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CABINET AGENDA

Date: **Wednesday 20th August 2014**

Time: **7.00pm – N.B. TIME**

Venue: **Council Chamber**

This meeting will be webcast live on the internet.

Membership:

Councillor Riley	Chairman - Leader of the Council
Councillor Sharp	Responding to Challenge
Councillor Stanley	Resources and Performance
Councillor Skipp	Environment & Leisure
Councillor Mrs Egan	Homes and Customer Engagement
Councillor Dick	Health & Wellbeing
Councillor Howard	Canvey Island, Floods and Water Management
Councillor Isaacs	Neighbourhoods and Safer Communities
Councillor Smith	Waste & Business Liaison

Cabinet Enquiries:	Ann Horgan ext. 2417
Reference:	2/2014/2015
Publication Date:	Tuesday 12th August 2014

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 18th June 2014.

4. Forward Plan

To review the Forward Plan

5. Public Health and Wellbeing

5(a) Notice of Motion – Running Track

The Cabinet will be asked to consider a report on Athletics Provision Needs Analysis.

(Report of the Cabinet Member Environment and Leisure)

5(b) Leisure and Recreation Strategy Update

The Cabinet will be asked to consider a report

(Report of the Cabinet Member Environment and Leisure)

6. Environment

6(a) Notice of Motion – Oak Road Car Parking Charges

The Cabinet will be asked to consider a report.

(Report of the Cabinet Member Environment and Leisure)

6(b) War Memorials at Hadleigh and South Benfleet

The Cabinet will be asked to consider a report

(Report of the Cabinet Member Environment and Leisure)

6 (c) Major Flood Incident 20th July 2014

The Cabinet will be asked to consider a report

(Report of the Cabinet Member Canvey Island, Floods and Water Management)

7. Transforming Our Community

7 (a) South East Local Enterprise Partnership (SELEP) - Growth Deal & Strategic Economic Plan

The Cabinet will be asked to consider a report

(Report of the Leader of the Council)

8. Efficient and Effective Customer Focused Services

8(a) Discretionary Award of Council Tax Discounts to Properties Affected by Flooding – July 2014

The Cabinet will be asked to consider a report.

(Report of the Leader of the Council)

8 (b) Job Centre Plus and Castle Point Council Partnership Agreement

The Cabinet will be asked to consider a report.

(Report of the Cabinet Member Responding to Challenge)

8 (c) Annual Report on the Treasury Management Service and actual Prudential Indicators 2013/14

The Cabinet will be asked to consider a report.

(Report of the Cabinet Member Resources and Performance)

8 (d) Financial Update

The Cabinet will be asked to consider a report

(Report of the Cabinet Member Resources and Performance)

8 (e) Corporate Score Card Quarter 4 and Proposals for Performance Indicators 2014/15

The Cabinet will be asked to consider a report.

(Report of the Cabinet Member Responding to Challenge)

8 (f) Authority to represent the Council

The Cabinet will be asked to consider a report.

(Report of the Cabinet Member Resources and Performance)

8 (g) Budget and Policy Framework 2015/2016

The Cabinet will be asked to consider a report

(Report of the Cabinet Member Resources and Performance)

9. Matters to be referred from /to Policy & Scrutiny Committees

10. Matters to be referred from /to the Statutory Committees

PART II

(Business to be taken in private)

(Item to be considered with the press and public excluded from the meeting)

There were no items known at the time of publication of this agenda



CABINET

18TH JUNE 2014

PRESENT:

Councillor Riley, Chairman	Leader of the Council
Councillor Sharp	Responding to Challenge
Councillor Stanley	Resources and Performance
Councillor Skipp	Environment & Leisure
Councillor Dick	Health and Wellbeing
Councillor Howard	Canvey Island, Floods and Water Management
Councillor Isaacs	Neighbour hoods and Safer Communities
Councillor Smith	Waste & Business Liaison

APOLOGIES: Councillor Mrs. Egan.

ALSO PRESENT: Councillors: Acott, Campagna, Cole, Mrs Goodwin, Mrs.Govier, Greig, Hart, Hurrell, Ladzrie, May, Palmer, Mrs Payne, Tucker, Varker, Walter and N.Watson.

1. MEMBERS' INTERESTS

There were no disclosures of interest

2. MINUTES

The Minutes of the Cabinet meeting held on 16.4.2014 were approved and signed by the Chairman as a correct record.

