect Income/Expenditure	(1,355,960)	(1,262,582.88)	0.00	0	93,377.12	
Total for IT and Corporate Resilience	101,320	53,611.93	0.00	80,600	32,891.93	
Total for Corporate Services	(23,185,920)	(18,695,009.65)	(11,447,730.00)	6,136,790	(820,029.65)	

General Fund Position at the end of March 2017

Department - Operational Services

<u>Analysis by Type of Spend</u>	2016/17 Budget	2016/17 Actual	2016/17 Reserves Adjustment	2016/17 C/fwds	2016/17 Variance after Reserves Adj and C/fwds	Main Reason for Variances on Direct Expenditure and Income where Significant
	£	£	£	£	£	
Direct Expenditure						
Employee Expenses	8,146,460	7,833,087.31	0.00	226,890	(86,482.69)	
Premises Related Expenditure	3,322,740	3,046,770.13	0.00	148,810	(127,159.87)	
Transport Related Expenditure	610,600	513,261.75	0.00	8,360	(88,978.25)	
Supplies & Services	4,388,900	3,235,279.89	0.00	1,271,650	118,029.89	
Third Party Payments	4,493,690	4,456,672.61	0.00	20,000	(17,017.39)	
Transfer Payments	121,000	149,654.29	0.00	0	28,654.29	
Total Direct Expenditure	21,083,390	19,234,725.98	0.00	1,675,710	(172,954.02)	
Direct Income						
Government Grants	(147,450)	(102,557.16)	0.00	(47,660)	(2,767.16)	
Other Grants, Reimbursements and Contributions	(1,440,890)	(1,464,425.09)	0.00	0	(23,535.09)	
Sales, Fees and Charges	(7,934,070)	(8,068,887.22)	0.00	0	(134,817.22)	
Rents Receivable	(277,150)	(291,540.56)	0.00	0	(14,390.56)	
Total Direct Income	(9,799,560)	(9,927,410.03)	0.00	(47,660)	(175,510.03)	
Net Direct Costs	11,283,830	9,307,315.95	0.00	1,628,050	(348,464.05)	
Total Indirect Income/Expenditure	4,749,470	4,895,387.90	0.00	0	145,917.90	
Total for Operational Services	16,033,300	14,202,703.85	0.00	1,628,050	(202,546.15)	

Department - Operational Services

Analysis by Section/Function	2016/17 Budget	2016/17 Actual	2016/17 Reserves Adjustment	2016/17 C/fwds	Variance after Reserves Adj and C/fwds	Main Reason for Variances on Direct Expenditure and Income where Significant
	£	£	£	£	£	
Corporate Director and Administration Operational Services						
Direct Expenditure	852,820	131,769.65	0.00	716,620	(4,430.35)	
Indirect Income/Expenditure	(131,250)	(123,256.30)	0.00	0	7,993.70	
Total for Corporate Director and Administration Operational Services	721,570	8,513.35	0.00	716,620	3,563.35	
Public Realm						
Direct Expenditure	3,839,510	3,642,583.40	0.00	62,840	(134,086.60)	The overall net variance primarily relates to Parking, Crematorium and Cemetery income as set out in the main body of the report along with a number of smaller variances.
Direct Income	(2,731,430)	(2,974,282.15)	0.00	0	(242,852.15)	
Indirect Income/Expenditure	918,250	900,714.99	0.00	0	(17,535.01)	
Total for Public Realm	2,026,330	1,569,016.24	0.00	62,840	(394,473.76)	
Environmental Services						
Direct Expenditure	6,012,860	5,460,550.92	0.00	444,090	(108,219.08)	The variances mainly relate to the favourable position for Waste Collection and Street Cleaning contracts along with the Garden Waste collection service adjustments as set out in the main body of the report.
Direct Income	(1,431,100)	(1,334,364.89)	0.00	(47,660)	49,075.11	
Indirect Income/Expenditure	314,780	321,714.39	0.00	0	6,934.39	
Total for Environmental Services	4,896,540	4,447,900.42	0.00	396,430	(52,209.58)	

Department - Operational Services

<u>Analysis by Section/Function</u>	2016/17 Budget	2016/17 Actual	2016/17 Reserves Adjustment	2016/17 C/fwds	Variance after Reserves Adj and C/fwds	Main Reason for Variances on Direct Expenditure and Income where Significant
	£	£	£	£	£	
Coastal Protection						
Direct Expenditure	537,440	507,724.15	0.00	35,000	5,284.15	
Direct Income	(134,000)	(142,728.00)	0.00	0	(8,728.00)	
Indirect Income/Expenditure	2,361,650	2,365,713.78	0.00	0	4,063.78	
Total for Coastal Protection	2,765,090	2,730,709.93	0.00	35,000	619.93	
Customer and Commercial Services						
Direct Expenditure	1,698,840	1,564,319.98	0.00	77,980	(56,540.02)	
Direct Income	(1,163,820)	(1,152,743.21)	0.00	0	11,076.79	
Indirect Income/Expenditure	(344,950)	(290,043.13)	0.00	0	54,906.87	
Total for Customer and Commercial Services	190,070	121,533.64	0.00	77,980	9,443.64	
Sports and Leisure						
Direct Expenditure	4,903,970	4,701,183.35	0.00	290,570	87,783.35	This area of the budget reflects the Princes Theatre issue and Air Show position as set out in the main body of the report.
Direct Income	(4,137,270)	(4,085,289.77)	0.00	0	51,980.23	
Indirect Income/Expenditure	3,627,920	3,512,977.44	0.00	0	(114,942.56)	
Total for Sports and Leisure	4,394,620	4,128,871.02	0.00	290,570	24,821.02	

Department - Operational Services

<u>Analysis by Section/Function</u>	2016/17 Budget	2016/17 Actual	2016/17 Reserves Adjustment	2016/17 C/fwds	Variance after Reserves Adj and C/fwds	Main Reason for Variances on Direct Expenditure and Income where Significant
	£	£	£	£	£	
Housing						
Direct Expenditure	1,421,020	1,445,346.77	0.00	14,110	38,436.77	This reflects the position against the Homelessness budget as set out in the main body of the report.
Direct Income	(183,750)	(210,683.29)	0.00	0	(26,933.29)	
Indirect Income/Expenditure	(57,640)	(50,452.47)	0.00	0	7,187.53	
Total for Housing	1,179,630	1,184,211.01	0.00	14,110	18,691.01	
Building and Engineering						
Direct Expenditure	1,816,930	1,781,247.76	0.00	34,500	(1,182.24)	
Direct Income	(18,190)	(27,318.72)	0.00	0	(9,128.72)	
Indirect Income/Expenditure	(1,939,290)	(1,741,980.80)	0.00	0	197,309.20	
Total for Building and Engineering	(140,550)	11,948.24	0.00	34,500	186,998.24	
Total for Operational Services	16,033,300	14,202,703.85	0.00	1,628,050	(202,546.15)	

General Fund Position at the end of March 2017

Department - Planning

<u>Analysis by Type of Spend</u>	2016/17 Budget	2016/17 Actual	2016/17 Reserves Adjustment	2016/17 C/fwds	2016/17 Variance after Reserves Adj and C/fwds	Main Reason for Variances on Direct Expenditure and Income where Significant
	£	£	£	£	£	
Direct Expenditure						
Employee Expenses	1,876,790	1,558,361.28	0.00	126,970	(191,458.72)	
Premises Related Expenditure	2,230	2,083.40	0.00	0	(146.60)	
Transport Related Expenditure	27,320	22,682.55	0.00	0	(4,637.45)	
Supplies & Services	1,791,100	605,639.13	0.00	1,263,770	78,309.13	
Total Direct Expenditure	3,697,440	2,188,766.36	0.00	1,390,740	(117,933.64)	
Direct Income						
Other Grants, Reimbursements and Contributions	(4,190)	(4,190.00)	0.00	0	0.00	
Sales, Fees and Charges	(1,403,830)	(1,595,925.20)	0.00	0	(192,095.20)	
Total Direct Income	(1,408,020)	(1,600,115.20)	0.00	0	(192,095.20)	
Net Direct Costs	2,289,420	588,651.16	0.00	1,390,740	(310,028.84)	
Total Indirect Income/Expenditure	750,340	744,106.76	0.00	0	(6,233.24)	
Total for Planning	3,039,760	1,332,757.92	0.00	1,390,740	(316,262.08)	

