



Council Offices, Kiln Road,  
Thundersley, Benfleet,  
Essex SS7 1TF.  
Tel. No: 01268 882200  
Fax No: 01268 882455



**David Marchant** LLB (Hons) BSc (Hons) CEng FICE FCMI  
**Chief Executive**

## **CABINET AGENDA**

**Date:** Wednesday 18th November 2020

**Time:** 6.00pm NB Time

**Venue:** NB Remote Microsoft Teams

**This meeting will be webcast live on the internet.**

### **Membership:**

<b>Councillor Smith</b>	<b>Chairman - Leader of the Council</b>
<b>Councillor Stanley</b>	<b>Special Projects – Deputy Leader of the Council</b>
<b>Councillor Mrs Egan</b>	<b>Place - Housing</b>
<b>Councillor Hart</b>	<b>Place – Infrastructure</b>
<b>Councillor Isaacs</b>	<b>People – Community</b>
<b>Councillor Johnson</b>	<b>People – Health &amp; Wellbeing</b>
<b>Councillor MacLean</b>	<b>Growth – Strategic Planning</b>
<b>Councillor Sheldon</b>	<b>Environment</b>
<b>Councillor Mrs Thornton</b>	<b>Economic Development Delivery</b>
<b>Councillor Varker</b>	<b>Resources</b>

**Cabinet Enquiries:**

**Ann Horgan ext. 2413  
ahorgan@castlepoint.gov.uk**

**Reference:**

**5/2020/2021**

**Publication Date:**

**Tuesday 10th November 2020**

**AGENDA**  
**PART I**  
**(Business to be taken in public)**

---

- 1. Apologies**
- 2. Members' Interests**
- 3. Minutes**  
To approve the Minutes of the meeting held on 21st October 2020.
- 4. Forward Plan**  
To review the Forward Plan.
- 5. Planning Policy Update: Local Development Scheme & Statement of Community Involvement**  
*(Report of the Cabinet Member for Growth Strategic Planning)*
- 6. Corporate Scorecard Quarter 2**  
*(Report of the Cabinet Member Resources)*
- 7. Local Council Tax Scheme for 2021/22**  
*(Report of the Cabinet Member Resources)*
- 8. Report on Tenders: Repairs and Maintenance Voids Contract**  
*(Report of the Cabinet Member Housing, Cabinet Member Resources)*  
**To be dealt with under Part 2**
- 9. Matters to be referred from /to Policy & Scrutiny Committees**
- 10. Matters to be referred from /to the Standing Committees**

---

**PART II**  
**(Business to be taken in private)**  
**(Item to be considered with the press and public excluded from the meeting)**

---

- 8. Report on Tenders: Repairs and Maintenance Voids Contract**  
*(Report of the Cabinet Member Housing, Cabinet Member Resources)*

---

**INFORMAL**  
**CABINET SESSION**

---

**All Councillors are welcome to take part in this informal question time session with Cabinet at the end of the meeting**



## CABINET



**21st OCTOBER 2020**

### **PRESENT:**

Councillor Smith  
Councillor Stanley  
Councillor Egan  
Councillor Hart  
Councillor Isaacs  
Councillor Johnson  
Councillor MacLean  
Councillor Sheldon  
Councillor Mrs Thornton  
Councillor Varker

Chairman – Leader of the Council  
Special Projects – Deputy Leader of the Council  
Place - Housing  
Place – Infrastructure  
People – Community  
People – Health & Wellbeing  
Growth- Strategic Planning  
Environment  
Economic Development Delivery  
Resources

### **APOLOGIES:**

None

### **ALSO PRESENT:**

Councillors: Acott, Blackwell, Fuller, Greig, Haunts, Sach, Skipp and Wood

### **131. LEADER'S STATEMENT TO CABINET**

Before commencing the business of the meeting the Leader of the Council made a formal statement explaining actions taken by Essex County Council in discussion with the Leaders of all Essex Councils in which he was involved, leading to the request to Government to move to Tier 2 effective from 17.10.2020. The Leader also informed Members that Government funding of just under £40k would be used to appoint Covid compliance officers to work mainly with Environmental Health to provide covid advice and undertake compliance activities with local businesses. The formal statement is attached was noted.

### **132 MEMBERS' INTERESTS:**

No declarations were made.

### **133. MINUTES:**

The Minutes of the Cabinet meeting held on 16.09.2020 were approved as a correct record.

### **134. FORWARD PLAN**

To comply with regulations under the Localism Act 2011, the Leader presented a revised Forward Plan to the meeting which outlined key decisions likely to be taken within the next quarter of 2020. The Plan was reviewed each month.

**Resolved** – To note and approve the Forward Plan.

### **135. PLANNING POLICY UPDATE: PLANNING FOR THE FUTURE – WHITE PAPER RESPONSE**

Cabinet considered a report on the Government White Paper; 'Planning for the Future' which set out the Government's vision on the reform of the planning system in England on which consultation was being undertaken. The report also contained a draft response on which Members were invited to comment before the Council's formal response was collated and submitted.

Cabinet and other Council Members present discussed and asked questions on the White Paper and the Questions raised within the Consultation. Councillors would have further opportunities to engage in the next steps as the Consultation progressed.

#### **Resolved:**

1. That Members consider the proposals contained within the Government White Paper in depth prior to finalising comments for submission by the end of October 2020.
2. That the Chief Executive and / or Head of Place and Policy be authorised to finalise and submit the response following consultation with the Cabinet Member for Strategic Planning and the Leader of the Council.

### **136. TEST AND TRACE SUPPORT PAYMENTS SCHEME**

Cabinet received a report on the Test & Trace Support Payment Scheme (Standard Scheme) and was requested to approve the Test & Trace Support Payment Scheme (Discretionary Scheme).

#### **Resolved:**

1. To note the elements of the national Test & Trace Support Payment Scheme (Standard Scheme), summarised in Section 5 of the report, and detailed in the Castle Point Test & Trace Standard Scheme document at Appendix A.
2. To note the content of the Test & Trace Stage 1 Equality Impact Assessment, at Appendix C.
3. That Cabinet having noted the elements of the proposed local Test & Trace Support Payment Scheme (Discretionary Scheme) summarised in Section 6 of the report approved for adoption in Castle Point the Test & Trace Discretionary Scheme document at Appendix B.

### **137. BUDGET AND POLICY FRAMEWORK 2021/2022**

Cabinet considered a report setting out the proposed Budget and Policy Framework for 2021/22 which took account of the requirements of the Constitution, the Financial Planning Strategy and statutory requirements for calculating the budget requirement and setting the Council Tax.

**Resolved:** To approve the proposed Budget and Policy Framework for 2021/22.

**138. HOUSING SCHEME PROPOSALS UPDATE**

Cabinet considered a report providing an update on housing schemes including completion of recent developments undertaken at Hatley Gardens and Windsor Gardens and nearing completion at Church Close together with new development projects being proposed.

Cabinet was asked to authorise progress of schemes at Linden Way, Cedar Road, Link Road and Benderloch and to note that further investigation was being undertaken to review potential sites for proposed schemes. In response to members questions it was confirmed that Ward Members would be kept fully informed.

**Resolved:**

1. That Cabinet approves the following recommendations as shown in the attached business cases shown in the attached Confidential Appendices to:
  - Develop a 7 bed HMO (house in multiple occupation) at the garage site in Benderloch
  - Construct two 3-bedroomed homes and one two-bedroomed home at a garage site in 187 – 206 Link Road
  - Develop two 2-bedroomed homes at the previous garage site at Cedar Road.
  - Construct four 2-bedroomed homes at an existing property and adjoining garage site at 54 to 60 Linden Way.
  - That a budget of £30k per scheme be allocated to fund initial professional fees and investigation works.
2. That Cabinet notes the completion of developments at Hatley Gardens and Windsor Gardens.
3. That Cabinet notes the proposed schemes currently in the process of review.

**139. MATTERS REFERRED FROM / TO POLICY AND SCRUTINY COMMITTEES**

There were no matters.

**140. MATTERS REFERRED FROM / THE STANDING COMMITTEES**

There were no matters.

Chairman



# **Castle Point Borough Council**

## **Forward Plan**

**NOVEMBER 2020**

# **CASTLE POINT BOROUGH COUNCIL**

## **FORWARD PLAN**

**NOVEMBER 2020**

This document gives details of the key decisions that are likely to be taken. A key decision is defined as a decision which is likely:-

- (a) Subject of course to compliance with the financial regulations, to result in the local authority incurring expenditure which is, or the savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates subject to a threshold of £100,000; or
- (b) To be significant in terms of its effects on communities living or working in an area comprising two or more Wards in the area of the local authority.

The Forward Plan is a working document which is updated continually.

<b>Date</b>	<b><u>Item</u></b>	<b>Council Priority</b>	<b>Decision by Council/ Cabinet</b>	<b>Lead Member(s)</b>	<b>Lead Officer(s)</b>
November 2020	<u>Planning Policy Update – Statement of community involvement – approve revision New Local Development Scheme</u>	Housing and Regeneration	Cabinet	Growth – Strategic Planning	Head of Place & Policy
November 2020	<u>Report on Tenders: Repairs and Maintenance Void Contract</u>	Housing and Regeneration	Cabinet	Place – Housing Resources	Head of Housing
November 2020	<u>Corporate Scorecard Quarter 2</u>	All	Cabinet	Resources	Strategy Policy & Performance Manager
November 2020	<u>Local Council Tax Scheme 2021 /22 Review – for review &amp; approval</u>	Housing and Regeneration	Cabinet/ Council	Resources	Head of Customer and Digital Services
December 2020	<u>Planning Policy Update – Community Infrastructure Levy</u>	Housing and Regeneration	Cabinet	Growth – Strategic Planning	Head of Place & Policy
December 2020	<u>Labworth Car Park</u>	Housing and Regeneration	Cabinet	Place – Infrastructure	Head of Environment
December 2020	<u>Health &amp; Well-being update</u>	Health & Wellbeing	Cabinet	Health and Wellbeing	Strategy Policy & Performance Manager



**CABINET**

**18th November 2020**

**Subject: Planning Policy Update: Local Development Scheme & Statement of Community Involvement**  
**Cabinet Member: Councillor MacLean – Growth – Strategic Planning**

---

**1. Purpose of Report**

To update Cabinet on Progress with the Local Plan, and to seek approval for an updated Local Development Scheme (programme for plan-making) and an updated Statement of Community Involvement.

**2. Links to Council's priorities and objectives**

Housing and Regeneration - the Local Plan identifies locations for growth, development and new infrastructure provision in the Borough, necessary to support a growing community and ensure communities are regenerated.

**3. Recommendations**

- 1. That the Cabinet notes the update on Local Plan progress.**
  - 2. That the Cabinet approves the Local Development Scheme 2020, noting that it supersedes the Local Development Scheme of October 2019. The Local Development Scheme 2020 will come into effect on the 1<sup>st</sup> December 2020.**
  - 3. That the Cabinet approves the Statement of Community Involvement 2020, noting that it supersedes the Statement of Community Involvement 2014. The Statement of Community Involvement will come into effect on the 1<sup>st</sup> December 2020.**
- 

**4. Background**

**4.1 *New Castle Point Local Plan***

- 4.1.1** Following the decision of Council on the 22<sup>nd</sup> October 2019 to approve the draft Pre-Submission new Local Plan for publication and submission, it was published for consultation on the 16<sup>th</sup> December 2019. Consultation closed on the 14<sup>th</sup> February 2020. 1,109 consultation responses were received from 583

consultees. The consultees comprised residents, local businesses, statutory bodies such as Essex County Council and the Environment Agency, other interest groups and developers, builders and landowners.

4.1.2 Throughout the period from mid-February to September 2020, officers worked to compile these responses into a submission pack for the Planning Inspectorate and prepare a consultation statement as required by Regulation 22 of the Local Plan regulations. Alongside this, additional technical work was undertaken including:

- Updates to the Infrastructure Delivery Plan to include extra detail of requirements provided by other infrastructure providing organisations such as the NHS.
- The viability assessment was updated to reflect the additional costs associated with these amendments to the Infrastructure Delivery Plan. However, this did not result in the need for policy changes.
- Additional transport modelling to reflect the Council's policy regarding no through routes within sites HO9 and HO13.
- A review of the housing size and type mix requirement for Castle Point using 2018-based household data. This highlighted an ongoing need for both family homes and accommodation for an older population within the borough.
- Heritage Impact Assessments for sites HO10, HO23, HO24 and HO32.
- Updates to the statutory Sustainability Appraisal and Habitats Regulations Assessment, including the incorporation of the new technical work listed above.

4.1.3 Upon the conclusion of the above work, the Local Plan was submitted to the Secretary of State for examination in public on the 2<sup>nd</sup> October 2020. The Planning Inspectorate has appointed Mr Jonathan Bore as the independent Inspector to examine the plan.

4.1.4 The timing and format of the examination is to be determined. Given the on-going health crisis the examination is likely to be wholly or in part online and officers are working to that assumption. The Service Level Agreement between the Council and the Planning Inspectorate aims for the examination to start within 13 weeks of the appointment of the Inspector, which would suggest towards the end of January 2021. However, experience elsewhere suggests that examinations are delayed.

4.1.5 One issue that could cause a delay is whether the Inspector instructs the Council to consult on a draft set of suggested modifications to the plan prior to the examination. The covering letter to the submission documents requested specific guidance on this.