3. FORWARD PLAN

To comply with regulations under the Localism Act 2011, the Leader of the Council presented the Forward Plan to the meeting which outlined key decisions likely to be taken within the next quarter 2014. The plan was reviewed each month.

Resolved – To note and approve the Forward Plan as amended.

4. THE WASTE (ENGLAND AND WALES REGULATIONS 2011 (AMENDED 2012) REVIEW OF WASTE COLLECTION ARRANGEMENTS

The Cabinet considered a report on the implications of The Waste (England and Wales) Regulations 2011 (amended 2012), and the outcome of the Technically, Environmentally, and Economically Practicable, (TEEP) test on the Council's current waste collection arrangements.

Resolved:

1. To note the requirements of The Waste (England and Wales) Regulations 2011 (Amended 2012);
2. To endorse the outcome of the TEEP assessment; and
3. To endorse the continuation of the current household waste collection regime.

5. JOHN H BURROWS HALL AND RECREATION GROUND

The Cabinet received a report on the findings of a recent building condition survey commissioned in respect of the hall: the extent of works that would be required in order to return the property to a useable condition; the outcome of a tendering exercise undertaken in order to obtain a reliable estimate of the cost of demolition of the hall; and the possible short term solution for public conveniences provision through a partnership agreement with the Hadleigh and Thundersley Cricket Club.

Resolved:

1. To refer this report concerning the findings/estimated costs of the recent building condition survey and the demolition tendering exercise including the financial implications to the Place and Communities Policy and Scrutiny Committee to identify a way forward in respect of the future of the hall for consideration by Cabinet.
2. To approve the Council entering into an agreement with the Hadleigh and Thundersley Cricket Club which would allow public access to their toilet facilities at specified times in return for a one off payment of £3k this year to enable them to refurbish their ground floor toilet facilities and bring them up to a satisfactory standard.

6. DRAFT NEW LOCAL PLAN – TASK & FINISH GROUP

The Cabinet received a report on the nomination of members to the Draft New Local Plan Task & Finish Group, as agreed by Council at its meeting on 15 January 2014. The Chairman announced the nominations for membership received from the Leaders of the respective Political Groups on the Council.

Resolved:

1. To agree the nominations of 10 (ten) Members of the Council to the Draft New Local Plan Task & Finish Group to comprise (5 Conservative Group members Cllrs Dick, Hart, Ladzrie, Sheldon & Smith; 4 Canvey Island Independent Group members Cllrs Anderson, Blackwell, Tucker & N.Watson; 1UKIP member Cllr Varker)
2. To refer both the nominations and appointment of the Chairman of the Group to the meeting of Council on 23rd July 2014 for approval.

7. FINANCIAL UPDATE

The Cabinet received a report presenting the latest position in relation to the General Fund financial forecast for the period 2014/19.

Resolved - To note the report and approve the changes to the approved budget set out in section 5.

8. TRANSFORMING PRIMARY CARE IN ESSEX ‘THE HEART OF PATIENT CARE’- CONSULTATION

The Cabinet considered a report on the NHS England Public Discussion Document – Transforming Primary Care. In presenting the report the Cabinet Member requested that the Policy Scrutiny Committee consider obesity in its deliberations.

Resolved:

To request the Wellbeing Policy Scrutiny Committee to consult on the document and report back to Cabinet with its findings.

9. NEW COMMUNITY FORUMS

The Cabinet considered an update report on proposals for a new initiative announced at the Annual Council meeting. The Cabinet Member briefed the meeting on progress being made to develop the initiative.

Resolved:

To approve the initial arrangements for the new Community Forums.

10. MATTERS TO BE REFERRED FROM/TO POLICY SCRUTINY COMMITTEES

Place and Communities Policy Scrutiny Committee – Item 6(a) – John H Burrows Hall and Recreation Ground – Minute 5 referred.

Wellbeing Policy Scrutiny Committee - Item 8(a) – Transforming Primary Care in Essex – ‘The Heart of Patient Care’ – Consultation – Minute 8 referred.

11. MATTERS TO BE REFERRED FROM /TO THE STATUTORY COMMITTEES

There were no matters.

Chairman



Castle Point Borough Council

Forward Plan

AUGUST 2014

CASTLE POINT BOROUGH COUNCIL

FORWARD PLAN

AUGUST 2014

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.