Department - Planning

<u>Analysis by Section/Function</u>	2016/17 Budget	2016/17 Actual	2016/17 Reserves Adjustment	2016/17 C/fwds	Variance after Reserves Adj and C/fwds	Main Reason for Variances on Direct Expenditure and Income where Significant
	£	£	£	£	£	
Head of Planning and Customer Services						
Direct Expenditure	436,000	431,212.88	0.00	0	(4,787.12)	
Direct Income	(300)	(156.93)	0.00	0	143.07	
Indirect Income/Expenditure	(431,450)	(431,055.95)	0.00	0	394.05	
Total for Head of Planning and Customer Services	4,250	0.00	0.00	0	(4,250.00)	
Planning and Development						
Direct Expenditure	1,446,450	1,191,070.69	0.00	205,240	(50,139.31)	This budget includes the position against planning income and planning inquiries as set out in the main body of the report along with variances against employee costs.
Direct Income	(1,068,510)	(1,241,313.83)	0.00	0	(172,803.83)	
Indirect Income/Expenditure	860,380	859,812.34	0.00	0	(567.66)	
Total for Planning and Development	1,238,320	809,569.20	0.00	205,240	(223,510.80)	
Planning Policy						
Direct Expenditure	1,614,610	404,262.10	0.00	1,185,500	(24,847.90)	
Direct Income	(180,300)	(189,735.35)	0.00	0	(9,435.35)	
Indirect Income/Expenditure	196,550	192,877.41	0.00	0	(3,672.59)	
Total for Planning Policy	1,630,860	407,404.16	0.00	1,185,500	(37,955.84)	

Department - Planning

<u>Analysis by Section/Function</u>	2016/17 Budget	2016/17 Actual	2016/17 Reserves Adjustment	2016/17 C/fwds	Variance after Reserves Adj and C/fwds	Main Reason for Variances on Direct Expenditure and Income where Significant
	£	£	£	£	£	
Building Control						
Direct Expenditure	200,380	162,220.69	0.00	0	(38,159.31)	The direct expenditure variance relates mainly to employee costs.
Direct Income	(158,910)	(168,909.09)	0.00	0	(9,999.09)	
Indirect Income/Expenditure	124,860	122,472.96	0.00	0	(2,387.04)	
Total for Building Control	166,330	115,784.56	0.00	0	(50,545.44)	
Total for Planning	3,039,760	1,332,757.92	0.00	1,390,740	(316,262.08)	

General Fund Capital Outturn 2016/17

	2016/17 Approved Budget	2016/17 Actual Expenditure	2016/17 Variance Over/(Under)	2016/17 Carry Forward	2016/17 Variance	Comments
	£	£	£	£	£	
Expenditure						
Commercialisation, Seafronts and Parking Portfolio						
Replacement of beach hut supports - The Walings	11,620	-	(11,620)	11,620	-	
Clacton Seafront Improvements	3,330	-	(3,330)	-	(3,330)	
Coast Protection - Cliff Road Sea Wall	15,130	-	(15,130)	15,130	-	
Coast Protection - Clacton and Holland Works	2,540	48,121	45,581	-	45,581	This reflects the final cost of the scheme but a corresponding adjustment has been made to the associated Cliff Stabilisation Scheme below.
Venetian Bridge Clacton	165,240	15,440	(149,800)	149,800	-	
New Beach Huts	64,600	-	(64,600)	64,600	-	
Beach Rake and Tractor	50,000	28,650	(21,350)	-	(21,350)	
Cliff Stabilisation Scheme	5,013,540	95,329	(4,918,211)	4,872,630	(45,581)	
Frinton Resurfacing Works	30,130	30,125	(5)	-	(5)	
	5,356,130	217,665	(5,138,465)	5,113,780	(24,685)	

General Fund Capital Outturn 2016/17

	2016/17 Approved Budget	2016/17 Actual Expenditure	2016/17 Variance Over/(Under)	2016/17 Carry Forward	2016/17 Variance	Comments
	£	£	£	£	£	
Environment Portfolio						
Cremator Replacement and Crematorium Car Park	24,990	5,191	(19,799)	19,790	(9)	
Brook Country Park	530	-	(530)	530	-	
Cranleigh Close, Clacton, landscaping works	13,650	6,990	(6,660)	6,660	-	
Environmental Health Database Migration	5,250	-	(5,250)	5,250	-	
Public Access Module to CAPS	56,000	-	(56,000)	56,000	-	
Laying Out Cemetery	179,710	9,590	(170,120)	170,120	-	
Lower Marine Parade D'Court Putting Green Enhancements	18,380	14,433	(3,947)	-	(3,947)	
Football Field & Play Area, Hare Green Rec, Gt Bromley	4,160	4,166	6	-	6	
Harold Lilley Playing Field, Little Clacton	2,370	2,369	(1)	-	(1)	
Crematorium Flower Court Extension	150,000	-	(150,000)	150,000	-	
Road Resurfacing, Kirby Playing Field	37,710	35,676	(2,034)	-	(2,034)	
	492,750	78,415	(414,335)	408,350	(5,985)	

General Fund Capital Outturn 2016/17

	2016/17 Approved Budget	2016/17 Actual Expenditure	2016/17 Variance Over/(Under)	2016/17 Carry Forward	2016/17 Variance	Comments
	£	£	£	£	£	
<i>Housing Portfolio</i>						
Replacement of High Volume Printers	29,000	-	(29,000)	29,000	-	
Replacement of Northgate Unix Server	60,000	-	(60,000)	60,000	-	
Replacement debit and credit card payment facility	14,630	-	(14,630)	14,630	-	
Town Hall - replacement of fire alarm system	53,000	52,700	(300)	-	(300)	
Replacement Scan Stations	42,000	-	(42,000)	42,000	-	
Alteration of Redundant Cash Office	29,260	-	(29,260)	29,260	-	
Housing in Jaywick	500,000	-	(500,000)	500,000	-	
Private Sector Renewal Grants/Financial Assistance Loans	625,140	61,715	(563,425)	563,420	(5)	
Disabled Facilities Grants	2,646,600	1,432,530	(1,214,070)	1,214,070	-	
Private Sector Leasing	42,660	-	(42,660)	42,660	-	
Empty Homes funding	164,220	-	(164,220)	164,220	-	
	4,206,510	1,546,945	(2,659,565)	2,659,260	(305)	
<i>Leisure and Partnerships Portfolio</i>						
Frinton & Walton Swimming Pool Re-Development	103,850	94,713	(9,137)	-	(9,137)	
Clacton Leisure Centre Air Handling Units	170,000	16,095	(153,905)	153,900	(5)	
	273,850	110,808	(163,042)	153,900	(9,142)	

General Fund Capital Outturn 2016/17

	2016/17 Approved Budget	2016/17 Actual Expenditure	2016/17 Variance Over/(Under)	2016/17 Carry Forward	2016/17 Variance	Comments
	£	£	£	£	£	
Planning and Regeneration Portfolio						
Clacton Regeneration	42,340	1,153	(41,187)	41,180	(7)	
Regeneration Capital Projects	308,000	-	(308,000)	308,000	-	
SME Growth Fund Capital Grants	125,000	-	(125,000)	125,000	-	
Harwich Public Realm	1,000,000	-	(1,000,000)	1,000,000	-	
	1,475,340	1,153	(1,474,187)	1,474,180	(7)	
Resources and Corporate Services Portfolio						
Audit management software	2,230	-	(2,230)	2,230	-	
Joint HR and Payroll System	14,250	5,818	(8,432)	8,430	(2)	
Westleigh House Demolish/additional parking provision	23,710	-	(23,710)	23,710	-	
Commercial Property Investment Fund	750,000	-	(750,000)	750,000	-	
Information and Communications Technology Core Infrastructure	86,780	84,707	(2,073)	2,070	(3)	
IT Strategic Investment	416,940	194,923	(222,017)	222,010	(7)	
Agresso e-procurement	84,000	-	(84,000)	84,000	-	
Individual Electoral Registration - Scanning Equipment	10,830	9,265	(1,565)	1,560	(5)	
Inspire Annexe III New Burden set up	6,770	7,010	240	-	240	
New Committee Management System	10,500	10,100	(400)	400	-	
Enhanced Equipment replacement - Printing and Scanning	31,500	27,884	(3,616)	3,610	(6)	
	1,437,510	339,707	(1,097,803)	1,098,020	217	
Total Approved General Fund Capital Programme	13,242,090	2,294,693	(10,947,397)	10,907,490	(39,907)	