4.1.6 The Inspector will in due course publish details on how he wishes to proceed with the examination. Once a Plan is submitted decisions on the matters and issues to be considered, the timing and format of the Examination are for the Inspector. He will consult with the Council on those. It is the Council who will need to put the relevant arrangements in place for the examination, whatever its format.

- 4.1.7 Communication with the Inspector for all involved is through the Programme Officer. The Council has appointed Mrs Andrea Copsey as programme officer. There must be no direct communication with the Inspector. This is to allow the Inspector to maintain their independence.
- 4.1.8 Prior to the examination the Inspector will issue to the Council the Matters, Issues and Questions (MIQs) for the Examination. The Council will need to publish the MIQs, notifying those who are participants in the plan at this stage (see para 4.1.9), who also will have an opportunity to respond. The Council must respond to every MIQ and publish the response. Participants may respond to the Council's statements.
- 4.1.9 At this stage participants are generally defined as the Council, statutory consultees and people who made representations to the plan at the Reg 19 stage. However, the Inspector may waive this. For that reason, in the submission documents, officers included a Schedule of responses, details of responses to each stage of the plan making process. This provides the Inspector with the broadest understanding of the matters of concern or support within the local community.
- 4.1.10 There are legal requirements that the Council must meet for the Local Plan to be found to be legally compliant. One such requirement is the preparation of the Local Plan in accordance with the Local Development Scheme (LDS). The current LDS was adopted in 2019 and anticipated that the Local Plan would be submitted by June 2020. Consequently, a minor update to the Local Plan timetable in the LDS is required to reflect the actual submission date.

## **4.2 Local Development Scheme 2020**

- 4.2.1 The LDS is a legal requirement that sets out the programme for plan-making work. This includes establishing the programme for preparing the Local Plan. Based on the progress that has been made to date on the Local Plan, it is anticipated that the programme will now be as follows:

<b>Stage</b>	<b>Commencement Date</b>
<b>Regulation 18</b>	
<b>Issues Consultation Sustainability Appraisal scoping report (6 weeks)</b>	<b>July 2018</b>
<b>Regulation 19</b>	
<b>Publication of Plan (8 weeks)</b>	<b>December 2019</b>
<b>Regulation 22</b>	
<b>Submission of Local Plan to Secretary of State</b>	<b>October 2020</b>
<b>Regulation 24-26</b>	
<b>Examination of Local Plan</b>	<b>Anticipated Spring 2021<sup>1</sup></b>
<b>Adoption of Local Plan</b>	<b>Anticipated Autumn 2021<sup>1</sup></b>

- 4.2.2 The LDS also sets out the programme for the preparation of the South Essex Joint Strategic Plan. The 2019 LDS included the programme for this. However, since that was agreed other areas working on joint plans across England have experienced challenges in bringing such proposals forward which has caused

<sup>1</sup> Once the Local Plan is submitted by the Council, the programme for examination is dictated by the Planning Inspectorate.

the progress of the South Essex JSP to be slower and more tentative than initially anticipated. It is therefore now necessary to agree a revised programme with ASELA partners. This revised programme will be reported for approval as an addendum to the Local Development Scheme once developed with partners.

- 4.2.3 Finally, Appendix 1 of the LDS provides information around the preparation of supplementary planning documents (SPD). Information is provided on the need to update or otherwise the existing SPD used in Castle Point such as the existing Developer Contributions Guidance and the Residential Design Guidance. It also details where new SPD may be required to provide additional detailed guidance around securing high quality, sustainable development in Castle Point. Natural England have identified two areas of policy where additional guidance is required for such purposes, and this is reflected in Appendix 1 of the Local Development Scheme 2020.
- 4.2.4 Cabinet is asked to approve the Local Development Scheme 2020 setting out the programme for the Local Plan and other work, and superseding the version previously agreed in 2019.

#### **4.3 *Statement of Community Involvement Update 2020***

- 4.3.1 The Statement of Community Involvement (SCI) sets out how Castle Point Borough Council, as the local planning authority, intends to engage and involve residents, businesses and all other stakeholders during the process of considering planning applications and when preparing planning policy documents. It was last updated in 2014.
- 4.3.2 Since 2014, there have been significant changes in the way people communicate, with a notable uptake in the use of social media and digital options. These options are also favoured by younger residents and those who commute a distance out of the Borough for work, broadening the opportunity for engagement in local issues. The recent coronavirus health emergency has also emphasised the way in which digital communication options can help to keep people connected with Council services.
- 4.3.3 Due to coronavirus, and the need to maintain social distancing, the Government has removed several requirements around the physical publication of planning documents as a temporary measure. These legal changes affect both planning application consultations and consultations for the purpose of plan-making.
- 4.3.4 The SCI has therefore been updated to highlight digital options and provide some flexibility over how engagement will occur in the future to ensure that planning services can continue to be delivered whilst maintaining social distancing. The Government has recommended updating Statements of Community Involvement in this way through an update to the national Planning Practice Guidance and is promoting the use of digital technology in the future as set out in the Planning White Paper.
- 4.3.5 It is however recognised that some residents, potentially due to protected characteristics may not be able to access services including planning services and information online. Data published by the ONS in August 2020, which looked at Internet Access by households and individuals in February and March 2020 (pre-lockdown) shows that 96% of households in the UK have internet access.

This is up from 73% in 2010. This is not however consistent across the board. Only 80% of 1 adult households over the age of 65 have internet access.

- 4.3.6 Furthermore, the same data release details how different age groups use the internet. Whilst on average 70% of people use the internet for each of social networking and reading online news, this drops to 34% and 47% respectively for those over the age of 65. This means that even where an older person has access to the internet, they are not necessarily going to see information put on the internet.
- 4.3.7 There is therefore a need for the Council to consider how it intends to engage with older people as part of the community going forward, as any programme of engagement which only uses internet based access is likely to discriminate against this group and as a consequence not be fair generally, or legally compliant when viewed against the Equality Act. Similarly, the same data shows that people with a disability, as defined by the Equality Act, also have below average levels of internet access and usage and will also need to be appropriately targeted through alternative means.
- 4.3.8 Therefore, whilst this number of people without access may have declined since the last SCI was prepared in 2014, it is by no means zero. To this end, we will continue to write by letter where a person needs to be directly notified of a proposal, and no email address is known to the planning service at the Council. We will also continue to make documentation available at the computer terminals at the planning desk in the Council Offices, and paper copies of key policy documents available in libraries. However, due to current social distancing measures, and due to the potential for such circumstances to arise again in the future, the SCI has been updated to make clear that it is necessary now and may be necessary in the future to 'book' to access to such documentation.
- 4.3.9 Cabinet is asked to approve the Statement of Community Involvement Update 2020, superseding the version previously approved in 2014. This will inform how the Council goes about engaging people on the SPDs proposed for development in the updated Local Development Scheme.

## **5. Corporate Implications**

### **a. Financial implications**

The financial implications for new projects or new legislation / regulations associated with planning will be set out in individual reports. Local Plan work for the Borough is supported by the reserve established by the Council, and by on-going revenue budget. All new planning policy projects will be subject to an assessment of the financial implications at the project initiation stage.

### **b. Legal implications**

The Council is required by the Town and Country Planning Act to maintain a Local Development Scheme and to have a Statement of Community Involvement. It is expected that planning policy documents are prepared in accordance with those documents.

**c. Human resources and equality implications**

**Human resources**

The LDS and the SCI do not introduce additional human resource requirements. The proposals in the SCI seek to ensure human resources are used more effectively.

**Equality implications**

The LDS is a programme and does not have equality implications.

The SCI has been prepared cognisant of equality implications which means that physical means of engagement have been maintained to ensure that those with protected characteristics are not disadvantaged beyond requirements necessary to ensure social distancing – i.e. booking of appointments to view planning documents. Equality Impact Assessments will also be used as a tool to ensure that individual consultation events for plan-making are reasonably inclusive, at the time they occur.

**d. Timescale for implementation and risk factors**

Subject to approval by Cabinet the Local Development Scheme 2020 and the Statement of Community Involvement 2020 will come into effect on the 25 September 2020.

**7. Background Papers:**

New Castle Point Local Plan Pre-submission 2019

Local Development Scheme October 2019

Revised Statement of Community Involvement 2014

Planning for the Future White Paper 2020

Planning Practice Guidance - <https://www.gov.uk/guidance/plan-making#covid19>

**Report Author:**

Amanda Parrott – Planning Policy Team Leader

## **Castle Point Borough Council Local Development Scheme (LDS) November 2020**

### **1. Introduction**

The Local Development Scheme (LDS) is the Council's project plan and timetable for preparing a new Local Plan for the Borough, which will eventually replace the Local Plan Saved Policies 1998. It sets out:

- The local planning documents that the Council intends to prepare;
- The subject matter and geographical areas for each document;
- The timetable for the preparation of each document.

This version replaces all earlier versions of the LDS.

### **2. The scope of the Local Development Scheme**

The Local Development Scheme has two principal purposes:

- To inform the public and stakeholders about the Local Plan for Castle Point Borough Council; and
- To set out a suitable timetable to prepare or review these documents.

Appendix 1 sets out information relating to the Supplementary Planning Documents being prepared by the Council. Appendix 2 sets out a risk assessment for the preparation of the documents. Appendix 3 sets out the resources available for the preparation of the documents.

#### **Duty to Co-operate**

The Council has been co-operating with neighbours and statutory bodies to maintain a robust evidence base to support local decision making:

South Essex authorities have been working together to create a Joint Strategic Plan (JSP) and the supporting evidence base documents. The JSP is being undertaken in order to create a longer-term strategy concerned with the areas that currently fall under the jurisdiction of the South Essex Local Planning Authorities. At present, the Council is expected to meet its housing need until at least 2033 through allocations found within the new Local Plan and is not therefore intending to seek assistance from neighbouring authorities to fulfil housing need

in the period to 2033. Finally, there are currently no other Local Planning Authorities seeking aid from Castle Point to help meet housing need.

On an Essex wide level the Essex Planning Officers Association (EPOA) has been working across Essex to develop shared evidence base work such as the Greater Essex Growth and Infrastructure Framework (GIF), and also shared work around the accommodation needs of Gypsies and Travellers. More recently, it has considered the relationships between different housing market areas and developed a protocol to enable more effective, meaningful co-operation between authorities when addressing cross boundary strategic housing issues.

Since December 2017 eleven districts and boroughs within the County alongside Natural England have been working together to create and deliver a Recreational disturbance Avoidance Mitigation Strategy (RAMS) to help prevent disturbance to protected species along the Essex coastline. This project has delivered a Supplementary Planning Document (SPD) that is integrated into the new Local Plan within Castle Point and the other participating authorities.

### **Minerals and Waste Planning**

Essex County Council is the Minerals and Waste Planning Authority for Castle Point Borough. The Essex Minerals Plan was adopted by the County Council in 2014. The Waste Local Plan was adopted in July 2017. These documents constitute part of the Development Plan for the Borough. Further information on the Essex Minerals Plan and the Waste Local Plan can be found by visiting the Essex County Council website: [www.essex.gov.uk](http://www.essex.gov.uk)

## **3. Monitoring and Review**

The Local Plan making process is designed by legislation to be a continuous process of preparation, monitoring and review. Since 2004, the monitoring and review elements of the process have been undertaken through the Authority Monitoring Report (AMR). The Localism Act 2011 removed the duty on planning authorities to submit their AMRs to the Secretary of State each year. However, LPAs (Local Planning Authorities) are still required to report at least annually on their planning activities, including monitoring the delivery of development and the effectiveness of local policies. It is expected that the findings of the AMR could, at some point, trigger the need for any full or partial review of the Local Plan should delivery performance or outcomes vary from what is planned and anticipated.

### **Evidence Base**

The Council has collected, analysed and published a significant body of evidence, either individually or with other local planning authorities or partners, regarding planning matters over the course of many years. The complete library of evidence base material can be found at the Council's web-site using the following link: <https://www.castlepoint.gov.uk>



## 4. Timetable

### Castle Point Local Plan

The Local Plan must set out policies and proposals that will be used to guide decisions and investment on development and regeneration. It will help make sure that the Borough is developed in the right way.

The plan must set out how and where homes, jobs, community facilities, shops and infrastructure will be delivered and the type of places and environments to be created.

The new Local Plan will cover the district right up to 2033 and will replace the Saved Policies from the 1998 Local Plan.

The Local Plan must be based on adequate, up-to-date and relevant evidence about the economic, social and environmental characteristics and prospects of Castle Point Borough.

The process for producing a Local Plan is set out in national law and regulations. The Local Plan has to be submitted to the Secretary of State for approval and a public examination will be held by an independent Planning Inspector.

Stage	Commencement Date
Regulation 18	
Issues Consultation Sustainability Appraisal scoping report (6 weeks)	July 2018
Regulation 19	
Publication of Plan (8 weeks)	December 2019
Regulation 22	
Submission of Local Plan to Secretary of State	October 2020
Regulation 24-26	
Examination of Local Plan	Anticipated Spring 2021 <sup>1</sup>
Adoption of Local Plan	Anticipated Autumn 2021

---

<sup>1</sup> Once the Local Plan is submitted by the Council, the programme for examination is dictated by the Planning Inspectorate.

## South Essex Joint Strategic Plan

In July 2017, the Leaders and Chief Executives of the South Essex Authorities (Basildon, Brentwood, Castle Point, Rochford, Southend-on-Sea, Thurrock and Essex County Council) initiated an approach of collaboration to develop a long-term place-based growth ambition. A joint strategic approach will enable the South Essex sub-region to collectively support economic growth and respond to external pressures such as the Thames Estuary 2050 Commission and the London Plan.