Date	<u>Item</u>	Council Priority	Decision by Council/ Cabinet	Lead Member	Lead Officer(s)
August /Sept 2014	<u>Financial Update</u>	All	Cabinet	Resources &Performance	Head of Resources
August/ December 2014	<u>Leisure and Recreation Strategy</u>	Environment Civic Pride	Cabinet	Environment & Leisure	Head of Environment
August 2014	<u>Report on SELEP Bids</u>	Regeneration & Homes	Cabinet	Leader	Head of Neighbourhoods & Regeneration
Sept/October 2014	<u>John H.Burrows</u> Report back on investigations from Place and Communities PSC	Environment Civic Pride	Cabinet	Environment & Leisure	Head of Environment
Sept 2014	<u>Statement of Accounts</u>	All	Council	Resources &Performance	Head of Resources
Sept/Nov 2014	<u>Local Council Tax Scheme</u>	Improving the Council	Council	Resources &Performance	Head of Housing & Communities Head of Resources

Date	<u>Item</u>	Council Priority	Decision by Council/ Cabinet	Lead Member	Lead Officer(s)
February 2015	<u>Budget and Policy Framework</u> To consider and make recommendations to Council on the Council tax and budget setting	Improving the Council	Cabinet/ Council	Resources &Performance	Head of Resources
February 2015	<u>Housing Revenue Account Rent Levels 2015/2016 etc</u>	Regeneration & Homes	Cabinet	Homes &Customer Engagement	Head of Housing & Communities Head of Resources
April 2015	<u>Resources Strategies :</u> <u>To note revisions</u>	Improving the Council	Council	Resources &Performance	Head of Resources

CABINET

20th August 2014

Subject: Athletics Provision Needs Analysis

Cabinet Member: Councillor Skipp - Environment and Leisure

1. Purpose of Report

To consider the Motion put to Council on 23rd July 2014 requesting the Council to put back into working order the running track behind Waterside Farm.

To inform Cabinet of the data surrounding athletics provision, needs analysis and costs regarding the athletics track at Waterside Farm Leisure Centre.

2. Links to Council Priorities and Objectives

Public Health and Well Being

Environment

Efficient and Effective Customer Focused Services.

3. Recommendations

- That the Cabinet note the data surrounding athletics provision, needs analysis and cost; and
 - That Cabinet decides if it wishes to report on the matter to Council.
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4. Background

The Motion put to Council was that "We, the Canvey Island Independent Party Councillors would propose that this Council put back into working order the running track behind Waterside Farm, for the benefit of all residents and running clubs, in Castle Point. This would enable the Council to make good its

promise to put in place facilities to help residents keep fit in order to raise the health and well being in the Borough”.

Waterside Farm Leisure Centre was built in the 1970's. The original construction included an athletics area. The area has had areas such as the hammer throw and high jump areas removed for safety; however the track remains in place at Waterside.

This area is not currently an operational asset but some residents do access the track to train. Some basic remedial works have recently been undertaken to ensure that the track is safe for this informal use at a cost of £2,500.

There are no accurate records detailing when the track was last hired out as a 'useable' facility. From recollections of current staff we can go back approximately 12 years and know that the facility was not in operational use.

The development of a Leisure and Recreation Strategy is currently underway. The provision and need for leisure provision, including athletics facilities, is being considered as part of the development of the strategy.

5. Athletics needs analysis

Sport England Data

Sport England's market segmentation tool provides data on numbers currently participating in athletics and those who currently participate.

Nationally

Nationally 5% of adults participate in Athletics.

Castle Point

The data tells us that those who participate in Athletics in Castle Point currently ranges from 2.1% in some areas to somewhere between 5.1% and 10% in others.

2.1% – 5.5% of people in Castle Point indicated that they would like the opportunity to participate in Athletics.

Age range

The Sport England market segmentation data additionally tells us the profiles of those participating in athletics or wanting to.

Athletics predominantly appeals to those in the 18 – 55 age bracket. In the main it is males between 26 and 45 with a 13% take up.

Castle Point has an increasingly elderly population and participation in Athletics and desire to participate in athletics in those over 55 falls to an average of 1% of the local population.

Distance to facilities

Sport England advise that for most strategic facilities such as swimming pools, sports halls and athletics tracks a 20 minute drive time figure is a general principle for assessing adequate accessibility.

There are athletics facilities in neighbouring authorities at Basildon Sporting Village and Southend Leisure and Tennis Centre.

England Athletics

Waterside Athletics track has not been certified by the England Athletics Association for some years. It is therefore not a 'recognised' athletics track for the purposes of ascertaining the level of provision locally and would not feature in any athletic track calculations.

From their assessment of athletics track provision, which did not include Waterside Farm, England Athletics have stated that they do not feel any more athletics tracks are needed.