General Fund Capital Outturn 2016/17

	2016/17 Approved Budget	2016/17 Actual Expenditure	2016/17 Variance Over/(Under)	2016/17 Carry Forward	2016/17 Variance	Comments
	£	£	£	£	£	
Financing						
Specific Financing						
External Contributions	(241,370)	(1,153)	240,217	(240,210)	7	
Section 106	(76,270)	(63,627)	12,643	(6,660)	5,983	
Government Grant re Coast Protection	(4,962,130)	(74,370)	4,887,760	(4,887,760)	0	
Governments Grants - Other	(329,820)	(7,600)	322,220	(322,220)	0	
Disabled Facilities Grant	(2,338,370)	(1,432,530)	905,840	(905,840)	0	
	(7,947,960)	(1,579,280)	6,368,680	(6,362,690)	5,990	
General Financing						
Capital Receipts	(1,692,030)	(61,715)	1,630,315	(1,630,310)	5	
Direct Revenue Contributions	(2,050,130)	(104,043)	1,946,087	(1,924,970)	21,117	
Capital Commitments Reserve	(1,551,970)	(549,655)	1,002,315	(989,520)	12,795	
	(5,294,130)	(715,413)	4,578,717	(4,544,800)	33,917	
Total Funding of Approved General Fund Capital Programme	(13,242,090)	(2,294,693)	10,947,397	(10,907,490)	39,907	

General Fund Reserves as at 31 March 2017

	Balance 31 March 2016	Contribution from Reserves 2016/17	Contribution to Reserves 2016/17	Balance 31 March 2017
	£	£	£	£
Earmarked Reserves				
Revenue Commitments Reserve	11,512,269	(10,791,030)	11,545,710	12,266,949
Capital Commitments Reserve	1,584,050	(1,584,050)	2,914,490	2,914,490
Asset Refurbishment / Replacement Reserve	134,777	0	0	134,777
Beach Recharge Reserve	0	0	150,000	150,000
Benefit Reserve	1,099,790	0	0	1,099,790
Building for the Future Reserve	4,116,780	(226,970)	800,850	4,690,660
Business Rates Resilience Reserve	2,020,462	(412,040)	0	1,608,422
Careline System Replacement Reserve	37,215	0	0	37,215
Commutated Sums Reserve	175,652	(39,500)	0	136,152
Crematorium Reserve	154,252	0	0	154,252
Election Reserve	0	0	30,000	30,000
Haven Gateway Partnership Reserve	75,000	0	0	75,000
Planning Inquiries and Enforcement Reserve	319,000	(20,000)	0	299,000
Project Investment Reserve (re revenue support to CCTV)	19,252	(19,252)	0	0
Public Conveniences Reserve	140,000	0	0	140,000
Residents Free Parking Reserve	221,000	0	0	221,000
Specific Revenue Grants Reserve - Homelessness	335,771	(84,740)	0	251,031
	21,945,270	(13,177,582)	15,441,050	24,208,738
Uncommitted Reserve	4,000,000	0	0	4,000,000
Total Reserves	25,945,270	(13,177,582)	15,441,050	28,208,738

Corporate Debt : Outturn Position at the end March 2017

The position against general debt and housing debt are set out below.

GENERAL DEBT

	Amount Collectable to date	Arrears	Arrears as % of Amount Collectable to date	Comments
	£'000	£'000		
Sundry / General Debt	7,136	696	9.75%	The arrears position at 31 March 2017 is artificially high as it includes invoices to ECC relating to recycling credit income that were raised late in the financial year but are expected to be paid in the first quarter of 2017/18. This is in addition to the income issue relating to the Princes Theatre as set out in the main body of the report.

HOUSING RENTS

	Amount Collectable to date	Arrears	Arrears as % of Amount Collectable to date	Comments
	£'000	£'000		
Housing Rents and Service Charges	14,070	347	2.47%	-

Income from S106 Agreements: Outturn Position at the end March 2017

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	
Road Resurfacing, Kirby Playing Field	36
Cranleigh Close, Clacton - Landscaping works	14
Football Field and Play Area, Hare Green Rec	4
Lower Marine Parade - Putting Green Improvements	14
Harold Lilley Playing Field, Lt Clacton	2
Cloes Lane Rebuild, Clacton	102
Revenue Schemes	
	180
TOTAL	352

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 Initiatives	-	-	-	7
Affordable Housing	-	90	2	108
Town Centre Improvements	-	-	-	43
Open Space *	6	25	64	811
TOTAL	6	115	66	969

* For schemes with a 'spend by' date of less than one year, £6k must be spent by March 2018

LCTSS, Council Tax and Business Rates: Outturn Position at the end March 2017

The cost / collection performance and analysis of the Local Council Tax Support Scheme / Council Tax along with the level of Business Rates collected is set out as follows:

COUNCIL TAX AND LOCAL COUNCIL TAX SUPPORT SCHEME

COLLECTION FUND	Budget £	Actual £	Variance £	Comments			
Cost of LCTS Discounts	12,210,000	11,577,283	(632,717)	This has been subject to fluctuations over the year as claims are made or ended.			
LCTS Hardship Relief	26,550	15,573	(10,977)				
COUNCIL TAX COLLECTION PERFORMANCE	Budgeted Collection £	Actual Collection £	Variance £	Accounts where LCTS Awarded Actual Collection %	(for same period last year) Accounts where LCTS Awarded Actual Collection %	TOTAL Actual Collection %	(for same period last year) TOTAL Actual Collection %
Apr to June	(21,080,268)	(21,362,634)	(282,366)	22.35	22.69	29.59	29.67
July	(27,548,771)	(27,808,568)	(259,797)	33.68	30.87	38.48	38.71
August	(33,834,203)	(34,429,516)	(595,313)	40.84	36.32	47.59	47.51
September	(40,451,875)	(40,993,221)	(541,346)	47.59	42.97	56.59	56.75
October	(46,872,915)	(47,476,003)	(603,088)	53.70	48.71	65.49	65.75
November	(53,293,955)	(54,036,150)	(742,195)	60.37	54.18	74.53	74.72
December	(59,728,556)	(60,220,579)	(492,023)	68.92	67.40	83.02	83.75
January	(65,878,380)	(66,813,167)	(934,787)	76.41	77.34	92.09	92.36
February	(67,573,481)	(68,621,924)	(1,048,443)	80.57	81.11	94.60	94.76
March	(68,916,000)	(70,059,317)	(1,143,317)	83.80	84.19	97.11	96.95

LCTSS, Council Tax and Business Rates: Outturn Position at the end March 2017

The cost / collection performance and analysis of the Local Council Tax Support Scheme / Council Tax along with the level of Business Rates collected is set out as follows:

BUSINESS RATES RETENTION

BUSINESS RATES COLLECTION PERFORMANCE	Budgeted Collection	Actual Collection	Variance	TOTAL Actual Collection	(for same period last year) TOTAL Actual Collection
	£	£	£	%	%
Apr to June	(8,565,127)	(8,136,120)	429,007	29.60	31.61
July	(11,023,637)	(10,795,339)	228,298	39.24	40.81
August	(13,288,234)	(13,174,473)	113,761	47.72	49.06
September	(15,677,183)	(15,782,594)	(105,411)	57.14	57.96
October	(18,070,835)	(18,023,197)	47,638	65.34	66.84
November	(20,416,929)	(20,482,857)	(65,928)	74.20	75.46
December	(22,743,361)	(22,547,850)	195,511	81.74	84.12
January	(24,963,972)	(24,977,597)	(13,625)	91.24	92.41
February	(25,796,444)	(25,857,399)	(60,955)	94.65	65.66
March	(26,463,000)	(26,714,336)	(251,336)	97.95	98.22