Part of the South Essex growth ambition will be realised through the preparation and adoption of a Joint Strategic Plan. The JSP will be a high level planning framework covering the whole South Essex area. It will set out the overarching spatial strategy, housing target and distribution, strategic employment areas, key transport and other infrastructure priorities and strategic development opportunity areas. It is set to deliver a minimum of 90,000 new homes and 52,000 new jobs by 2038. Along with housing and employment the vision aims to deliver large scale infrastructure that will permit long term growth for the region.

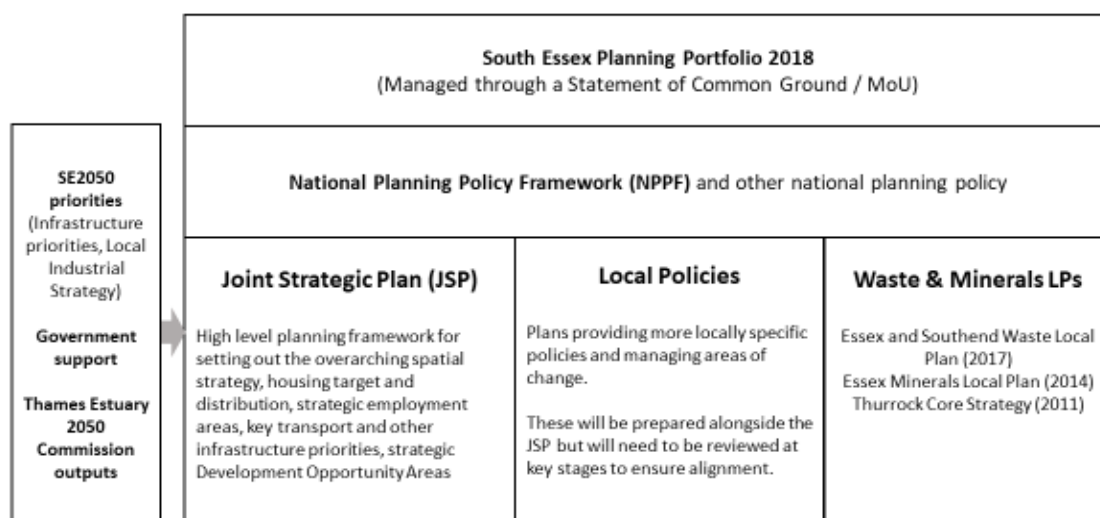
The JSP will be part of the development plan in Castle Point, forming a portfolio of documents that will be used to inform local decision making once adopted.

In accordance with NPPF, a statement of common ground will support the preparation of the JSP, to ensure that there is not only a proactive and positive approach to strategic planning matters across housing market areas, but that there is a clear (and agreed) approach to how these will be delivered in all relevant local plans.

For the South Essex Authorities to deliver the JSP, a budget of approximately £3million has been set aside for all work related to the plan. This includes; preparation of evidence base, time spent at examination, Local Planning Authority incurred costs and staff time.

The diagram below illustrates the relationship between the Castle Point Local Plan and the JSP:

Figure 1: South Essex Planning Portfolio



A provisional timetable for the JSP was agreed in 2018 and integrated into the previous version of the Local Development Scheme. However, due to the challenges faced by other areas in England seeking to bring strategic level plans forward progress has not been as anticipated. A revised programme for the JSP is currently being agreed with ASELA partners and will be reported as an addendum to this Local Development Scheme once known.

## 5. Statutory and Non-Statutory Assessments

### **Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)**

Section 19 of the Planning and Compulsory Purchase Act 2004, as amended, requires LPAs to carry out a 'sustainability appraisal' of the proposals in a Local Plan during its preparation. Many of the requirements for sustainability appraisal are similar to the requirements set out in the Environmental Assessment of Plans and Programmes Regulations 2004, which give effect to European Directive 2001/42/EC regarding the assessment of the effects of certain plans and programmes on the environment. Such assessments are known as Strategic Environmental Assessment and are normally incorporated within the wider Sustainability Appraisal process and reporting.

### **Habitat Regulation Assessment (HRA)**

A Habitat Regulation Assessment is required in accordance with the Habitats Regulations 2017. This requires the Local Planning Authority to undertake an assessment of the policies and proposals set out within its Local Plan on sites of International and European importance in terms of nature conservation i.e. Ramsar sites; Special Protection Areas (SPAs) and Special Areas of Conservation (SACs).

### **Equality Impact Assessment**

The Equality Act 2010 provides a statutory duty on the Council to have "due regard", as part of any decision-making process and before reaching a decision, to eliminate discrimination, harassment, victimisation and other conduct prohibited by the Act.

To this end, development plan documents that affect how people access services will be subject to an Equality Impact Assessment.

Relevant protected characteristics are: age, disability, gender reassignment, pregnancy and maternity, race, religion, sex and sexual orientation.

### **Economic Viability Assessment**

The NPPF expects local planning authorities to consider economic viability when preparing local planning policies.

As part of the evidence base, it is expected that a Viability Assessment will be prepared testing the impacts of various policy options such as affordable housing provision and any developer contribution requirements on the viability of development proposals. This will be used to

ensure that economic viability has been considered when preparing development plan documents. Separate work on economic viability has been undertaken on the master plans.

## **6. Statement of Community Involvement**

Section 17 (1) (b) of the Planning and Compulsory Purchase Act 2004 stipulates that the Local Planning Authority's Statement of Community Involvement (SCI) must be specified in the Local Development Scheme. The SCI sets out how and when anyone with an interest in planning in the Borough can have their say on:

- Applications for planning permission for development
- Planning appeals (where permission is refused by the Council, but an applicant appeals to the Secretary of State
- Planning enforcement; and
- Local Plans.

The Castle Point Borough Council's SCI was reviewed and a new version adopted in 2014, a further review will be undertaken in 2020.

## Appendix 1 – Document list

### Supplementary Planning Documents (SPDs)

Detailed guidance on policy matters is normally set out in supplementary planning documents (SPDs) if there is a clear link to policies in an approved development plan document. The requirement for additional guidance on a topic determines the need for such documents to be prepared.

There are currently five SPDs adopted in Castle Point. Due to the passage of time, updates that have occurred to national policy, and because of the new policy requirements of the emerging Local Plan these will need updating. The table below details the existing SPDs:

SPD	Action	Notes
Developer Contributions Guidance (2008)	Update	Significant update due to passage of time and changes to national policy. Will need to reflect on CIL as it is brought forward.
Residential Design Guidance (2013)	Update	Limited update to reflect any changes to national policy or local plan policy. This SPD is well supported on appeal.
Essex Design Guide Urban Place Supplement (2008)	Revoke	The Essex Design Guide (EDG) has been substantially updated since 2008, and a review of its entire content is appropriate. If appropriate the EDG could be endorsed as a material planning consideration without being adopted as an SPD – an approach taken by other Essex authorities.
Essex Vehicle Parking Standards (2010)	Update	Work is underway to update the vehicle parking standards at an Essex wide scale. At an appropriate time, it may be appropriate to adopt the updated version.
Canvey Town Centre Masterplan (2012)	Update	The outcome of the Canvey Town Centre Working Group will lead to an update of this masterplan.

Due to the work on the Local Plan further supplementary planning documents are also required and will be prepared afresh. These are likely to be:

SPD	Reason for Requirement
Essex Coast Recreational disturbance and Avoidance Strategy (RAMS) SPD	To mitigate the impacts of housing growth on recreational disturbance at Habitat Sites, ensuring that there is no unmitigated harm arising from the Local Plan at these sites.
Guidance on Biodiversity Net Gain	Sought by Natural England to ensure delivery of the requirement for biodiversity net gain in the Local Plan. This will also help fulfil duties emerging from the Environment Bill.

<b>SPD</b>	<b>Reason for Requirement</b>
Site level masterplans	Whilst not essential in all cases, some of the masterplans for more complex sites may benefit from adoption as an SPD to ensure consistency in decision making over time.
Masterplans to promote regeneration	Whilst not essential in all cases, where regeneration may be delivered over an extended period, a masterplan may benefit from adoption as an SPD to ensure consistency in decision making.

## **Evidence base**

Since the Local Development Scheme (June 2018) the following progress on evidence base documents has been made in preparation of the new Local Plan:

- Air Quality Annual Status Report 2018
- Air Quality Annual Status Report 2019
- Brownfield Land Register 2019
- Castle Point Borough Council Playing Pitch Strategy & Action Plan 2018
- Castle Point Large Site Capacity Study 2018
- Castle Point Large Capacity Study update 2019
- Castle Point Playing Pitch Strategy (PPS) Assessment Report 2018
- Castle Point SHELAA Sites Development Viability Appraisals 2018
- Castle Point Transport Evidence Refresh 2019
- Duty to cooperate report Local Plan 2018
- Duty to cooperate update report Local Plan 2019
- Equality Impact Assessment (EqIA) 2019
- Essex Coast Recreational Disturbance Avoidance and Mitigation Strategy (RAMS)
- Green Belt Review 2018 Part 1 2018
- Green Belt Review 2018 Part 2 2018
- Green Belt Review Part 2 2019 update
- Green Belt Topic Paper 2018
- Habitat Regulations Assessment including Appropriate Assessment 2019 updated in 2020
- Heritage Impact Assessments on specific allocation sites 2020
- Housing Sites Options Topic Paper 2018
- Infrastructure Delivery Plan 2019
- Local Wildlife Site Review 2019
- Regulation 18 Outcomes Report 2018
- Sequential and Exceptions Test 2018
- South Essex Indoor Built Facilities Overarching Strategy and Action Plan 2018
- South Essex Playing Pitch Strategy Overarching Strategy and Action Plan 2018
- Sport and Leisure Facilities Needs Assessment: Castle Point Borough Council 2018
- Strategic Biodiversity Assessment 2019

- Strategic Flood Risk Assessment (SFRA) Level Two 2018
- Strategic Housing Land Availability Assessment (SHLAA) 2018
- Strategic Housing Market Assessment Addendum: Castle Point Housing Mix 2020
- Sustainability Appraisal: Environmental Report 2019 updated in 2020
- Transport Evidence Mitigation and Sensitivity report 2019
- Transport Evidence – Local Plan Transport Sensitivity Testing 2020
- Whole Plan Viability Assessment 2018 updated in 2020

The following progress on the evidence base will be made by 2021:

- Community Infrastructure Levy Charging Schedule 2021
- Local Cycling and Walking Infrastructure Plan 2021



## Appendix 2 – Risk Management

There are several factors which may impact upon the ability of the Council to keep to the timetable for the production of local plan documents. This will have implications for the Council in terms of putting in place a plan for the Borough which provides certainty to residents, businesses and other stakeholders about where development will, and will not, be directed.

Without such a plan, the Council will not be able to:

- Take into account the cumulative effects of development in an area when assessing planning applications and seeking S106 contributions towards infrastructure;
- Bid effectively for infrastructure funding where the criteria are linked to growth;
- Charge a Community Infrastructure Levy;
- Have a secured housing land supply that provides certainty over local service and infrastructure requirements and the Council Tax Base; and
- Defend appeals for development in locations which are not preferred locally. Where a plan is out of date, national policy in the National Planning Policy Framework, including the presumption in favour of sustainable development, will be applied

Additionally, the Government has confirmed that it will intervene in plan-making in areas where councils without a post 2004 local plan have not submitted a plan for consideration by the Planning Inspectorate. This will reduce the control the local planning authority has over such matters. In March 2018, the Council received a letter from the Secretary of State for Housing, Communities and Local Government confirming the intention to commence Intervention in the Castle Point Local Plan, and this risk still remains in the period to adoption of the Local Plan. To date the Ministry has confirmed the need for a Local Plan to continue to be progressed to adoption, and for the plan to focus on bringing forward new homes in the early part of the Plan period.

The key risks to the successful production of the local plan documents are:

Threat	Level of risk	Comment and proposed mitigation	Managed risk
Significant public opposition to the Local Plan	High	<p>The Local Plan will tackle contentious issues that could give rise to significant public opposition. Whilst every effort will be made to build cross community consensus, there remains risk of significant public opposition to the Local Plan proposals.</p> <p>Logistically this could cause a higher volume of work in the processing and analysis of representations than accounted for in the LDS timetable, which could set it back.</p>	Medium

Threat	Level of risk	Comment and proposed mitigation	Managed risk
		To help reduce this risk, responses from the 2014 and 2016 draft Local Plan consultations will be used to assess public opinion. The 2014 and 2016 draft Local Plans will form the majority of the new Local Plan so previous consultation responses as well as updated evidence will help inform the Plan.	
Legal Challenge	High	A legal challenge can be lodged to any Local Plan document within 6 weeks of its adoption. The degree to which this could occur is uncertain due to the relatively new Local Plan system created by changes made to the Planning Acts, by the Localism Act 2011. To avoid a legal challenge, every effort will be made to ensure that procedures and regulatory requirements are followed.	Medium
Inability of the Planning Inspectorate (PINS) to deliver examinations / reports to timetable	High	<p>Since 2010, the Planning Inspectorate's remit has expanded and its budget cut as part of the Government's austerity measures. This has led to a number of changes in how the Inspectorate operates. There remains a risk therefore that PINS may not have the capacity to provide an Inspector at the exact time the Council would like an Examination in Public to start. Despite recent efforts to recruit additional Inspectors, there remains a risk that demand for Inspectors to serve EiPs may outstrip the supply, compounding staff shortages that have been present for some time.</p> <p>The Council will maintain an open dialogue with PINS during the preparation of the Local Plan up to Regulation 19 stage to gauge whether timescales can be met by both organisations.</p>	
Staff turnover, staff loss, long term sickness	Medium	As with any organisation, from time to time staffing pressures such as sickness, maternity, paternity leave and staff loss need to be effectively managed. This will be undertaken in line with Council procedures for staff retention, as well as measures such as recruiting into vacancies as quickly as possible, using temporary staff and secondments, or Service Level Agreements with other Councils, where possible, to cover maternity/paternity leave.	Low
Financial shortfall	Medium	Local Plan document preparation can be expensive, particularly the preparation or commissioning of the evidence base, production of documents, thorough consultation and public examination. Examination costs may inflate due to the length or complexity of an examination and the hiring of expert witnesses to defend the	Medium

Threat	Level of risk	Comment and proposed mitigation	Managed risk
		Council's plan. Legal challenge could also mean further unforeseen costs are incurred, such as legal fees. The Local Plan budget is subject to regular monitoring and profiling by Financial Services and the Transformation Manager to ensure that any pressures are identified early and to enable unspent budget to be carried forward across financial years to ensure this LDS remains financially supported and therefore viable as a plan-making programme. The S151 officer is notified through this process should overspends be predicted in current or future years to ensure the budget remains on target.	