5. Corporate Implications

(a) Financial Implications

General Financial Statement:

The Medium Term Financial Forecast presented to Council in February 2014, indicates a significant funding gap in each financial year from 2015/16 which the Council must address in order to maintain existing service levels.

The Council is already effectively committed beyond its means in future years i.e. spending funds it does not have, and will need to identify reductions to existing services.

The position with regard to Council reserves is also serious. Whilst at the current time reserves appear healthy, there are very real and significant financial risks which may or may not materialise in future years, particularly around planning appeals and associated legal costs. These risks, coupled with the projected budget gap, will result in a complete depletion of general reserves within the next four financial years.

A programme of work is currently underway which it is hoped will contribute towards closing the funding gap. However, until each financial year is balanced, the Council should not enter into new and ongoing financial commitments, nor should it take any actions resulting in a significant ongoing reduction in any income streams.

Specific Cost Implications:

Indicative facilities costs for the development of community sports facilities are available on the Sport England website. The rounded costs provided are based on typical schemes funded through the Lottery and CAD layouts developed in accordance with Sport England design guidance notes. The indicative costs are as at 4th quarter 2013. There is an assumption of a 2-3% rise by December 2014.

Athletics track:

6 lane sports lighting, 110 straight both sides, grass infield, artificial throws, jumps and end fans: Cost: £1,150,000

8 lane sports lighting, 110 straight both sides, grass infield, artificial throws, jumps and end fans: Cost: £1,250,000

In addition to the initial capital outlay there would be ongoing maintenance and operational costs.

Whilst potentially external funding could be sought in order to progress the provision of a new facility, it is likely that the Council would need to make a significant contribution towards the cost of the project as it would be unrealistic to expect the project to be entirely grant funded. However given the lack of an identified need for the facility the chance of a successful grant application is slim.

(b) Legal Implications

None associated with this report.

(c) Human Resources and Equality Implications

None associated with this report.

Report Author: Diane Logue, Community Services and Corporate Support Manager

Background Papers:

Sport England market segmentation

Sport England facility cost calculator

Castle Point Local Sports Profile

CABINET

20th August 2014

Subject: Leisure and Recreation Strategy

Cabinet Member: Councillor Skipp - Environment and Leisure

1. Purpose of Report

To outline the revised proposals for the development of a Leisure and Recreation Strategy to the Cabinet.

2. Links to Council's priorities and objectives

- (1) Public Health and Well Being**
- (2) Efficient and Effective Customer Focused Services**

The Council is committed to investment in sports and community facilities and contributing towards reducing health inequalities in the Borough.

3. Recommendations

That Cabinet notes the revised timetable and additional surveys undertaken for the development of the Leisure and Recreation Strategy by December 2014.

4. Background

- 4.1 The Council's current strategy for Leisure and Recreation was developed as a 5 year strategy, expiring in 2013.**
- 4.2 Involvement in sport and physical activity is often regarded as a matter of personal choice, however many people may be discouraged by a lack of opportunities or barriers to taking part. Tackling barriers, inequalities and opportunities creates a platform to increasing participation in sport and physical activity and improving health and well being for those who live or work in the Borough.**
- 4.3 The development of a new Leisure and Recreation Strategy will enable the Council to continue to develop its approach to Leisure and Recreation and address the needs of the Community over the next 5 years.**
- 4.4 A timetable for delivery of the Leisure and Recreation Strategy was agreed by Cabinet in November 2013.**

5 Strategy Development

5.1 Purpose and scope of the Strategy:

The purpose of the strategy is to provide a framework outlining the provision of sports and recreation facilities in the Borough and to set out an action plan to increase participation in sport and recreation.

The strategy will be a comprehensive evidence based policy outlining the approach to sport and leisure provision in Castle Point. It will guide strategic choices regarding maintaining provision in the Borough, aligning resources to priority areas, forward planning and providing a systematic base for creating and sustaining leisure and recreation opportunities in the community.

By highlighting deficiencies and opportunities for improvement it will set the context for decisions about the priority and delivery of local sports facilities over the next 5 years.