Outturn Reporting - HRA Position at the end of March 2017

<u>Analysis by Type of Spend</u>	2016/17 Budget	2016/17 Actual	2016/17 Variance	Main Reason for Variances on Direct Expenditure and Income where Significant
	£	£	£	
Direct Expenditure				
Employee Expenses	767,450	752,364.75	(15,085.25)	This mainly relates to housing repairs which are being met from a contribution from the associated repairs reserves which forms part of the movement in the net contribution to/from reserves below.
Premises Related Expenditure	3,611,560	3,777,431.11	165,871.11	
Transport Related Expenditure	19,180	18,581.00	(599.00)	
Supplies & Services	436,950	442,916.83	5,966.83	
Third Party Payments	1,030	0.00	(1,030.00)	
Transfer Payments	17,500	16,019.43	(1,480.57)	
Interest Payments	1,533,470	1,517,329.29	(16,140.71)	
Total Direct Expenditure	6,387,140	6,524,642.41	137,502.41	
Direct Income				
Government Grants	(45,000)	(37,879.50)	7,120.50	This largely relates to voids and write off adjustments for the year as set out in the main body of the report.
Other Grants, Reimbursements and Contributions	(8,000)	(20,336.17)	(12,336.17)	
Sales, Fees and Charges	(691,630)	(632,207.50)	59,422.50	
Rents Receivable	(13,663,150)	(13,471,793.68)	191,356.32	
Interest Receivable	(51,600)	(57,102.57)	(5,502.57)	
Total Direct Income	(14,459,380)	(14,219,319.42)	240,060.58	
Net Direct Costs	(8,072,240)	(7,694,677.01)	377,562.99	
Indirect Income/Expenditure				
FRS17/IAS19 Pension Costs	(332,110)	(343,078.34)	(10,968.34)	This primarily relates to the Revenue Contribution to the Capital Programme which is being requested to be carried forward and is part of the movement in the contributions to/from reserves below.
Service Unit and Central Costs	2,204,890	2,202,989.83	(1,900.17)	
Capital Financing Costs	7,463,350	5,039,388.15	(2,423,961.85)	
Total Indirect Income/Expenditure	9,336,130	6,899,299.64	(2,436,830.36)	
Net Contribution to/(from) Reserves	(1,263,890)	795,377.37	2,059,267.37	
Total for HRA	0	0.00	0.00	

Housing Revenue Account Capital Outturn 2016/17

	2016/17 Approved Budget	2016/17 Actual Expenditure	2016/17 Over/(Under) Spending	2016/17 Slippage/ Completed	2016/17 Variance	Comments
	£	£	£	£	£	
Expenditure						
Improvements, enhancement & adaptation of the Council's housing stock	4,280,730	2,859,246	(1,421,484)	879,520	(541,964)	
IT Upgrade & Replacement	20,000	9,799	(10,201)	-	(10,201)	
Disabled Adaptations	479,980	392,608	(87,372)	57,910	(29,462)	
Cash Incentive Scheme	60,000	-	(60,000)	-	(60,000)	
New Build Initiatives and Acquisitions	2,302,850	151,672	(2,151,178)	2,151,180	2	
Total Housing Revenue Account Capital Programme	7,143,560	3,413,325	(3,730,235)	3,088,610	(641,625)	
Financing						
Major Repairs Reserve	(4,840,710)	(3,261,653)	1,579,057	(937,430)	641,627	
Direct Revenue Contributions	(2,183,300)	(32,124)	2,151,176	(2,151,180)	(4)	
Section 106	(102,270)	(102,268)	2	-	2	
Government Grant	(17,280)	(17,280)	(0)	-	(0)	
Total Funding of Approved General Fund Capital Programme	(7,143,560)	(3,413,325)	3,730,235	(3,088,610)	641,625	

Housing Revenue Account Reserves as at 31 March 2017

	Balance 31 March 2016	Contribution from Reserves 2016/17	Contribution to Reserves 2016/17	Balance 31 March 2017
	£	£	£	£
HRA Reserves				
HRA General Balance	5,680,024	(1,403,052)	285,009	4,561,981
HRA Commitments	0	(1,403,052)	3,554,228	2,151,176
Housing Repairs Reserve	1,810,706	(3,941,585)	3,703,830	1,572,951
Major Repairs Reserve	4,497,186	(3,261,653)	3,250,000	4,485,533
Total Reserves	11,987,916	(10,009,342)	10,793,067	12,771,641

Key Decision Required:	No	In the Forward Plan:	No
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CABINET

16 JUNE 2017

A.5 **PERFORMANCE REPORT – 2016/17 OUTTURN REPORT**

(Report prepared by Anastasia Simpson & Katie Wilkins)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To present the Performance Report for the period 2016/17 Outturn.

EXECUTIVE SUMMARY

The Performance Report 2016/17 Outturn position sets out the detailed actions and targets for the delivery of the Council’s priorities throughout the year.

Current Performance

Three of the indicators and projects highlighted in the report are deemed ‘non measurable’ as Tendring’s role is that of influence only. Of the 14 indicators and projects where performance is measured, 10 (71%) are on, or above, their expected target and 4 (29%) are not currently in line with the expected performance. Explanations of the performance and the supporting data are included in each topic.

This report was presented to members of Corporate Management Committee on the 15th May 2017.

RECOMMENDATION

That Cabinet considers the Performance Report for the period 2016/17 Outturn.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

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

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

FINANCE, OTHER RESOURCES AND RISK

Resources

The priorities highlighted within the Performance for the period **2016/17 Outturn** can be delivered within the Council’s existing budgets.

Risk

These priorities are all within the current TDC risk framework.

LEGAL

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

OTHER IMPLICATIONS

None.

APPENDICES

Appendix A: Performance Report for the period 2016/17 Outturn.

Tendring
District Council



**PERFORMANCE
REPORT
OUTTURN
2016/17**

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**INVESTORS
IN PEOPLE**

Gold



APPENDIX A

Introduction

The following pages include the Council's Corporate Plan 2016 - 2020 and Tendring District Council's Priorities and Projects for 2016/17. There is a clear link between the aspirations, detailed in the Plan, and Priorities and Projects noted. Furthermore, this performance report details our performance against these key projects and targets, as well as headline performance in dealing with complaints and our staff's absence rate. Each project has an exceptions area where departments can highlight areas of performance outside of normal boundaries, which are monitored within their own departmental arrangements.

Projects and Performance Indicators targets sit under the following headings:-

PROJECTS

	Council and Community		Health and Housing		Employment and Enjoyment
	<u>Transforming the way we work</u> Page 4 & 5		<u>Jaywick Community Development</u> Page 8		<u>Local Plan</u> Page 11
Page 76	<u>Financial Self Sufficiency</u> Page 6		<u>Cliff Stabilisation</u> (Protecting our Coastline) Page 9		<u>Economic Development Delivery</u> Page 12
	<u>Improved Broadband</u> (Influencing) Page 7		<u>Health and Wellbeing</u> (Influencing) Page 10		<u>Maximising Tourism and Leisure Opportunities</u> Page 13 & 14
	Targets				<u>Enhancing Leisure Facilities</u> Page 15
					<u>Garden Community</u> Page 16

			Miscellaneous Indicators
	<u>Fly Tipping</u>		
	<u>Missed Bins</u> Page 18	-	<u>Sickness and Authorised Covert Surveillance</u> Page 20
	<u>Recycling Rate</u> Page 18		<u>Complaints</u> Page 21
	<u>Handling of Planning Applications</u>		
	<u>5 Year Housing Land Supply Approvals</u> (Influencing) Page 19		

Current Position

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

Above target	
On target	
Below target	

Corporate Plan 2016-2020

Our Council Our Community

What we will achieve:

- Deliver high quality affordable services
- Balance our budget
- Good governance
- Transform the way we work
- Make the most of our assets
- Engagement with the community
- Support the vulnerable
- Support rural communities
- Effective partnership working

Health and Housing

What we will achieve:

- Promote healthier lifestyles and wellbeing
- Support improved community health
- Deliver a quality living environment
- Local regeneration
- Council house building

Community Leadership

Employment and Enjoyment

What we will achieve:

- Support business growth
- Enable better job prospects
- Facilitate improved qualification and skills attainment
- First rate leisure facilities
- Attractive events programme

Our Vision

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

Our Values

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

Our Challenges

- Poor health
- Pockets of high unemployment
- Low economic activity
- Reducing budgets while delivering key services
- Poor infrastructure

Our Opportunities

- Clear vision for economic growth and prosperity
- Our coast
- Tourism, culture and sport
- Sea, road and rail connectivity

Our Priorities and Projects 2016

Chief Executive

- Financial strategy - £3.5m savings by 2019
- Electoral review
- Community Safety Hub
- Improved broadband
- Economic development delivery
 - Harwich incubation units
 - Business support fund
- Coastal regeneration
- Working with other Councils

Head of Planning

- Local Plan completion
- Strategic Planning
- Planning enforcement
- Garden Community - masterplanning

Community Leadership

- Delivery of high quality, affordable services
- Working positively with others

Corporate Director (Corporate Services)

- Transforming the way we work
 - Balanced budget
 - IT improvement programme
 - Workforce planning
 - Efficient use of office accommodation
 - Service reviews
- Elections and referendum
- Garden Community – legal and finance

Corporate

Director (Life Opportunities)

- Jaywick new build and community development
- Cliff stabilisation
- Seafront projects
- Waste contract renewal
- Maximising tourist opportunities through events
- Enhanced leisure facilities
- Improving customer access to services

Transforming the way we work (Council and Community)

“Develop firm costed proposals and project plan/timetable, for Members to agree, and deliver on time and budget.”