The Statement of Common Ground supporting the South Essex Joint Strategic Plan is a live document and will be updated in response to the emerging plan and cooperation between the Local Planning Authorities. The Statement of Common Ground can be viewed on the [Castle Point Borough Council website](#). The Statement includes a risk register which will be maintained as a key project management tool to guide the deployment of resources and achievement of milestones for the JSP.





Castle Point  
Statement of Community Involvement  
(SCI) 2020

## Introduction

1. This Statement of Community Involvement (SCI) sets out how the community and other stakeholders will be engaged and consulted on local planning policy documents and planning applications. An addendum to this SCI has been prepared to set out the consultation processes that will apply to South Essex planning documents.
2. This SCI is an update to earlier documents and has been prepared during the coronavirus pandemic. Whilst the lifespan of this SCI will extend beyond this pandemic, at this time, and potentially for some while to come it is important that we engage and consult with the communities in Castle Point in a way which ensures their safety and wellbeing. There is therefore additional emphasis within this SCI on digital access and the use of social media, which we will strongly encourage residents to use.
3. However, the Council recognises that a small proportion of our residents do not have access to the internet, and we will therefore continue to work to engage and consult with these residents via more traditional means wherever possible whilst ensuring their safety.

## General Principles of Planning Consultations

4. The Council will apply some general principles to our planning consultations and engagement activities. Where consultations and engagement activities are being undertaken by others, we will expect them to apply these too.
  - Involvement will be open to all regardless of gender, faith, race, ethnicity, disability, sexuality or age.
  - The views of interested and affected parties will be sought as early as possible.
  - We will choose engagement and consultation methods which ensure safe but effective engagement, balanced against the availability of resources, costs and time constraints. There are some things we are required to do by law which reduce our discretion in this regard.
  - Consultation documents will be as clear and concise as possible, without understating the complexities of any issue.
  - We will inform those who take part in engagement activities or respond to a consultation of the next stages in the process, where details have been provided.
  - We will continue to work with neighbouring boroughs and public bodies who provide infrastructure and services or look after the environment in the area to ensure that strategic matters are addressed.

## Planning Policy Consultation Database

5. Over time, the Council has built up an extensive database of organisations and individuals who wish to be involved in consultations on planning policy matters such as the Local Plan.
6. Any individual or organisations wishing to be included may request be added to the database at any time.
7. This database will be periodically reviewed to ensure it remains up to date and complies with the General Data Protection Regulations. In between these reviews, if you wish to be removed from this database you can submit a request at any time.

## Development Plan Documents (DPDs)

8. Development Plan Documents (DPDs) are locally produced documents containing policies to manage and guide development. The Local Plan is a DPD. DPDs must be supported by evidence, generally accord with national planning policies, and must be subject to an ongoing process of appraisal to ensure that the policies are sustainable i.e. they have benefits in terms of their economic, social and environmental outcomes.
9. Consultation is required as part of the preparation of a DPD in order to ensure that all the relevant and important issues in the local area are identified and planned for appropriately. The requirements for such consultation are set out in legislation and will be applied as a minimum within Castle Point when DPDs are prepared.
10. The following approach applies to consultation and engagement on Development Plan Documents.

### Who will be consulted?

- Statutory organisations including nearby councils, infrastructure providers and government bodies as legally required, or otherwise appropriate.
- Based on the subject of the document will we also consult the following groups as appropriate:
  - Groups representing a place, communities or other special interests;
  - Local businesses, voluntary and other organisations;
  - The general public;
  - Planning and development industry stakeholders;
  - Others who have expressed an interest in the issue or matter.

### When will consultation occur?

- An initial consultation will take place early in the preparation of any DPD. This consultation will last for a minimum of 6 weeks.
- We will consider the need to prepare documents for additional consultation stages as appropriate, based on the topic and based on the need for further feedback through consultation. Any additional consultations will last for a minimum of 6 weeks.
- We will consider the need for targeted engagement with organisations, key stakeholders and other groups as appropriate throughout the preparation of the plan outside any formal consultations to assist in developing the plan.
- Once the Council feels that there has been an appropriate level of community involvement, the DPD will be finalised for publication and submission to the Government for independent examination.

### How will we consult?

- We will prepare a consultation plan before each consultation occurs. The following sets out the minimum we will do.
- We will directly contact those organisations we have a statutory duty to contact.
- We will directly contact those organisations and individuals in our planning policy database, as appropriate. Where an email address has been provided this will be by email.

- We will publicise consultations on our website. We will also use an appropriate combination of other methods to let people know that the consultation is underway. This may include a press release, announcements on social media and the use of community notice boards. Other options may also be explored as appropriate, including opportunities to work with partner organisations.
- Consultation materials will be made available to view and download from the Council's website. Stakeholders are strongly encouraged to access materials in this way, particularly whilst social distancing measures to manage the spread of the coronavirus are in place.
- Consultation materials will normally also be available to view at the Council Offices and libraries during normal offices hours. Whilst restrictions are in place because of COVID-19, this may not be possible. An appointment may be required to view consultation documents in this way where it is possible.
- Anyone wishing to respond to a consultation is encouraged to do so online via our consultation portal, as this is the quickest and most effective method of responding. The Council will however accept others forms of response such as an email or letter. When making a response by email or letter, it should be marked clearly so that it can be assigned to the consultation. All responses, including those sent by email or post must be received by the consultation deadline to be taken into account.

#### How will consultation responses be dealt with?

- All responses will be recorded in a database and we will publish them or a summary as soon as it is feasible to do so. When publishing comments, we will normally publish the person's name. We may occasionally redact elements of a comment where it provides too much information about a person's identity and would breach data protection rules. We may also redact those parts of a comment which contain discriminatory or hateful content in order to ensure we do not breach rules in the Equality Act.
- We will explain how consultation responses have been taken into account in the preparation of the plan, and in any decisions taken, as required by legislation. There are some points within the process of preparing a plan where this is not required, and any comments received are dealt with through the examination process instead. We will make it clear in consultation materials where this is the case.

#### Consultation once a DPD has been prepared

11. Once the Council has finalised the DPD for publication and submission to the Government for independent examination, a final consultation will take place. This consultation will last for at least 6 weeks and will follow the requirements set out in legislation. At this stage, any comments made will be passed as scanned copies of the original to the Inspector appointed by the Government to examining the Local Plan. There are therefore specific questions that consultees are asked to answer, and the Council will provide a form and guidance note to aid consultees in doing this.
12. Once a DPD is submitted to the Government, an independent Inspector carries out an Examination of the document, considering the comments received, before making recommendation on the document that can be put before the Council for adoption. The Inspector may recommend that modifications are made to the DPD before it can be adopted. In this instance the Inspector will ask for consultation to take place on those



modifications. Consultation will be carried out in accordance with the requirements set out in legislation. All comments made on modifications are collected by the Council but will be passed to the Inspector as scanned copies of the original for consideration only by the Inspector.

### Supplementary Planning Documents

13. The Council may prepare Supplementary Planning Documents (SPD) to provide guidance and more detailed advice on matters set out in a Development Plan Document such as the Local Plan. These documents will be prepared using an appropriate evidence base, and should conform with national policy, and the policy or policies within the Development Plan Document they are intended to support.
14. SPDs are not independently examined by a Planning Inspector and are adopted for use at a local level by the Council. However, in accordance with legislation the Council must carry out at least one stage of consultation in the preparation of an SPD and must ensure that other legal requirements related to environmental assessments are met.
15. As with DPDs the Council will prepare a consultation plan for SPDs to detail how we will consult. However, the same general methods of consultation, as described for DPDs above will be used for SPDs. There are variations in 'when consultation occurs' for an SPD, as set out below:

#### When will consultation occur for an SPD?

- We will consider the need for targeted engagement with the community, organisations and key stakeholders in developing the SPD.
- We will consult on a draft version of the SPD for a minimum of 4 weeks.
- After considering the responses to the draft, we will consider the need for further engagement or consultation. The Council will decide if the engagement or consultation needs to be targeted or more extensive based on the issues arising.
- Once we consider that there has been an appropriate level of community involvement and made any appropriate amendments, we will adopt the SPD.

### Master Plans, Development Briefs and Design Codes

16. These documents provide detail at a site or area level about what types of development will occur and some details about what it should look like. Master plans and development briefs will also detail how the development will provide or relate to infrastructure, and how the development will be connected into the wider area.
17. Master Plans, Development Briefs and Design Codes are used to ensure that allocations and other development arising from Development Plan Documents such as the Local Plan deliver on the policy requirements and objectives for the area.
18. Due to their level of detail, and because they normally include more graphics than other planning policy documents, consultation on master plans, development briefs and design codes are generally something that communities can engage in with greater ease.

19. Master Plans, Development Briefs and Design Codes are not independently examined by a Planning Inspector and are adopted for use at a local level by the Council. However, as these plans affect the use of land legal requirements related to environmental assessment must be met. Additionally, if the Council wants to afford a master plan, development brief or design code weight in the decisions it takes, it should also meet the legislative requirements for consultation set out for SPDs. Having met those requirements, the Council could choose to adopt a master plan, development brief or design code as an SPD.
20. Given the high potential for communities to engage with master planning and the preparation of development briefs and design codes, the Council will prepare a consultation plan for each master plan, development brief or design code to detail how consultation and engagement will occur. As a basis however, the same general methods of consultation, as described for DPDs will apply for master plans, development briefs and design codes. There will however be variation in when engagement and consultation occurs for these documents, as set out below:

#### When will consultation occur for a Master Plan, Development Brief or Design Code?

- We will consider the need for targeted engagement with the community, organisations and key stakeholders in developing each document.
- We will consult on a draft version of the document for a minimum of 4 weeks.
- After considering the responses to the draft, we will consider the need for further engagement or consultation. The Council will decide if the engagement or consultation needs to be targeted or more extensive based on the issues arising.
- Once we consider that there has been an appropriate level of community involvement and made any appropriate amendments, we will approve the document for use. We may choose to adopt it as an SPD.

#### Neighbourhood Plans and Development Orders

21. Neighbourhood Plans and Neighbourhood Development Orders are taken forward by qualifying bodies and communities themselves. They are not prepared by the Council; therefore, this SCI does not prescribe what methods of community engagement they must follow. It will be for the qualifying bodies and communities to decide an appropriate level of community engagement in relation to the size and complexity of the Plan. Nevertheless, the Council will expect this to meet the requirements set out in appropriate legislation and to follow wherever possible the general principles and techniques set out in this SCI.
22. The Council will assist/ advise, as appropriate, on the Neighbourhood Plan or Neighbourhood Development Order process in line with relevant Regulations.

#### Community Infrastructure Levy

23. The Community Infrastructure Levy (CIL) is a charge which allows the Council to raise funds for infrastructure to support new development. CIL rates are set out in a Charging Schedule. The Council will ensure that consultation on the CIL achieves at least the minimum requirements set out in legislation. On this basis:
- Consultation on the Charging Schedule will be for a minimum of 4 weeks.

- We will consult statutory bodies identified in legislation, other stakeholders, interested bodies and where appropriate, the wider community.
- We will publish comments received or a summary as soon as it is feasible.
- An independent inspector will examine the charging schedule, having considered the representations made prior to making recommendations for the Council to consider in adopting the charging schedule.

## Planning Applications

24. We are keen to encourage developers to discuss their proposals with planning officers before submitting an application. This can confirm whether the principle of development is acceptable and clarify the format, type and level of detail required to enable us to determine an application. Preapplication advice is currently provided on request and its procedure and associated cost is available on our planning website. The Council will usually decide a planning application in its submitted form.
25. On receipt of a planning application the Council will, as a minimum, carry out consultation in accordance with the requirements of the relevant legislation and take account of any relevant consultation responses. This may involve displaying a site notice or sending notifications to affected neighbours by letter or email or placing an advertisement in the local press.
26. To ensure early public involvement on major development proposals or locally sensitive schemes the applicant will be encouraged to carry out public consultations before making a planning application. Before making a major planning application (10+ dwellings or 0.5+ ha of residential development or 1000+ square metres of building space or 1.0+ ha of development land), prospective applicants should:
  - Talk to the Council planning officers about their application through making use of the Council's pre-application advice service;
  - Talk directly with relevant statutory consultees to minimise technical objections to their application. Some of the statutory consultees operate their own pre-application advice service;
  - Consult the local community on overall and specific aspects of the proposal. It is advised that the Council and local ward Members are notified of when such consultation is occurring;
  - Consider the consultation responses received and take them into account before making their planning application.
27. Before making other types of planning application, prospective applicants should also consult both the Council planning officers and people likely to be affected and consider their views before finalising the proposal. The latter may be as simple as talking over plans with a neighbour or making use of the Council's pre-application advice service.
28. Where applicable planning applications should be accompanied by a consultation statement explaining what consultation has been carried out by the applicant, including technical and public involvement and how it has influenced the planning application proposals. The

Council will consider any submitted consultation statement by applicants in addition to any comments received on the planning application.

29. In addition to the press notice, site notice and/or neighbour notifications the Council will publicise a weekly list of planning applications on our website and in other public places as appropriate.
30. Planning applications are public documents and can be viewed on the Council's website via Public Access our internet service that allows you to view and comment on planning applications. To view documents online please visit <https://publicaccess.castlepoint.gov.uk>.
31. Planning applications can also be viewed in person at the Council Offices. You are recommended to contact the Council before visiting to view planning applications documents whilst COVID-19 restrictions are in place as an appointment may be required to be able to access the building.
32. The Council will by arrangement allow applicants and objectors to make a short statement on planning applications which are considered by the Development Management Committee in certain circumstances. A guide to commenting on planning applications and Development Management Committee is available on the Council's website.
33. The Council will publish the decisions on all planning applications on its website which will, where required, include the reasons for the decision. Please refer to the relevant planning pages on the Council's website: <https://publicaccess.castlepoint.gov.uk>

#### Lawful Development and Prior Approval Applications

34. Not all development proposals require a planning application. The General Permitted Development Order enables some development to occur without the need for a planning application. However, the Council receives the following in relation to this type of development:
  - Applications seeking a certificate to confirm a proposal is lawful – this confirms that what is proposed does not need planning consent; and
  - Prior approval applications – this application type seeks confirmation that additional rights within the General Permitted Development Order can be applied to a development, i.e larger residential extensions, additional floors on buildings, and changes of use.
35. Applications for a certificate to confirm a proposal is lawful is not the subject of consultation, as the issuing of a certificate simply confirms that a development does not need consent in law.
36. Some prior approval applications are the subject of consultation, with the specific requirements set out in the General Permitted Development Order. The Council will follow those requirements for these applications. For larger extensions to residential properties this would include writing to adjoining neighbours as an example.

37. In some instances, the Council will also receive applications for a certificate of lawfulness for an existing use or development. As this existing use or development may or may not have required planning consent, the Council will consult with adjoining neighbours prior to making a decision.

### Independent Planning Advice

38. Independent advice on planning is available from the Planning Aid website (<http://www.rtpi.org.uk/planning-aid/>). Planning Aid provides free, independent and professional town planning advice and support to communities and individuals who cannot afford to pay planning consultant fees. It complements the work of local planning authorities but is wholly independent of them. Planning Aid can assist people with their own planning applications or can help them to comment on planning applications or planning policy consultation documents.
39. If you have a query regarding the information set out in this Statement of Community Involvement or a specific question relating to a specific consultation or other planning policy matters, please contact us – our contact details are available via the Councils website.

# Addendum – Statement of Community Involvement for the South Essex Plan

## Introduction

This Statement of Community Involvement (SCI) Addendum sets out a consistent approach to consultation and involvement with regard to the preparation of the South Essex Plan. This SCI acts as an addendum to each of the existing SCI's for the six South Essex authorities working in partnership on this Plan. These are Basildon Borough, Brentwood Borough, Castle Point Borough, Rochford District, Southend Borough and Thurrock Borough Council.

### Important Note

This SCI Addendum sets out the approach to consultation as it relates to the South Essex Plan only. The consultation approach for all other planning documents and planning applications remains as set out in the existing Statement of Community Involvement adopted by each individual authority. Please refer to the individual authority's website for details.



Map of South Essex

## Background

The South Essex Plan will be a formal statutory Development Plan Document, providing the strategic planning framework for the six Local Planning Authority areas identified above. Essex County Council will assist with preparing the South Essex Plan. The adopted Plan will include an overall spatial strategy as well as contain strategic allocations and policies setting out the amount of housing, employment and supporting infrastructure needing to be provided over the period to 2038, in aid of the delivery of the South Essex 2050 Ambition.

Public consultation is required at a number of specific stages during the preparation of the South Essex Plan, including its final "Publication" stage, after which it will be submitted to Government. An independent Planning Inspector will then carry out an Examination into the document, considering

the views of interested people. The final decision on the soundness of the South Essex Plan will be made by that Inspector and, if found sound, the plan can be adopted by the six Councils. You can find Government guidance on preparing local plans here: [www.gov.uk/guidance/local-plan](https://www.gov.uk/guidance/local-plan)

## Consultation General Principles

We will apply some general principles to our South Essex Plan consultation:

- Involvement will be open to all regardless of gender, faith, race, ethnicity, disability, sexuality and age.
- We will undertake consultation as the Plan is prepared.
- We will choose consultation processes by balancing available resources, cost and time constraints, but always in accordance with the requirements as set out in Government legislation and regulations.
- Consultation publications will be clear and concise and avoid unnecessary jargon, without understating the complexities of any issue.
- Consultations will be run for a minimum of 6 weeks in conformity with Government legislation.
- We will inform those who respond to any stage of consultation of further consultation opportunities and make a summary of our responses to each consultation available on our website.

## Who We Will Consult

- We will contact appropriate organisations and individuals directly.
- We will publicise consultations by a combination of methods, as appropriate, such as: local authority websites, press releases, displays, social media, community groups and community events.
- We will make consultation documents available at council offices and public libraries where appropriate.
- Consultation documents will be made available for download via each Council's website.
- We will consider organising consultation events such as public exhibitions and stakeholder workshops.
- We will publish comments received or a summary as soon as feasible. We will explain how these comments have been taken into account when decisions are made.

## When We will Consult

- Each authorities Local Development Scheme, available online, provides a 'live' timetable for preparing the South Essex Plan, setting out key consultation stages and milestones;
- We will consider the need for targeted engagement with organisations and key stakeholders in developing the Plan, in addition to legal requirements;
- The first consultation on the South Essex Plan will present the key issues that need to be addressed and will ask for comments on approaches to address these issues;
- We will consider the need to prepare documents for additional consultation stages setting out further options, information, greater detail or preferred options;
- Once we think there has been an appropriate level of community involvement, both in terms of the opportunity to shape plan approaches and to be compliant with Government regulations, we will formally publish the "Publication Version" of the Plan in accordance with the relevant regulations. A final opportunity for public engagement will be given before submission to Government for independent examination

- Each iteration of the South Essex Plan will be presented alongside an evidence base and a statement setting out the role that the previous consultation had on its production.

### Data Protection Statement

Those parties who have been consulted on this SCI Addendum have been consulted directly by their Local Authority in conjunction with the consultation procedure as set out in their existing SCI.

The details of anyone who makes a representation on the wording of this SCI Addendum or who otherwise expresses an interest in being consulted throughout the development of the South Essex Plan will be held on a database maintained and shared between the six South Essex Authorities (Basildon, Brentwood, Castle Point, Rochford, Southend-on-Sea and Thurrock), and Essex County Council. This database will be used for the sole purposes of matters relating to the production of the South Essex Plan.

This database, in whole or in part, may need to be shared with any consultants who the authorities need to work with in order to manage future consultations. Data protection regulations will be enforced with any consultant that this may apply to.

The names of any member of the public making a representation to any South Essex Plan related consultation will be published alongside their representation as representations are required to be made a matter of public record. All other personal details will be redacted.



**CABINET**

**18th November 2020**

**Subject: Corporate Performance Scorecard Quarter 2 2020/21**

**Cabinet Member: Councillor Varker, Cabinet Member for Resources**

---

**1. Purpose of Report**

To set out the performance figures for the Corporate Performance Scorecard for quarter 2 2020/21.

**2. Links to Council's priorities and objectives**

The scorecard is explicitly linked to the Council's priorities.

**3. Recommendations**

That Cabinet notes the report and continues to monitor performance.

---

**4. Background**

4.1 The Corporate Scorecard reports on performance indicators for important service outcomes that are relevant to the Council's priorities.

4.2 The indicators for the Corporate Performance Scorecard for 2020/21 were considered and approved by Cabinet in July 2020.

**5. Report**

**5.1 Summary of performance**

5.1.1 The performance summary in Appendix 1 sets out the performance achieved by the Council against the measures in the scorecard. Of the 29 indicators reported, 19 are at or above target, a further 2 are near target and 7 indicators did not meet the target. Grass verge cutting default notices were suspended in quarters 1 and 2 so there was no performance to report. Trend in performance shows that there is improving performance in 16 indicators, declining performance for 9 indicators and performance levels maintained for a further 2 indicators. The remaining 2 indicators do not have an indication of trend.

### 5.1.2 Performance is set out against the four priorities in the Corporate Plan as follows:

#### ***Environment***

The percentage of household recycling was slightly down on the same period last year and just below target. Household composting (including food waste) is above target and better than over the same period last year. Overall, this means that over 53% of household waste collected was either recycled or composted.

The good performance for street cleanliness continues this quarter and is on target with just 8.25% of inspected streets deemed unsatisfactory, down from 8.51% over the same period last year. August showed a slight increase in litter levels compared to last year, which has been likely caused by increased footfall as COVID-19 lockdown restrictions continued to be eased.

Fly tipping removal is above target, maintaining high levels of performance where 98% of fly tips were removed within one working day, despite a 44% increase in the number of fly tips compared with the same period last year. Default notices for highways grass verge cutting were suspended due to the pandemic although the number of requests received in relation to highway grass verge cutting was lower than over the same period last year.

#### ***Housing and Regeneration***

Tenant satisfaction with repairs and maintenance at 92.4% remains strong although down on performance at the same time last year and below target. The fall in satisfaction levels in Q2 is related to a decline in contractor performance, which is currently being addressed. The average void turnaround time was 79.2 days for the quarter; due to lockdown, the service was not carrying out works to voids and not advertising properties fully until July, which has had an adverse effect on void turnaround.

The percentage of planning applications processed within target times has two measures – one for major and one for non-major applications – and gives a longer-term view of performance, looking over a rolling two-year period. Nationally set standards have been comfortably achieved and performance has improved when compared with the same period last year.

The Building Control Service ensured all applications were processed within statutory timescales.

Full Council approved the draft Local Plan for Regulation 19 consultation on 22 October 2019. The Council also approved the Local Development Scheme (LDS). Regulation 19 consultation was undertaken from December 2019 to February 2020 in accordance with the LDS. The plan will be submitted for examination in public on the 2 October 2020. An Inspector has been appointed although he has not yet provided a programme for the examination.

The JSP is part of a suite of documents that set out how the transformation will be achieved, and investment secured for south Essex. The preparation of the Joint Strategic Plan (JSP) has run concurrent with the development of the wider strategies for South Essex and will be based on those strategies.

A new indicator for 2020/21 is the number of new affordable homes in the Borough. Just two new affordable homes were provided in the Borough in 2018/19 and no new affordable homes in 2019/20. These are significantly below the target in the Local Plan (approved for submission in October 2019) and consequently substantial action in terms of the use of S106 Agreements to secure affordable housing, and the building of affordable homes by the Council and Registered Provider partners is required to improve this figure. This is an annual indicator and will next be reported in the year-end scorecard in July 2021.

### ***Health and Community Safety***

The Homelessness performance indicator is split into two parts and looks at the success rate of the homelessness team in preventing and relieving homelessness. Performance is derived from Government-verified statistics which, at the time of publication of this report, show performance to the end of September 2020. The service secured accommodation for nearly 8 out of every 10 households to whom the Council owed a Prevention duty and 7 out of 10 households owed a Relief duty.

The percentage of food premises that have been awarded a score of at least 3 on the food hygiene rating scheme was 92% (410 of 444 premises) and exceeded the target of 90%.

Satisfaction with Leisure Services is measured by a Net Promoter Score which can range from -100 (where everybody is a detractor and would not recommend the service) to +100 (where everybody is a promoter and would recommend the service). Exceptionally high NPS scores were achieved in Q2 due to the arrangements put in place to ensure social distancing and the free classes offered online during lockdown. Nationally, leisure facilities score around 40-45 for Net Promoter Score.

The number of leisure memberships stood at 2,060 at the end of the quarter, which was a fall in memberships from the same period last year and a fall of 961 memberships since the peak of 3,021 memberships at the end of March 2020. This reflects the ongoing impact of COVID-19 and financial hardship some residents are experiencing or expecting to experience.

A new indicator for 2020/21 is the *Percentage of usable allotment plots owned and managed by Castle Point Borough Council that are vacant*. During Q2 the number of usable vacant plots was reduced by 9 from 26 to 17. This means that 138 of the 155 usable plots are now being worked and there are only 11% vacant. A significant amount of work has been done to tidy up and remove the waste dumped at the Romsey Road site and this has helped with the take up of new plots. Plot holders of unworked plots have been written to and since the sending of these letters at least 3 plots are now being worked. Further letters are due to be sent out shortly to plot holders who have not handed back their plots or started working them.