Martyn Knappett – Corporate Director

Leisure and Partnerships Portfolio Holder



Past Milestones	Completed	Future Milestones	Progress	To be Completed
Office Rationalisation – A White				
Initiate process to review options and identify preferred option(s) to evaluate and cost.	Cabinet selected a preferred option to develop into a full business case on 16 Dec 16.	Develop detailed delivery plan and seek additional approvals as required.	Business case with outline plan and timescale to be prepared for Chief Executive decision by 1 May 17.	Spring 17
Portfolio Holder working party to identify preferred options/savings proposals and recommend to Cabinet.	Oct/Nov 16			
Dispose of Clay Hall.	Sale completed on 28 Jul 16.			

Past Milestones	Completed	Future Milestones	Progress	To be Completed
Customer interface and document handling and postal process changes – M Westall				
Produce a delivery strategy to modernise the customer interface.	Aug-16	Recruit temporary staff to address back scanning of archives.	IDOX currently in testing and looking at purchase of new scanning equipment.	In line with IDOX Document Management Implementation
		Deploy centralised post processes.	IDOX currently in testing and looking at purchase of new scanning equipment.	

Transforming the way we work (Council and Community)

Continued...

“Develop firm costed proposals and project plan/timetable, for Members to agree, and deliver on time and budget.”

Martyn Knappett – **Corporate Director**

Leisure and Partnerships Portfolio Holder



Past Milestones	Completed
Programme of works for delivery of £1.5m IT investment – J Higgins	
Citrix software rolled out to all mobile users. Citrix laptops deployed to 280 staff 31st March 16 (original request was for 252).	✓

Future Milestones	Progress	To be Completed
Page 9 Wi-Fi Networks, server upgrades and virtualisation to be completed.	Physical to virtualisation works completed. 150 physical servers reduced to 38 plus virtual Storage Area Network (SAN). Database rationalisation and administration ongoing. Some Wi-Fi remediation work ongoing.	Virtualisation - Completed Wi-Fi - Ongoing
IDOX Document management implemented.	Ongoing	Scheduled for completion Sep 17 Change in timescale due to further supplier action required on configuration structure, earliest date secured with IDOX.
Mobile hardware issued.	Staff /Member trials ongoing.	Ongoing
MS Lync rolled out to all users. NOTE: Microsoft Lync is now called Microsoft Skype for Business or MS SfB.	130 active Skype users to date (approx. 25% of workforce).	Scheduled for completion Sep 17.

Financial Self Sufficiency (Council and Community)

“Investigate opportunities to generate a self-sufficiency approach to the funding of the Council’s overall budget.”

All Corporate Directors

Resources and Corporate Services Portfolio Holder

**Behind
Target**

Delivery Mechanism: Portfolio Holders/Services have identified some potential savings as detailed below.

Current activities that have been identified / being explored to deliver the necessary savings			
Current Savings Activity	Estimated / Potential	Savings Identified	Comments
Office Transformation	£120,000	£20,000	
Changes to CAROS	£40,000	£10,000	
Open Space / Playgrounds Efficiencies	£72,000	£42,000	
Reduction in the number of Public Conveniences	£100,000	£60,000	
Decommission / Transfer Brightlingsea Pool	£60,000	£60,000	
Income from Commercial Property	£26,000	£26,000	
New Scanning / Postal Processes	£20,000	£20,000	
Reduction in the Coast Protection Maintenance Budget	£30,000	£30,000	
Reduction in the Number of Members	£60,000	£0	
Totals	£528,000	£268,000	

Update: The Financial Baseline for 2017/18 was reported to Cabinet on 5 August 16. A number of budget reductions have been identified, via Portfolio Holder led working parties with the outcomes included in the 2017/18 budget, that Council approved on February 17.

Savings Target over period 2017/18 to 2019/20	£4.8m
Savings target 2017/18 at Start of Year	£1.9m
Changes included in Financial Strategy (Cabinet 5.8.16)	(£0.3m)
Changes included in Financial Strategy (Cabinet 20.1.17)	£1.0m
Unidentified Savings to Carry Forward into 2017/18 Budget Cycle	£0.6m

Milestone	Actual to Date	Progress
Increase in Business Rates Rateable Values.	(£672,512)	Reduction compared to position at end of March 16.
Increase in Council Tax Base.	£3,621,432	

Improved Broadband (Influencing Role)

(Council and Community)

“To ensure as many properties as possible across Tendring have access to improved broadband services.”

Ian Davidson – **Chief Executive** Resources and Corporate Services Portfolio Holder

Delivery Mechanism: To work with Superfast Essex and commercial partners to secure additional improvements and upgrades to broadband infrastructure across the District, and to influence developers through the planning process to ensure that new developments are connected to superfast services.

Update: Work with the Superfast Essex Team to establish the cost of securing 100% superfast connectivity is concluded and the cost of this work has been established via a competitive process.

Future Milestones	Progress	To be Completed
Attend Superfast Essex Board Meetings	Ongoing	Quarterly
Prepare report on additional costs required to reach up to 100% coverage for Cabinet.	Draft report prepared for Management Team and Cabinet.	Apr 17
Ensure planning condition on broadband connections is attached to planning applications for new housing or commercial developments.	Policy established, implementation ongoing.	Ongoing
Influence investment plans Superfast Essex programme to ensure optimum coverage in Tendring.	Ongoing	Ongoing

Jaywick Sands Community Development (Health and Housing)



“To increase the stock of new affordable/Council homes.”

Paul Price – Corporate Director

Housing Portfolio Holder

Delivery Mechanism: Bring forward at least one development at Jaywick – work with Essex County Council (ECC) and other potential partners to develop options for residential and other development. Develop options for housing company and lead on set up of company. Work with planning to develop urban design layout utilising Dutch experience for Jaywick.

Update: This month’s progress comments are noted next to each individual milestone in the table below.

Past Milestones	Completed
Acquire further key development sites, both greenfield and brownfield to ensure viable development proposals can be delivered - August 16. Funding for additional site passed stage 1 evaluation of South East Local Enterprise Partnership (SELEP) Local Government Funding was agreed at the Accountability Board at the end of February 17. Development of one of the three identified preferred development sites - Plans drawn up Dec 16.	✓

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Future Milestones	Progress	To be Completed
Identify funding mechanisms.	Modelling work undertaken and will be tested against valuation data post completion of new build properties.	Ongoing
Development vehicle/mechanism for development pipeline.	Initial scoping undertaken.	Dec 17
Put in place development pipeline based on outputs from funding workshop and collaborative work with ECC and residents.	Plans drawn up for 5 starter homes and 5 Council homes.	Ongoing
Commence development of one of the three identified preferred development sites.	On target for late Summer 2017.	View to be on site Summer 17.

Cliff Stabilisation (Protecting our Coastline)

(Health and Housing)



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

Paul Price– **Corporate Director**

Commercialisation, Seafronts and Parking Portfolio Holder

Delivery Mechanism: Appoint consultant, via Environment Agencies government led framework, to undertake detailed geomorphological assessment of the cliff frontage and prepare detailed design of measures to improve performance and stability of those areas of the coastal slope identified as in the greatest need.

Update: Tendring District Council (TDC) continue to work with Mott MacDonald to develop a solution to coastal cliff instabilities.

Past Milestones	Completed
Seek expression of interest - Aug 16.	✓
Tender Documents - Aug 16.	
Appoint Consultant - Contract awarded to Mott MacDonald in Nov 16.	
One-day exhibition on a new £5 million scheme to stabilise cliffs along the Clacton to Holland coastline - Jan 17.	

Future Milestones	Progress	To be Completed
Completion of Ground Investigation.	Onsite Ground Investigations have now been completed, laboratory result are expected 20/04/2017.	Apr 17
First Design Workshop.		May 17
Completion of Outline Design.		Jun 17
Completion of Detailed Design.		Aug 17
Completion of tender documents.		Sep 17

Health & Wellbeing (Influencing Role)

(Health and Housing)

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

Paul Price– **Corporate Director**

Leisure and Partnerships Portfolio Holder

Delivery Mechanism: By holding meetings to work with partners to identify shared opportunities to help drive improvements.