## ***A Commercial and Democratically Accountable Council***

The First Contact team continue to deal with queries effectively; 96% of calls received were dealt with at the first point of contact without the need to transfer to the back office. This is above target – an improvement on last year – and maintains a consistently high level of performance.

The sickness absence indicator has been split between short-term and long-term (4 calendar weeks or more) with targets adjusted to reflect levels seen in previous years as well as some comparative data. At 4.3 days against a target of 4.6 days, short-term absence is meeting target, however the monthly level has risen in September and historically we would expect a seasonal increase in Q3. Long-term sickness absence is 5.2 days missing target, but the value has fallen every month since June. This figure is affected by a small number of employees with serious health conditions/disabilities.

A measure introduced to the corporate performance scorecard last year is the *Number of wheeled bin garden waste subscribers*. The service has an annual target of 8,970 subscribers to the wheeled bin garden waste collection service. Performance at the end of Q2 (11,719 subscribers) – as a result of an increase in garden waste produced during lockdown – means the service has already met this annual target.

The Council is keen to encourage members of the public and businesses to transact with the Council online. The “channel shift” indicator continues to measure the numbers signed up to the e-billing service for council tax and business rates and now include a measure of Council Tax transactions using online forms. The number signed up to e-billing at the end of the quarter is 7,968 above target and an improvement on last year. Up to the end of Q2 2020/21, there were 761 Council Tax transactions completed online via OPENChannel (new occupations, vacations, single adult discount applications, payment method changes).

The final new indicator for 2020/21 is the *Average time to process housing benefit claims*, split into new claims and change of circumstances. Performance processing new claims has been affected by increasing volumes and ongoing demands placed on the team during a period of significant economic & financial unrest and the introduction of support packages and easements cascaded down from central government. The average time to process new claims was 24 days against a target of 21 days. Performance times processing change of circumstances has improved since the same period last year and is on target.

Despite these challenges, the team has continued to perform well and 98% of claims are processed within 14 days.

- 5.1.3 Further information and commentary on performance is set out in the table in Appendix 1.

## **6. Corporate Implications**

### **a. Financial implications**

Good performance on some indicators can lead to reduced costs.

### **b. Legal implications**

There are no direct legal implications at this stage.

### **c. Human resources and equality**

There are no direct human resource or equality implications at this stage.




### **d. Timescale for implementation and risk factors**

Monitoring of the Corporate Performance Scorecard is ongoing throughout the year.

## **7. Background Papers:**

None







Report Author: Ben Brook [bbrook@castlepoint.gov.uk](mailto:bbrook@castlepoint.gov.uk)





Key	
	More than relative 10% below target
	Less than relative 10% below target
	On or above target

## Appendix 1: Corporate Scorecard 2020/21 (Environment)

Quarter 2: 1<sup>st</sup> July to 30<sup>th</sup> September 2020

Note: All performance values are cumulative (i.e. from 1<sup>st</sup> April to end of June/September/December/March) unless otherwise stated

PI Code & Short Name	Q2 Value 2019 / 2020	Q2 Value 2020 / 2021	Target	Trend	Status	Comments
OPS4: Percentage of Household Waste Recycled  Service Manager: Operational Services Manager	24.03%	23.44%	25%			At the end of Q2, the amount recycled is just below target and marginally down on the same period last year.  <i>Note: Figures are very early estimates and may be subject to change.</i>
OPS5: Percentage of Household Waste Composted (including food waste)  Service Manager: Operational Services Manager	30.10%	30.18%	25%			Performance is above target and an improvement on the same period last year.  <i>Note: Figures are very early estimates and may be subject to change.</i>
SS2 Percentage of streets inspected which are deemed to be unsatisfactory using Code of Practice for Litter and Refuse methodology.  Service Manager: Contracts Manager	8.51%	8.25%	Less than 10%			Unsatisfactory litter levels remain below 10% which is on target and an improvement on the same period last year. August showed a slight increase in litter levels compared to last year, which has been likely caused by increased footfall as COVID-19 lockdown restrictions continued to be eased.

PI Code & Short Name	Q2 Value 2019 / 2020	Q2 Value 2020 / 2021	Target	Trend	Status	Comments
SS3: Fly tips removed within one working day  Service Manager: Contracts Manager	100%	98%	90%			Whilst the target for the removal of fly tips was met it should be noted that fly tips have increased by 44% over the same period last year. The reason for this increase will be investigated further.
SS14: Number of default notices served in relation to Highway Grass Verge cutting  Service Manager: Contracts Manager	6	N/A	Under 45	N/A	N/A	The serving of Defaults for highway grass verge cutting was suspended at the start of the Pandemic. This continued to be in place owing to the social distancing measures Pinnacle had to put in place for their teams, and the effect this would have on cuts.
SS13: Number of service requests received in relation to Highway Grass Verge cutting  Service Manager: Contracts Manager	20	12	Under 45			There were 12 service requests received, meeting target, and down from 20 requests over the same period last year.  The hotter, drier weather over most of this period which will have reduced grass growth, resulting in fewer service requests.

### Annual Indicators (reported at Q4)

OPS2: Customer satisfaction with parks and open spaces; OPS3: Customer satisfaction with waste and recycling collection services; SS1: Public satisfaction with Council's efforts to keep public land clear of litter and refuse









# Corporate Scorecard 2020/21 (Housing and Regeneration)

Quarter 2: 1<sup>st</sup> July to 30<sup>th</sup> September 2020

Note: All performance values are cumulative (i.e. from 1<sup>st</sup> April to end of June/September/December/March) unless otherwise stated

PI Code & Short Name	Q2 Value 2019 / 2020	Q2 Value 2020 / 2021	Target	Trend	Status	Comments
<p>HOS1: Overall tenant satisfaction with repairs and maintenance</p> <p>Service Manager: Housing Services Manager</p>	99.2% (Year to Date)	92.4% (Year to Date)	97%	↓	⚠	<p>During April, May and June, only emergency jobs were carried out, reducing the number of repairs undertaken. Non-emergency maintenance resumed in July.</p> <p>The fall in satisfaction levels in Q2 is related to a decline in contractor performance, which is currently being addressed.</p>
<p>HOS6: Average Void Turnaround Time</p> <p>Service Manager: Housing Services Manager</p>	15.2 Days	79.2 Days	20.5 Days	↓	●	<p>Due to lockdown, the service was not carrying out works to voids and not advertising properties fully until July, which has had an adverse effect on void turnaround.</p> <p>Taking into account the lockdown period from the start of the financial year, our year-to-date figure is 32.4 days at Q2.</p>



PI Code & Short Name	Q2 Value 2019 / 2020	Q2 Value 2020 / 2021	Target	Trend	Status	Comments
DC7 & DC8: Percentage of planning applications processed within target time limits for major and non-major applications  Service Manager: Planning & Development Enforcement Manager	97.7%  99.2%	100%  99.2%	Major 60%  Non-Major 70%	  	  	Performance is now shown on a two-yearly rolling basis. Performance determining Major and Non-Major applications has improved or been maintained since the same period last year and both are comfortably above Government-set targets  <i>Note: Figures represent performance for 24 months to the end of June 2020 as Government-produced statistics to the end September 2020 are not yet available.</i>
BC1: Percentage of Building Control applications processed within statutory time limits  Service Manager: Building Control Manager	100%	100%	100%			All applications continue to be processed within time limits.
PP1: Progress of Local Plan against the milestones set out in the Local Development Scheme (LDS)  Service Manager: Head of Place and Policy	0%	67%	100%			Full Council approved the draft Local Plan for Regulation 19 consultation on 22 October 2019. The Council also approved the Local Development Scheme (LDS).  Regulation 19 consultation was undertaken from December 2019 to February 2020 in accordance with the LDS.

PI Code & Short Name	Q2 Value 2019 / 2020	Q2 Value 2020 / 2021	Target	Trend	Status	Comments
						The plan will be submitted for examination in public on the 2 October 2020. An Inspector, Jonathan Bore BA MRTPI DipUD has been appointed. He has not yet provided a programme for the examination.
PP2: Progress of the Joint Strategic Plan against the milestones set out in the Local Development Scheme (LDS)  Service Manager: Head of Place and Policy	0%	10%	100%	↑	●	The JSP is part of a suite of documents that set out how the transformation will be achieved, and investment secured for south Essex.  The preparation of the Joint Strategic Plan (JSP) has run concurrent with the development of the wider strategies for South Essex and will be based on those strategies.
NEW: Number of new affordable homes in the Borough  Service Manager: Head of Place and Policy	2 (2018/19)	0 (2019/20)	100 per annum	↓	●	This shows figures for delivery in 2018/19 and 2019/20. These are significantly below the target in the Local Plan (approved for submission in October 2019) and consequently substantial action in terms of the use of S106 Agreements to secure affordable housing, and the building of affordable homes by the Council and Registered Provider partners is required to improve this figure.  <i>Note: This is an annual indicator, left in for this quarter and will be next reported at year-end (July 2021 Cabinet)</i>


# Corporate Scorecard 2020/21 (Health and Community Safety)

Quarter 2: 1<sup>st</sup> July to 30<sup>th</sup> September 2020

Note: All performance values are cumulative (i.e. from 1<sup>st</sup> April to end of June/September/December/March) unless otherwise stated

PI Code & Short Name	Q2 Value 2019 / 2020	Q2 Value 2020 / 2021	Target	Trend	Status	Comments
<p>HOT21 &amp; HOT22: Percentage of prevention or relief duties which ended during the quarter with a successful outcome of:</p> <p>a) Homelessness Prevented b) Homelessness Relieved</p> <p>Service Manager: Housing Options Manager</p>	<p>a) 74% b) 40%</p>	<p>a) 79% b) 72%</p>	<p>a) 65% b) 45%</p>	<p>↑ ↑</p>	<p>✓ ✓</p>	<p>The Prevention duty ended in the period for 28 households of which we secured accommodation for 22 households (79%).</p> <p>The Relief duty ended in the period for 25 households of which we secured accommodation for 18 households (72%)</p> <p><i>Note: Figures represent performance for the quarter April 2020 to June 2020 as Government-produced statistics to the end September 2020 are not yet available.</i></p>
<p>EH2: Percentage of food premises that are awarded a score of at least 3 on the food hygiene rating scheme.</p> <p>Service Manager: Environmental Health Operational Manager</p>	93%	92%	90%	↓	✓	<p>410 of 444 rated premises was found to be 'broadly complaint' with food hygiene regulations and awarded 3* or over on the Food Hygiene Rating Scheme.</p>

PI Code & Short Name	Q2 Value 2019 / 2020	Q2 Value 2020 / 2021	Target	Trend	Status	Comments
<p>L1: Leisure satisfaction – Net Promoter Score</p> <p>a) Waterside Farm b) Runnymede</p> <p>Service Manager: Leisure and Community Services Manager</p>	<p>a) 78 b) 67</p>	<p>a) 85 b) 90</p>	<p>a) 67 b) 67</p>	<p>↑ ↑</p>	<p>✓ ✓</p>	<p>Exceptionally high NPS scores were achieved in Q2 due to the arrangements put in place to ensure social distancing and the free classes offered online during lockdown.</p> <p>Nationally, leisure facilities score around 40-45 for Net Promoter Score.</p>
<p>L3: Leisure Memberships</p> <p>Service Manager: Leisure and Community Services Manager</p>	3006	2060	2950	↓	●	<p>Despite the closure of both leisure centres earlier in the year, the Council retained 2229 members at the end of Q1 2020/21.</p> <p>However, and although the re-opening of the centres saw encouraging levels of usage (and exceptionally high satisfaction scores), the number of memberships fell to 2060 by the end of Q2, reflecting the ongoing impact of COVID-19 and financial hardship some residents are experiencing or expecting to experience.</p>

PI Code & Short Name	Q2 Value 2019 / 2020	Q2 Value 2020 / 2021	Target	Trend	Status	Comments
<p>NEW: Percentage of usable allotment plots owned and managed by Castle Point Borough Council that are vacant</p> <p>Service Manager: Operational Services Manager</p>	NEW	11%	15% (by March 2021)	N/A		<p>During Q2 the number of usable vacant plots was reduced by 9 from 26 to 17. This means that 138 of the 155 usable plots are now being worked and there are only 11% vacant.</p> <p>A significant amount of work has been done to tidy up and remove the waste dumped at the Romsey Road site and this has helped with the take up of new plots.</p> <p>Plot holders of unworked plots have been written to and since the sending of these letters at least 3 plots are now being worked.</p> <p>Further letters are due to be sent out shortly to plot holders who have not handed back their plots or started working them.</p>

## Annual Indicators

NEW: Proportion of people participating in physical activity; NEW: Proportion of people who feel unsafe after dark

# Corporate Scorecard 2020/21 (A Commercial and Democratically Accountable Council)

Quarter 2: 1<sup>st</sup> July to 30<sup>th</sup> September 2020

Note: All performance values are cumulative (i.e. from 1<sup>st</sup> April to end of June/September/December/March) unless otherwise stated

PI Code & Short Name	Q2 Value 2019 / 2020	Q2 Value 2020 / 2021	Target	Trend	Status	Comments
<p>FC1: Percentage of calls taken from customers by First Contact that are dealt with without the need to transfer to the back office</p> <p>Service Manager: Revenues &amp; Benefits Transformation Manager</p>	94%	96%	95%	↑	✓	The First Contact team continue to deal with queries effectively; 96% of calls received were dealt with at the first point of contact without the need to transfer to the back office.
<p>CORP1: Average number of days sickness absence per FTE staff for all Council Services (rolling year)</p> <p>a) Short term b) Long term</p> <p>Service Manager: Human Resources Manager</p>	<p>a) 4.9 days b) 3.6 days</p>	<p>a) 4.3 days b) 5.2 days</p>	<p>a) 4.6 days b) 3.9 days</p>	<p>↑ ↓</p>	<p>✓ ●</p>	<p>This measure shows sickness absence levels split by short-term and long-term (4 calendar weeks or more). Both are reported on a rolling year and targets have been adjusted considering past performance and comparative data.</p> <p>Short-term sickness absence is 4.3days which is on target, however the monthly level has risen in September and historically we would expect a seasonal increase in Q3.</p> <p>Long-term sickness absence is 5.2 days missing target, but the value has fallen every month since</p>

PI Code & Short Name	Q2 Value 2019 / 2020	Q2 Value 2020 / 2021	Target	Trend	Status	Comments
						<p>June. This figure is affected by a small number of employees with serious health conditions/disabilities.</p> <p>During the Covid-19 pandemic sickness levels have been low, but the rolling year figure remains above target due to high levels of absence in the winter months.</p>
OPS16: Number of wheeled bin garden waste subscribers  Service Manager: Operational Services Manager	8750	11719	Annual Target 8970	↑	✓	<p>The service has an annual target of 8970 subscribers to the wheeled bin garden waste collection service, which was exceeded in the first quarter of 2020/21 and added to in the second quarter with 11,719 subscribers in total.</p>
REVISED: Channel shift to online services:  a) Take up of e-billing services for Council Tax and Business Rates b) Use of OPENChannel online forms  Service Manager: Revenues & Benefits Transformation Manager	a)7245  b) 248	a)7968  b) 761	a)7250  b)1000 (Annual target )	↑  ↑	✓  ✓ (on track)	<p>The number of customers signed up to the e-billing service has increased since the same period last year and is on target – annual target of 8,000 with expected value of 7,250 at the end of Q2.</p> <p>Up to the end of Q2 2020/21, there were 761 Council Tax transactions completed online via OPENChannel (new occupations, vacations, single adult discount applications, payment method changes)</p>

PI Code & Short Name	Q2 Value 2019 / 2020	Q2 Value 2020 / 2021	Target	Trend	Status	Comments
<p>NEW: Average time to process housing benefit claims:</p> <p>a) New claims</p> <p>b) Change of circumstances</p> <p>Service Manager: Revenues &amp; Benefits Transformation Manager</p>	<p>a) 22</p> <p>b) 8</p>	<p>a) 24</p> <p>b) 7</p>	<p>a) 21</p> <p>b) 7</p>	<p>↓</p> <p>↑</p>	<p>●</p> <p>✓</p>	<p>Performance in processing new housing benefit claims has been impacted in Q2 by:</p> <ul style="list-style-type: none"> <li>Increased number of new claims</li> <li>Delays in receiving information within Universal Credit awards</li> <li>General increased workloads</li> <li>On-going demands placed on the team during a period of significant economic &amp; financial unrest and the introduction of support packages and easements cascaded down from central government</li> </ul> <p>Performance times processing change of circumstances has improved since the same period last year and is on target</p> <p>The impact of Covid-19 can be seen when comparing the volume of work this quarter with the same quarter last year:</p> <ul style="list-style-type: none"> <li>New claims received showed an increase in Q2 2020/21 of 55%</li> <li>All work items received and processed showed an increase in Q2 2020/21 of 27%</li> <li>E-mails from customers and third parties showed an increase in Q2 2020/21 of 65%</li> </ul> <p>Despite this, the team has continued to perform well and 98% of claims are processed within 14 days.</p>



**CABINET**

**18th November 2020**

**Subject: Local Council Tax Support (LCTS) Scheme for 2021/22**

**Cabinet Member: Councillor Varker – Resources**

---

**1. Purpose of Report**

To provide an update to Cabinet in respect of the Proposed Local Council Tax Support scheme for 2021/22.

**2. Links to Council's priorities and objectives**

This report is linked to the Council's priority of 'A Commercial and Democratically Accountable Council'. Sound and strategic financial management is essential in order to ensure that resources are available to support the Council's priorities and maintain or improve services.

**3. Recommendations**

1. That Cabinet note the information regarding Covid-19 and consultation, summarised in Section 5 of this report.
2. That Cabinet note the impact of the proposed 2021/22 LCTS Scheme, summarised at Appendix A.
3. That Cabinet note the content of the Stage 2 Equality Impact Assessment, at Appendix B.
4. That Cabinet recommend to Council that there are no changes to the Local Council Tax Support Scheme for 2021/22.

---

**4. Background Information**

- 4.1 The former Council Tax Benefits scheme was replaced by a discretionary, Local Council Tax Support scheme (LCTS) in April 2013, following a Government announcement in the 2010 spending review that support for Council Tax would be localised. At the same time, the level of funding provided by government was reduced nationally by an average of 10% which translated locally to a reduction of 15%.

- 4.2 In December 2012, Council approved the local scheme for Castle Point for 2013/14. The scheme was designed to be cost neutral, based largely on an Essex wide framework developed jointly by Essex Benefit and Finance Officers.
- 4.3 The current scheme is generally still in line with the original 2013/14 scheme, with only minor changes made since then (where necessary) to align it with technical and legislative changes to Housing Benefit and Welfare Reform.
- 4.4 Key aspects of the current scheme are set out in paragraph 6.1.
- 4.5 The Council is required to approve future year's Local Council Tax Support schemes annually by 11<sup>th</sup> March each year, regardless of whether there are proposals to change the scheme or not.

## **5. Covid-19 & Consultation**

- 5.1 As part of its response to COVID-19, the Government announced in the Budget on 11 March that it would provide local authorities in England with £500m of new grant funding in the form of a Hardship Fund to provide council tax relief, alongside existing Local Council Tax Support schemes, for economically vulnerable people and households in their local area.
- 5.2 In line with Government expectations, all Castle Point residents eligible for Local Council Tax Support during 2020/21 are receiving relief against their Council Tax liability of up to £150.
- 5.3 Despite the economic impacts of Covid-19 there has not been a significant increase in the working age caseload – cases currently stand at 2,100, compared to 2,071 in February 2020.
- 5.3 The ongoing impact of Covid-19 is still very unpredictable and subject to rapid change, making it very difficult to know with any certainty whether similar emergency support measures or potential changes to the scheme might be required in 2021/22.
- 5.4 Additionally, there is a legal requirement for Local Authorities to consult with residents and other interested parties in relation to the scheme before any changes can be imposed, however maintaining core services and delivering the various emergency Covid-19 measures to support residents and businesses throughout this period has taken priority.
- 5.5 Consequently, no consultation has been undertaken for changes to the scheme for 2021/22.

## **6. Proposed Local Council Tax Support Scheme for 2021/22**

- 6.1 The following elements are already incorporated in the 2020/21 scheme for Castle Point:

- 1 As directed by central government, all pensioners are treated as protected, meaning that the financial impact of changes falls on working age households only.
- 2 The scheme is means tested, using many of the principles of the previous Council Tax Benefit scheme, which enables specific protections to be applied to vulnerable groups, households with children, and households with disabilities.
- 3 The scheme incentivises work by disregarding £25 per week of earned income.
- 4 Child Benefit is counted in full as income when calculating entitlement.
- 5 Claims for Local Council Tax Support cannot be back dated.
- 6 As far as possible the scheme allows for expected growth in demand and is easy to claim and administer.
- 7 Second Adult Rebate, previously available under Council Tax Benefit, is not part of the scheme for working age claimants.
- 8 The savings limit is £6,000, meaning that claimants with capital exceeding this value are not entitled to Local Council Tax Support.
- 9 Non-Dependant deductions, previously applicable under Council Tax Benefit, are not included in the scheme for working age claimants.
- 10 In conjunction with the Council's 'Local War Pensioner' scheme, income received in respect of War Pensions for disablement or bereavement is fully disregarded when calculating entitlement.
- 11 Support is capped at Council Tax band D and at 70% of Council Tax liability for working age claimants, meaning all working age Council Tax Payers are required to pay a minimum of 30% of their weekly council tax bill and those living in properties banded E to H will be assessed as though they are living in a Band D property.
- 12 Underlying Entitlement, previously awarded when an overpayment occurred under Council Tax Benefit, is not applicable in the scheme for work age claimants.
- 13 The Family Premium, previously awarded under Council Tax Benefit, no longer applies to new working age claims made from 1st April 2017 onwards.
- 14 The period for which a person can be absent from Great Britain and still receive Local Council Tax Support is limited to a maximum of 4 weeks (subject to specific exceptions).
- 15 The Severe Disability Premium, previously awarded under Council Tax Benefit, no longer applies where another person is paid Universal Credit (Carers Element) to look after them.

- 16 The Work-Related Activity Component is no longer included when calculating entitlement for new applicants who receive Employment and Support Allowance (ESA) and who fall within the Work-Related Activity Group.
  - 17 The number of Dependant Child Applicable Amounts used when calculating entitlement is limited to a maximum of two (subject to specific exceptions).
- 6.2 In light of uncertainty over the future impacts of Covid-19, it is recommended that the scheme should not be changed for 2021/22.

## **7. Corporate Implications**

### **a. Financial Implications**

#### Funding

- 7.1 The reduced tax yield arising directly from the council tax support scheme discount was originally compensated for by a government grant. With the exception of the Town Council, each precepting organisation received their equivalent grant directly and it was specifically identified within the overall finance settlement. An amount was paid over from this Council to the Town Council based on an estimate of the amount relating to them. From 2015/16 the grant has not been specified separately and the scale of reductions applied to Revenue Support Grant (RSG) means that local authorities are now required to fund this scheme entirely from their own resources.
- 7.2 The overall impact on the Council Tax Base for each financial year since introduction of the scheme is shown in the table below:

Year	Outturn £000s	Projected £000s
2013/14	5,798	
2014/15	5,282	
2015/16	4,874	
2016/17	4,804	
2017/18	4,686	
2018/19	4,666	
2019/20		4,659
2020/21		4,657

- 7.3 The number of discounts awarded under the local scheme has steadily reduced throughout the period since the scheme was launched in April 2013. Caseload will be influenced by changes in the local economy.

#### Collection

- 7.4 On introduction, the scheme resulted in a number of residents receiving full or partial Council Tax bills for the first time and, as expected, some residents have had difficulty in making payment. The Council has seen a reduction in the

overall council tax collection rate, and an increase in the number of payment arrangements which extend payment into subsequent financial years.

- 7.5 Financial implications over and above the target cost of the scheme, positive or negative, would be shared with the major precepting organisations.

#### Council Tax Reserve

- 7.6 The Council has preserved an amount of **£114k** in an earmarked reserve from scheme underspends in previous years.

#### **b. Legal Implications**

- 7.8 The Local Government Finance Act 1992 made provision for local authorities to implement a council tax reduction scheme based on financial need criteria. This legislation also placed responsibility on the billing authority before introducing or implementing changes to their scheme to undertake consultation on the various options enabling consultees to express meaningful views on the proposals. As no changes are proposed since the introduction of the 2019/20 scheme no consultation was required in respect of the 2020/21 scheme.

#### **c. Human resources/equality/human rights**

- 7.9 A stage 2 Equality Impact Assessment for the proposed 2021/22 scheme has been completed. A copy is attached at **Appendix B** of this report.

#### **d. Timescale for implementation and risk factors**

- 7.10 The 2021/22 Scheme needs to be finalised by 11th March 2021. The new scheme must be operational from 1<sup>st</sup> April 2021.

Key project milestones are as follows:

<b>Milestone</b>	<b>Timeframe</b>	<b>Purpose</b>
Grant published	Dec 19	
Cabinet Report	18.11.20	Proposed scheme to be recommended to Council
Report to Ordinary Council	25.11.20	Final scheme approval
2021/22 Scheme in place	31.03.21	Adoption and implementation
2021/22 Scheme in operation	01.04.21	Operation

### **8. Background Papers:**

**Appendix A** Impact of the Proposed 2021/22 Scheme

**Appendix B** Stage 2 Equality Impact Assessment

#### **Report Author:**

Eddie Mosuro – Head of Customer & Digital Services

**Impact of the Proposed 2021/22 LCTS Scheme**

Assuming an overall increase in 2021/22 of 4.00% for mainland properties and 4.00% for properties in Canvey Island Parish for next year's Council Tax, the impact of a **no change recommendation** for 2021/22 based on a tax payer receiving the highest rate of Local Council Tax Support (70%) and residing in a band D property on a full charge would be as follows:-

**Canvey Island Parish**

	<b>2020/21</b>	<b>2021/22</b>	
Property Band D liability	£1,877.85	£1,952.96	(4% estimated increase)
Maximum LCTS award (70%)	£1,314.49	£1,367.07	
Net Liability	£ 563.36*	£ 585.89	

The taxpayer would be required to pay at least £22.53 more in 2021/22, compared to the amount they were required to pay in 2020/21.

**Mainland**

	<b>2020/21</b>	<b>2021/22</b>	
Property Band D liability	£1,856.79	£1,931.06	(4% estimated increase)
Maximum LCTS award (70%)	£1,299.75	£1,351.74	
Net Liability	£ 557.04*	£ 579.32	

The taxpayer would be required to pay at least £22.28 more in 2021/22, compared to the amount they were required to pay in 2020/21.