Update: This month's progress comments are noted next to each individual milestone in the table below.

Past Milestones		To be Completed
<p>A detailed summary of the parkrun with statistics will be presented at the next Community, Leadership and Partnership (CLAP) meeting on 20 February 17.</p> <p>The Public Health Improvement Co-ordinator developed a Project Plan for projects to work with health partners to improve the health and wellbeing of those in the area and reported to Cabinet 9 September 16.</p> <p>Beat the Street - 2016</p>		✓
Future Milestones	Progress	To be Completed
<p>Hold meetings of the Local Health and Wellbeing Board on a four monthly basis.</p>	<p>Meeting agenda currently being arranged for the next meeting on 1 June 17.</p>	Jun 17
<p>The Public Health Improvement Co-ordinator is currently working with TDC's Head of Housing and partners including Essex County Council (ECC) Adult Social Care and Anglian Community Enterprise (ACE) in order to implement a Housing and Health project.</p>	<p>Public Health Improvement Co-ordinator is continuing to work with ACE and TDC Housing in order to implement the Housing and Health project, no further progress to date. Project progress for the Clacton Seafront parkrun, Breastfeeding Welcome Pilot Scheme and Making Every Contact Count (MECC) training. Public Health Improvement Co-ordinator is currently researching new projects that include an Outdoor Gym in Cliff Park, Harwich and investigation into the viability of introducing the 'Livewell' Branding/Website within Tendring is under way. Livewell was originally a campaign developed by Braintree DC and has been adopted by other Local Authorities across Essex. Essex County Council Public Health Team are strongly supporting an Essex wide approach to use Livewell as the tool to implement and promote Health and Wellbeing on a local level. TDC Public Health Officer's Group (PHOG) was implemented with the first meeting taking place on 8 March 17. The group intends to meet on a bi-monthly basis with a view of working towards a Health and Wellbeing Strategy.</p>	Ongoing
<p>Beat the Street - 2016 Early evaluation demonstrates:-</p>	<p>Early evaluation demonstrates:- Prior to playing Beat the Street, 25% of adult players were classed as inactive – doing 0 to 1 days of physical activity each week. By the end of the game the percentage of 'inactive' adults had dropped to just 9% of players. In addition to the reduction in inactivity, there was a significant increase of adults meeting the Chief Medical Officer Guidelines of 150 minutes of exercise per week from 23% at the start of the game to 48% by the end of Beat the Street. 84% of people reported increased walking, 68% increased cycling and 69% reported reduced car use.</p>	Full evaluation will be published when received from Active Essex.

Local Plan (Employment and Enjoyment)

“Ensure a robust Local Plan is adopted within the timeframe stipulated.”

Catherine Bicknell – Head of Planning Planning & Regeneration Portfolio Holder



Delivery Mechanism: Elements of the evidence base will be updated to inform the Plan. The timetable will coincide with that of Colchester Borough Council and Braintree District Council, as far as possible, to support the Councils' duty to co-operate.

Update: Evidence to support the Local Plan continues to be gathered and assessed and drafting of the publication version of the plan is being progressed. Policies for some chapters of Local Plan drafted and will be reported to Local Plan Committee for approval on 20 April 17.

Past Milestones	Completed
Issues and options consultation.	✓
Agree preferred options for consultation.	Agreed Jun 16
Preferred options consultation.	Jul/Sept 16
Report consultation outcomes to Local Plan Committee.	Nov 16

Future Milestones	Progress	To be Completed
Approval of publication draft Plan and subsequent commencement of Consultation.	Publication Draft of Local Plan to be reported to Local Plan Committee 23 May 17 and to Council 15 June 17.	Jun 17
Submit deposit draft Plan to Secretary of State.		Oct 17

Economic Development Delivery

(Employment and Enjoyment)



“To deliver against the objectives of the Council’s Economic Development Strategy. The Council’s approach focuses on the development and delivery of projects already in the pipeline and on those linked to the opportunities afforded by: Offshore Renewables in Harwich; the A120 Growth Corridor; and links with the University of Essex and it’s Knowledge Gateway.”

Ian Davidson – **Chief Executive**

Planning & Regeneration Portfolio Holder

Delivery Mechanism: Projects and other interventions will be developed and delivered in-house and in partnership with the Council’s key public and private sector partners.

Update: Work to progress proposals to establish an Innovation Centre in Harwich continues. This includes discussion with the freehold owner of Mermaid House, contractors, and supply chain businesses serving the proposed target sectors (offshore renewables, logistics and marine engineering).

Two applications (with a total grant value of circa £93k) have been approved by the Grants Panel and work is in hand to finalise the funding agreements for these projects.

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Future Milestones	Progress	To be Completed
Secure £500,000 external funding in support of the Council’s inward investment and growth agenda.	£250K of ECC funding secured in support of the Council's SME Growth Fund. £350k of ECC funding secured at Outline Business Case in support of the proposed Harwich Innovation Centre.	31 Mar 17
Work with the University of Essex and Colchester Institute to identify the growth opportunities in Care & Assisted Living .	Embryonic work to establish the potential for economic growth in the technology sector serving this market.	31 Mar 17
Secure land and buildings to facilitate the delivery of an Innovation Centre in Harwich.	Feasibility Study concluded. Further investigation underway.	Apr 17

Maximising Tourism and Leisure Opportunities

[Back to Top](#)

(Employment and Enjoyment)



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

Paul Price– *Corporate Director*

Tourism and Culture Portfolio Holder

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

Update: Significant progress has been made in the delivery of key District events, as outlined in the section below:

Past Milestones	To be Completed
Tour de Tendring - May 16 Clacton Beach Festival - Jun 16 Princes Theatre - Panto 2016 and - Two events/exhibitions (two successful Wedding Fayre’s)	✓

Future Milestones	Progress	To be Completed
Beach Festivals 2017 (Beside the Seaside)	The Beach Festivals have been re-branded as 'Beside the Seaside.' For the first time, to complement the event that has been held in Clacton on Sea over the past two years, an additional festival is being held in Dovercourt Bay. The Harwich Festival of the Arts Team have been commissioned to organise the events and an itinerary is in the process of being finalised.	Clacton on Sea: 18 June17 Dovercourt Bay: 13 August 17.
Tour de Tendring 2017	The Tour de Tendring is taking place on Sunday 14 May 17. Preparations are now well under way.	May 17

Maximising Tourism and Leisure Opportunities Continued... [Back to Top](#)

(Employment and Enjoyment)

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

Paul Price– **Corporate Director**

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Update: Significant progress has been made in the delivery of key District events, as outlined in the section below:

Future Milestones	Progress	To be Completed
Clacton Air Show 2017	Preparations are well underway for the 2017 event, which will once again include night flights. The Air Show will be held on 24 and 25 August 17 and planning meetings with partners will commence in April.	Aug 17
Princes Theatre	Theatre turnover reached £694k during 2016/17 which is the highest in its history. Due to an increase in bar sales, a third till has been added in the Essex Hall to increase efficiency during busy periods. 12 wedding’s are booked with an expected total revenue income of £23,532.40.	2017/2018
Mayflower 400: Series of events and projects to build up to the celebrations in 2020.	The promotional film was launched at a business meeting in Dovercourt on 30 March 17, to a very positive response. Structural works for the Mayflower Replica on the roundabout are in the process of being tendered by ECC. The next meeting of the national Mayflower Compact will take place in Lincoln during April 17.	<ul style="list-style-type: none"> * Produce Harwich promotional film * Harwich Tourism Group events * Mayflower replica on Harwich roundabout * Play an active role and influence the National Mayflower Compact group of Destinations * Complete a Mayflower 400 Delivery Plan * Deliver key event to launch

Enhancing Leisure Facilities (Employment and Enjoyment)

“To complete the refurbishment of Frinton and Walton Swimming Pool (Walton on the Naze Lifestyles) and deliver increased attendances and lower operating subsidy.”

Paul Price— **Corporate Director**

Leisure and Partnerships Portfolio Holder

On
Target

Delivery Mechanism: The refurbishment of Walton on the Naze Lifestyles was project managed by the Council’s Building Services Team and delivered by an external contractor. The business plan targets are delivered by the facility management team and operational management.

Update: This month’s progress comments are noted next to each individual milestone in the table below.

Past Milestones	Completed
Complete refurbishment - May 16.	✓
Official Opening of the Facility - Jun 16.	