This equates to an increase of 43p per week for customers receiving maximum Local Council Tax Support.

\* During 2020/21 working age customers who were awarded Local Council Tax Support also received an additional Covid-19 Hardship Fund award of up to £150, to offset some their Net Council Tax liability for the year 2020/21. This has not been netted against the figures shown and is not therefore reflected in the increases stated in the text. To date we have not been informed whether the Hardship Fund will continue in 2021/22.



## **Local Council Tax Support Scheme 2021-22**

### **Equality Impact Assessment (EqIA)**

**Nov 2020**

# Strategy and Policy EqlA

All strategies and policies must be initially screened for their positive and negative equality impacts.

This initial screening will determine whether or not it is necessary to carry out a full EqlA for the strategy or policy.

This template has been designed to help you initially screen your strategy or policy and, if necessary, undertake a full EqlA .

<b>Title of strategy or policy:</b>	Local Council Tax Support Scheme
<b>Person undertaking EqlA:</b>	Nick Bale
<b>Head of Service:</b>	Eddie Mosuro
<b>Department:</b>	Customer & Digital Services
<b>Date EqlA completed:</b>	26.10.20



# Strategy and policy overview

Strategy and policy overview	
What is the strategy or policy intending to achieve?	To fulfil the Local Authorities legal obligation under the Localism Act to provide a Localised Council Tax Support Scheme with effect from 1.4.21.
What are the summary aims and objectives of the strategy or policy?	<p>Since 1<sup>st</sup> April 2013, the Council has maintained a Local Council Tax Support (LCTS) scheme. This replaced the national Council Tax Benefit scheme, which ended on 31<sup>st</sup> March 2013. LCTS helps provide support to council taxpayers who have a low income. It supports the taxpayers by providing a reduction in the actual amount in Council Tax payable.</p> <p>The Council has the ability to determine the level of support given to working age applicants only. The scheme for pension age applicants is determined by Central Government and therefore the ability of the Council to vary that part of the scheme is limited and can only enhance the national scheme in any event.</p> <p>When LCTS was first introduced, Central Government provided a specified level of grant, which was approximately 10% lower than the amounts previously given (pre 1<sup>st</sup> April 2013). This has now been replaced by a general duty to provide a scheme and funding is not separately identified within the grants given to the Council.</p> <p>After the original consultation, the Council decided to introduce an LCTS scheme that differed from the original Council Tax</p>

<p>Who will benefit from implementing the strategy or policy?</p> <p>What are the links to the Council's corporate priorities?</p>	<p>Benefit in that instead of granting a maximum level of support of 100% it would limit the maximum support to 70%.</p> <p><b>Changes since 2013</b>          Since the introduction of LCTS, the overall scheme adopted by the Council has remained broadly the same, with only applicable amounts for Pension Age and Working Age people being up-rated annually in line with Central Government.</p> <p>Some technical changes were introduced in 2017/18 to mirror changes being made within Housing Benefit legislation.</p> <p>Income from Universal Credit is treated in line with non-passported claims and attracts the same disregards, applicable amounts, and premiums detailed below.</p> <p><b>The Proposed Scheme for 2021/22</b>          The Council is minded not to make changes to the working age scheme for 2021/22.</p> <p>The scheme benefits those on low incomes by providing them with support to pay their Council Tax. In particular it provides full protection to Pensioners (as prescribed within the requirements of the Localism Act) and includes locally determined protections for vulnerable groups and incentives to encourage people into work.</p> <p>This Policy supports the Council's corporate priority of being 'A Commercial and Democratically Accountable Council' by ensuring the Council is 'fit for purpose by meeting national and local requirements to agreed timescales and to optimum performance standards' and 'ensuring the organisation has the</p>
--	---

What are the links to other Council strategies and policies?	right capacity and resources in place for effective customer focussed services whilst ensuring a balanced budget for 2021/22 and future years’.  Corporate Debt Recovery Policy Exceptional Hardship Policy Homelessness Strategy Action Plan Vulnerability Policy
What are the links to other community strategies and policies?	National Child Poverty Strategy: <a href="https://www.gov.uk/government/publications/a-new-approach-to-child-poverty-tackling-the-causes-of-disadvantage-and-transforming-families-lives">https://www.gov.uk/government/publications/a-new-approach-to-child-poverty-tackling-the-causes-of-disadvantage-and-transforming-families-lives</a>

## Equality Act 2010

The Equality Act 2010 introduces 2 specific statutory duties on public bodies such as local authorities:

- **Socio-economic duty:**
  - Have due regard when making strategic decisions to the need to reduce inequalities of outcome which result from socio-economic disadvantage
- **Single (integrated) equality duty:**
  - Eliminate discrimination, harassment and victimisation or any other conduct prohibited by the Act
  - Advance equality of opportunity between persons who share a “protected characteristic” and those who do not
  - Foster good relations between people who share a “protected characteristic” and those who do not

The Equality Act 2010 brings together all of the different equality strands and refers to them as “**protected characteristics**”:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

## Initial screening

This initial screening template will determine whether or not the strategy or policy requires a full EqIA  
If any of the answers to the 6 screening questions is “yes”, then a full EqIA will be required.

Initial screening		
Does the strategy or policy aim to reduce inequalities of outcome which result from socio-economic disadvantage?	<b>Yes / No</b>	The Policy fundamentally aims to provide financial assistance in meeting Council Tax costs for those disadvantaged by socio-economic factors.
Does the strategy or policy aim to eliminate discrimination, harassment and victimisation?	<b>Yes / No</b>	The scheme is prescribed for pension age people, however the scheme for working age people is less prescribed. Guidance has been given on treatment of vulnerable groups and work incentives. The design of the working age scheme has sought to eliminate discrimination.

## Appendix B

Does the strategy or policy aim to advance equality of opportunity?	<b>Yes / <del>No</del></b>	The Policy fundamentally aims to provide support with Council Tax for those who are socio-economically disadvantaged whilst also encouraging people into work. It has been recognised that in this regard opportunities for some groups may not be equal and therefore the Policy has been designed to provide protection for those groups where advancement of equal opportunity would be restricted.
Does the strategy or policy aim to foster good community relations?	<del>Yes</del> / <b>No</b>	No evidence available – not applicable.
Does the strategy or policy have the potential to make a negative contribution to equality?	<b>Yes / <del>No</del></b>	The scheme may fundamentally make a negative contribution to equality for certain groups – children, families, lone parents etc.
Does the strategy or policy make a positive contribution to equality?	<b>Yes / <del>No</del></b>	Pension age people are specifically protected under Government Regulations.
Initial screening outcome	<b>Full EqIA is required</b>	Initial screening outcome

# Full assessment

Information gathering	
What quantitative and qualitative information is there?	<p>Appendix A from the November 2020 Cabinet Report details the relative financial impact that the proposed scheme will have on Canvey Island Parish Council and non-Parish residents:</p> <p>This is based on the assumption that:</p> <ul style="list-style-type: none"> <li>• Council Tax will increase by 4%,</li> <li>• The property is Band D,</li> <li>• A full charge applies,</li> <li>• The customer is entitled to the maximum LCTS award (70%),</li> <li>• No changes are made to the scheme for 2021/22.</li> </ul>
What additional information is required?	No further information is required.
What are the outcomes of any internal and/or external consultation with stakeholders?	As no changes are proposed for 2021/22 no formal consultation was required.
What further consultation is required?	Not applicable.

<p>What examples are there of existing good practice?</p>	<p>Some elements of the current working age scheme (i.e. Band restriction, % liability reduction, removal of Second Adult Rebate) have been agreed as part of the overarching Pan Essex scheme.</p> <p>Other current scheme elements have been designed to meet specific needs within Castle Point.</p> <p>All of the technical changes, previously introduced in 2017/18, mirror changes which have been introduced as part of Central Governments wider Welfare Reforms.</p> <p>Guidance from DCLG outlining good practice with regards to treatment of vulnerable groups (published May 2012) and incentives to work (published May 2012) were previously used to inform the scheme design;</p> <p><a href="http://www.communities.gov.uk/publications/localgovernment/lscvulnerablepeople">http://www.communities.gov.uk/publications/localgovernment/lscvulnerablepeople</a></p> <p><a href="http://www.communities.gov.uk/publications/localgovernment/lscworkincentives">http://www.communities.gov.uk/publications/localgovernment/lscworkincentives</a></p> <p>The Local Government Finance Bill: Localizing Support for Council Tax – Updated Impact Assessment (published Aug 2011) also informed the scheme design;</p> <p><a href="http://www.communities.gov.uk/publications/localgovernment/lgfblocalisingcounciltax">http://www.communities.gov.uk/publications/localgovernment/lgfblocalisingcounciltax</a></p> <p>Each Local Authority is required to adopt their 2020/21 scheme by 11<sup>th</sup> March 2021.</p>
---	---

Making a judgement	
How will the strategy or policy eliminate discrimination, harassment and victimisation?	<p>Higher Rate Disability Benefits will continue to be disregarded thereby protecting those with specific long term conditions.</p> <p>People with disabilities will continue to receive additional premiums as part of the calculation of their award and also may receive additional financial support through the Exceptional Hardship Fund.</p> <p>Without these elements the policy could potentially be discriminatory to those who fall within the 'disability' characteristic group.</p> <p>No other impacts on protected groups have been identified.</p>
How will the strategy or policy advance equality of opportunity?	<p>The Policy is compliant with prescribed Regulations that protect Pension Age people. This advances equality of opportunity for those who fall within the 'age' characteristic group (specifically those of Pension age) who would otherwise be disadvantaged by the schemes fundamental incentives to work.</p> <p>Parents will continue to receive a Dependant's Applicable Amount (limited to a maximum of two children in line with other Welfare Reforms) and working parents will continue to receive an earnings disregard, as part of the calculation of their award.</p> <p>Higher Rate Disability Benefits will continue to be disregarded thereby protecting those with specific long term conditions.</p>



## Appendix B

	<p>People with disabilities will continue to receive additional premiums as part of the calculation of their award and may also receive additional financial support through the Exceptional Hardship Fund.</p> <p>This advances equality of opportunity for those who fall within the 'disability' characteristic group who would otherwise be disadvantaged and may have less opportunity to improve their financial circumstances through work.</p> <p>No other impacts on protected groups have been identified.</p>
How will the strategy or policy foster good community relations?	No impacts on protected groups identified – not applicable.
<p>Does the strategy or policy have the potential to make a negative contribution to equality?</p> <p>If so, which groups with “protected characteristics” will be affected and what are the reasons?</p>	<p>Working Age people aged over 18 will be required to pay more than those of Pension Age.</p> <p>People with disabilities who are below pensionable age will need to pay more than those above pension age. This is due to the Prescribed Regulations which automatically protect people of Pension Age.</p> <p>The locally funded nature of the scheme that applies to those of working age, compared to the Prescribed Regulations that apply to those of pension age, mean it is not financially viable to completely protect all protected characteristic groups from the full effects of this scheme.</p>
What can be done to address any contribution to inequality caused by the strategy or policy?	<p>Working Age people aged over 18 will be required to pay more:</p> <p>The Council actively supports customers with information and advice on income maximisation, financial capability, and debt</p>

## Appendix B

	<p>management. The Flat Rate earnings disregard has been maintained in the scheme design to incentivise work.</p> <p>People with disabilities who are below pensionable age will need to pay more:</p> <p>Higher Rate Disability Benefits will continue to be disregarded thereby protecting those with specific long term conditions.</p> <p>A discretionary Exceptional Hardship Fund is available to provide additional financial assistance to those who are particularly vulnerable and suffering exceptional financial hardship.</p>
What can be done to assist understanding of the strategy or policy?	<p>Details of the scheme will be publicised on the council website <a href="http://www.castlepoint.gov.uk">www.castlepoint.gov.uk</a> , and will be provided in hard copy and alternative formats (i.e. Braille, Large Print, Audio) on request.</p> <p>An on-line 'Calculator' is available to assist those who want to find out if they would be entitled to LCTS.</p> <p>First Contact customer service staff are available to explain the scheme to any individuals or organisations who require assistance.</p> <p>Partners, national bodies, and local advice and support agencies are notified of the scheme adopted each year.</p>

## Appendix B

Action plan					
Equality objective	Action(s)	Lead responsibility	Resources	Timescale(s)	Outcome(s)
Assist understanding of the Policy	Refresh website information once 2021/22 Scheme is formally adopted.	First Contact Manager	Staff time	Jan '21 – Mar '21	All affected groups fully aware of the Policy and how it will affect them.
Assist understanding of the Policy	Notify Peabody, CAB, and local advice and support groups of the Policy.	Benefit & Compliance Manager	Staff time	Jan '21 - Mar '21	All local advice and support groups fully aware of the policy and how it will affect their customers.
Advancing equality of opportunity	Proactively identify suitable cases for Exceptional Hardship awards using internal knowledge of debts identified in 2020/21.	Revenues Manager	Staff time, provision of discretionary funding pot	Apr '21 – Mar '22	Reduce impact of the scheme on those suffering exceptional financial hardship.
Advancing equality of opportunity	Maintain a range of support services and referral arrangements to provide effective assistance with financial capability, budgeting, and/or debt management advice.	Head of Customer & Digital Services	Staff time, funding for support services	Apr '21 – Mar '22	Customers adequately supported and equipped with skills to manage financial impact.