Future Milestones	Progress	To be Completed
Deliver Year 1 Business Plan Targets - Increase Membership sales by 150%.	A better than predicted sales performance prior to the 3 month closure has resulted in an increase in membership sales of + 198%. Memberships, including direct debit and annual customers, not including ‘pay as you go’ are noted below: Opening figure as at 1st April 17—98 memberships Closing figure as at 31st March 17—292 memberships	Mar 17
Deliver Year 1 Business Plan Targets - Increase overall attendances by 6%.	Attendances down by 5% due to 3 month closure. Average monthly attendance increased from 8,893 to 11,213 so without closure would have exceeded target.	Mar 17

Exception:

Garden Community (Employment and Enjoyment)



“Innovative joint work with Colchester Borough Council (CBC), Braintree District Council (BDC) and Essex County Council (ECC) to develop a number of communities in North Essex based on Garden City principles.”

Martyn Knappett – Corporate Director

Leader

Delivery Mechanism: Selection of locations to be part of the Local Plan process. Funding made available (£1.2million) by Central Government to support the work. Leader and Chief Executive sit on Shadow Delivery Board which oversees the project. Corporate Director and Head of Planning Services sit on senior officer Steering Group and Legal, Finance and Planning Officers participating in topic work streams. Close collaboration on Local Plan process re Garden Communities approach – a shared Chapter 1 of the Plan and specific requirements of any proposed Garden community proposals across North Essex. Looking to form Local Delivery Vehicles (LDVs) (potentially Companies) to progress each Garden Community Area allocated in the Local Plan. LDVs to take a key role in bringing forward development quickly and to a high quality.

Update: North Essex Garden Communities Limited has been formed and the Leaders of Tendring, Colchester and Braintree Councils and Councillor John Spence of ECC have been formally registered as Directors. John Spence has been appointed as the first Chairman of the Board. The three Local Delivery Vehicles are due to be formally established on 27 April 17. The evidence for the Local Plans is being completed ready for consideration by all three Councils Local Plan Committees / Full Councils. The position regarding land agreements is potentially significantly changed by the Governments proposals to introduce Locally Controlled Development Corporations for delivery of Garden Settlements and the implications of this are being assessed as more information becomes available.

Past Milestones	Completed
Agreement of Preferred Options stage of Local Plans including a common Chapter 1 by Tendring District Council, Colchester Borough Council and Braintree District Council. Identify preferred areas across the three Council areas for Garden Community developments and a robust planning framework for Garden Communities.	Jun 16
Report to Cabinet / Full Council to recommend formation of North Essex Garden Communities, LDV's and in principle funding.	Dec 16

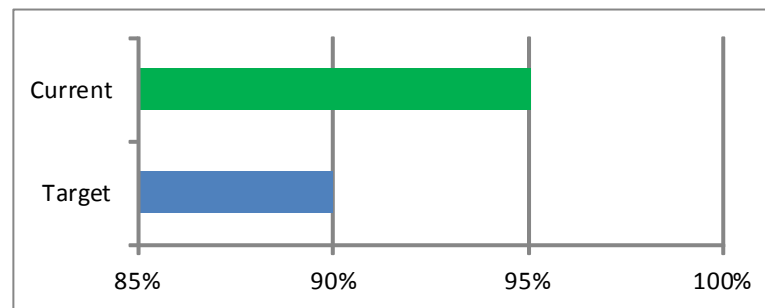
Future Milestones	Progress	To be Completed
Draft legal agreement with land owners completed.	Reports on schedule.	Apr 17

Fly Tipping (Health and Housing)

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



Monthly Performance Data



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

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

Month	A	M	J	J	A	S	O	N	D	J	F	M
No. of incidents	123	104	97	106	112	150	106	122	90	125	116	144
No. r'mvd <72hrs	119	98	92	98	104	137	103	116	88	122	111	137
Performance (%)	96.7%	94.2%	94.8%	92.4%	92.8%	91.3%	97.1%	95.0%	97.8%	97.6%	95.6%	95.1%

TARGETS

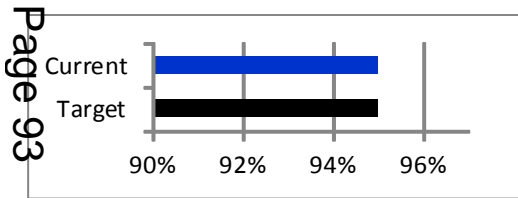
Missed Bin Collection

(Health and Housing)

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

With approximately 65,000 homes in Tendring, and each property having two bins collected per week, there is over half a million bins collected per month in Tendring.

Monthly Performance Data



Month	A	M	J	J	A	S	O	N	D	J	F	M
Target	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%	95%
Performance	97%	93%	96%	96%	96%	95%	96%	96%	93%	95%	96%	95%

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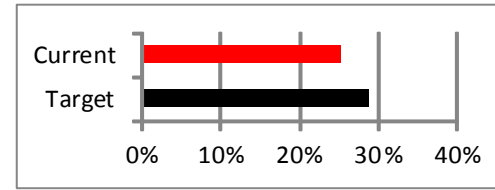
Recycling Rate

(Health and Housing)

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

Recycling data minimum of 1 month behind.

Monthly Performance Data

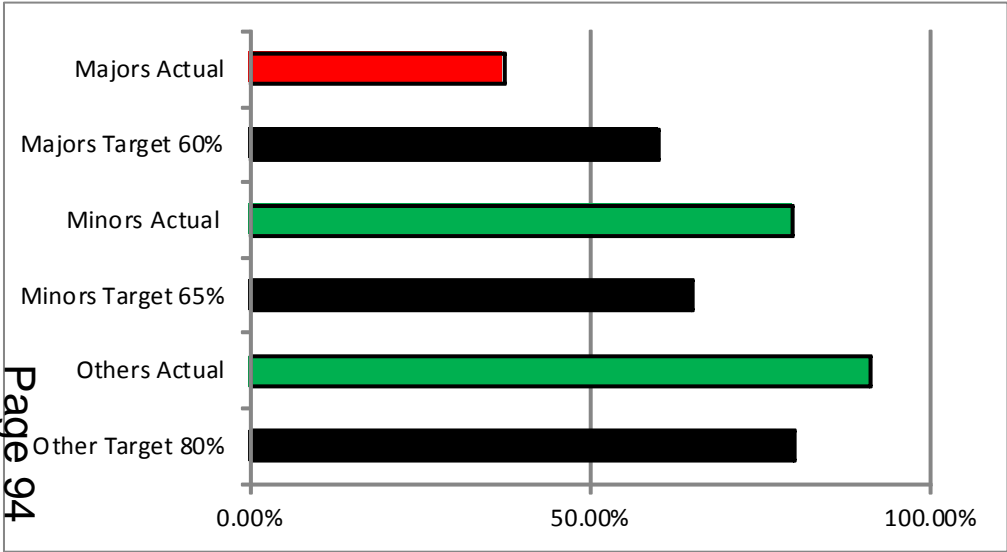


Month	M	A	M	J	J	A	S	O	N	D	J	F	M
Target (%)	29.0%	29.0%	29.0%	29.0%	29.0%	29.0%	29.0%	29.0%	29.0%	29.0%	29.0%	29.0%	29.0%
Performance	28.9%	28.9%	28.4%	28.4%	27.2%	27.2%	27.2%	26.2%	26.9%	23.5%	27.2%	25.4%	

Handling of Planning Applications

(Health and Housing)

Cumulative performance 2016/17



CUMULATIVE % TOTALS : April 16–March 17

Major : 37.4%

Minor : 79.7%

Others : 91.4%



5 YEAR HOUSING SUPPLY (Influencing Role)

The housing supply is 3 YEARS AS AT 31.03.2016

The Authorities Monitoring report was reported to the Local Plan Committee on 19 January 17 and this reports that the housing land supply was 3.0 years at 31 March 16. Another report to the same committee estimates that the housing land supply will be around 4.4 years at 31 March 17 and this will be checked after 31 March and reported to the committee in May/June 17.

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PLANNING APPEALS

	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
No. Lodged	3	6	3	3	9	6	5	7	6	16	7	0
No. Decided	5	4	1	5	4	5	2	10	3	7	7	10
No. Allowed	3	3	1	4	0	4	0	5	2	4	2	2
% Allowed	60%	75%	100%	80%	0%	80%	0%	50%	67%	57%	29%	20%
% Cumulative Total	60%	67%	70%	60%	50%	55%	52%	51%	59%	54%	51%	46%

Exception: Increased number of applications received and level of complexity has resulted in a 'behind target' position for 'Major' applications.

Complaints (Council and Community)

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

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

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



Stage 1
Complaints
Performance

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
No.	10	8	1	7	7	11	15	3	9	10	4	7
% Time	80%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	86%

Stage 2
Complaints
Performance

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR
No.	1	2	3	1	1	1	1	2	0	1	2	0
% Time	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%

Notes: 1 of the 7 Stage 1 complaints was replied to late. The Head of Service has since confirmed that this matter has been discussed with the customer by phone and the complaint managed verbally. As such, the matter is now considered to have been addressed.

There were no Stage 2 or Ombudsman complaints for March 17.

Key Decision Required:	No	In the Forward Plan:	Yes
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CABINET

16 JUNE 2017

REPORT OF THE PORTFOLIO HOLDER FOR RESOURCES AND CORPORATE SERVICES

A.6 TERMS FOR A NEW LEASE OF CLACTON FOOTBALL CLUB, RUSH GREEN ROAD, CLACTON-ON-SEA

(Report prepared by Jennie Weavers)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To consider the principle of granting a new Lease of the Rush Green Football Club Site, Rush Green Road, Clacton on Sea, shown edged red on the Location Plan (Appendix A)

EXECUTIVE SUMMARY

In 2004 an 84 year Lease was granted to Total Project Limited in order to run a Football Club at the Rush Green site. In 2014 the company was dissolved and a new Company set up, FC Clacton Community Society. The Lease was not assigned from Total Project Limited to FC Clacton Community Society prior to the company being dissolved and the Lease therefore came to an end.

In order for FC Clacton Community Society to continue to use this site, it is proposed to grant them a new 25 year Lease in accordance with the Heads of Terms set out in the report in Part B of this Agenda.

RECOMMENDATION(S)

That Cabinet approves the principle of granting the Lease of this land to FC Clacton Community Society on the terms set out in Part B of this Agenda.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES

A new lease to the Clacton Football Club will have the potential to deliver on the following Council priorities:

- Promoting healthier lifestyles and wellbeing
- Support improved community health

FINANCE, OTHER RESOURCES AND RISK

Finance and other resources

The granting of a new lease will focus the club on regenerating the facility and provide an increase in income to the council whilst retaining the freehold of the asset.

Risk

The tenant is responsible for the full repair and maintenance of the property under the Lease and Officers will monitor the property and ensure that the conditions within the

Lease are met.

LEGAL

In coming to decisions in relation to management of assets, the Council must act in accordance with its statutory duties and responsibilities. Under case law following Section 120 of Local Government Act 1972, the Council is obliged to ensure that the management of its assets are for the benefit of the district.

Section 123(1) Local Government Act 1972 indicates that, a local authority may dispose of land held by it in any way it wishes so long as (section 123 (2)) the land is disposed for a consideration not less than the best that can reasonably be obtained.

The General Disposal Consent Order (England) 2003 gives consent for disposal at below best consideration reasonably obtainable provided that the undervalue is less than £2m and the proposal enhances the environmental economic and social wellbeing of the area.

Section 123(2A) Local Government Act 1972 indicates that, a local authority may not dispose of Public Open Space (POS) land held by it without advertising its intention to do so in the local press.

The site has been enclosed and in use as a football Stadium for some years and therefore it is not considered appropriate to advertise a disposal of open space. Terms for the proposed lease are set out in the report in Part B of this Agenda.

OTHER IMPLICATIONS

Crime and Disorder/Equality and Diversity/Health Inequalities/Consultation/Public Engagement

Ward Rush Green

PART 3 – SUPPORTING INFORMATION

BACKGROUND

In 2004 an 84 year Lease was granted to Total Project Limited in order to run a Football Club at the Rush Green site. In 2014 the company was dissolved and a new Company set up, FC Clacton Community Society. The Lease was not assigned from Total Project Limited to FC Clacton Community Society prior to the company being dissolved and the Lease therefore came to an end.

CURRENT POSITION

FC Clacton Community Society would like to continue to use this site, and in order to do this would like to be granted a new 25 year Lease in accordance with the Heads of Terms set out in the report in Part B of this Agenda.

FURTHER HEADINGS RELEVANT TO THE REPORT

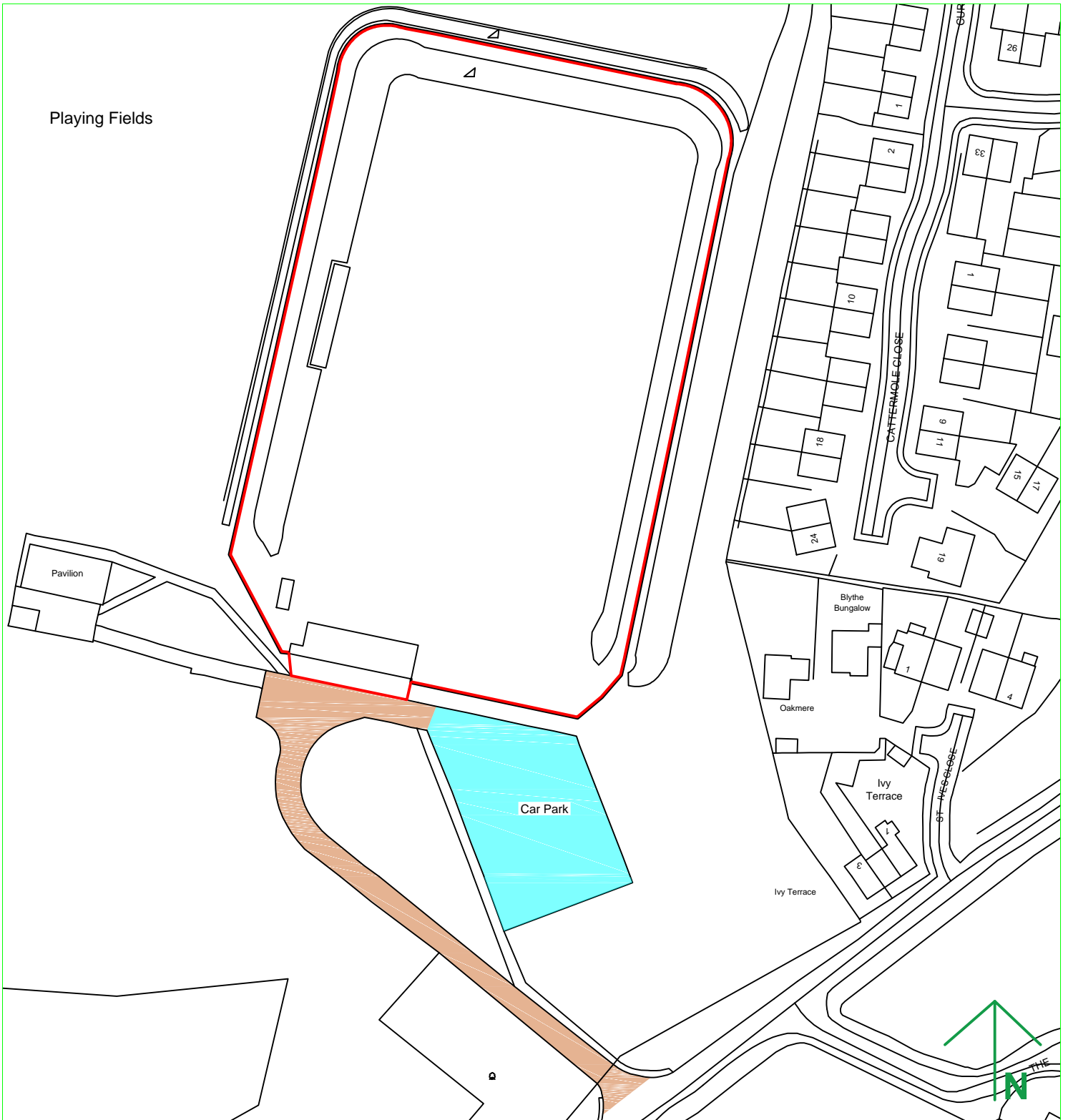
None

BACKGROUND PAPERS

None

APPENDICES

Appendix A – Location Plan



TENDRING DISTRICT COUNCIL

M. KNAPPETT
 BA(hons). DMS. MCIH.
 HEAD OF CORPORATE
 PERFORMANCE

Title

Clacton Football Club, Rush
 Green Road, Clacton

Date: 5 February 2016

Scale: 1:1250

Drawn By: J. Weavers

Drawing No. & Revision

1

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of the Local Government Act 1972.

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of the Local Government Act 1972.

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