5.2 Link to Council Policies and Partnership working;

There are close links between the Leisure and Recreation Strategy and other Council strategies and policies such as;

- The Sustainable Community Strategy for Castle Point 2007-2012

- CPBC Leisure Strategy 2008- 2013

- CPBC Play Strategy 2007-2012

- Corporate Plan 2014 - 2017

- Local Plan (draft)

- Open Spaces Appraisal update Sept 2012

- Playing Pitch Assessment May 2012

- West Wood Management Plan 2011-2031

- Playground Renewal Programme 2007-2012

Additionally the Leisure and Recreation Strategy will link with wider partnership strategies such as Active Essex– ‘Building an Active Essex - A strategic plan for sport and physical Activity in Greater Essex’

5.3 Delivery of the strategy;

The strategy will be prepared by the Council working in consultation with partner agencies including, but not limited to, Sport England, Active Essex, Active Rochford and Castle Point, CAVS, Public Health, Essex County Council, Canvey Island Town Council, Natural England, Pinnacle, Education Authority, Local School academies, Environment Agency, CP Wildlife Group, Essex Wildlife Trust, RSPB, Aiming High for the Disabled, Health and Wellbeing Board and Sports National Governing Bodies,

5.4 Scope of the Strategy;

The proposed scope of the strategy as provided in the Sport England Castle Point Sport and Leisure Strategy Scoping Report is

- Indoor facilities
- Outdoor Sports facilities
- Open Space, recreation and children’s play
- Countryside and woodland access

The scope has been determined through the working group and utilising the Sport England Castle Point Sport and Leisure Strategy Scoping Report.

- 5.5 A timetable for delivery of the Leisure and Recreation Strategy was agreed by Cabinet in November 2013.

The initial work that took place on the strategy identified that there was an emerging gap in the data available. There was a need to further drill down and ascertain what the community strives to gain from leisure and recreation, how they would like to see services delivered and what matters most to them at a facility.

Additionally there was a gap around the data in relation to clubs, organisations and National Governing Bodies (NGB's). There was a need to gain further information regarding the potential to work more closely with organisations and partners to inform what can be delivered in terms of local programmes and projects, as well as what is currently available and being delivered that is not captured on the above data sets.

- 5.6 Additional consultation:

To bridge the gap in data available, two surveys were developed one for residents and another for clubs and organisations. The surveys were developed in conjunction with Sport England. The surveys took into account what the strategy is realistically going to deliver. They were designed to avoid asking questions that might build expectation but rather to gain a wider understanding of user needs, organisations capacity to deliver, what their focus is in terms of providing activities for a different audience e.g. women and girls / disabled groups etc, what support mechanisms may need to be put in place to enable their delivery.

Every effort was made to maximise survey returns. The Marketing and Sports Development Officer liaised with local and national bodies and clubs to gain maximum returns on the surveys. The residents' consultation was promoted with a press release, through social media, twitter, facebook and on the Council's website. Surveys were made available for completion online using survey monkey and hard copies were also available for completion. A prize was offered of 6 months free membership with Castle Point Leisure to increase response rates.

The surveys went live on the 2nd July and closed on the 31st July. Results are yet to be analysed but they will be collated and factored into the strategy prior to completion.

Delivery timetable:

Following discussion with officers and the Portfolio Holder for Environment and Leisure the timetable for delivery has been reviewed.

Changes which affect the timetable are:

- The residents and Clubs surveys undertaken in July.
- The draft Strategy being taken to Environment Policy and Scrutiny Committee (PSC) prior to consultation on the final document.
- Policy and Scrutiny Committee further reviewing the strategy following the analysis of consultation results and prior to strategy being taken to Cabinet for ratification.

The draft strategy will be prepared for review at the Environment Policy and Scrutiny Committee on the 29th September.

The strategy will now go to the PSC before the final consultation on the strategy takes place. This alteration to the delivery timetable will give the Policy and Scrutiny Committee the opportunity to review the strategy and have input into the final consultation and questions to be posed.

Following the final consultation PSC will review the consultation results and subsequent alterations to the strategy before Cabinet approval in December 2014.

5.7 Timetable for delivery

Action	Outcome	Timescale
1. Define scope and purpose of strategy		
a) Review resources and identify team for strategy preparation	Scoping report including <ul style="list-style-type: none">• Work programme• Resources to deliver• Preliminary vision, aims and objectives• Strategy for consultation	Oct – Nov 2013
b) Determine vision initial aims / objectives and timetable for delivery		
c) Secure elected member support		
2. Context review and understanding demands and needs		
a) Review national and local context	Summary of local leisure provision context including <ul style="list-style-type: none">• Quantity• Quality• Accessibility• Impact Summary of demand and needs including <ul style="list-style-type: none">• Standards for delivery• Planning policy linkage	Nov 2013 – Aug 2014
b) Understand key issues the Borough faces		
c) Identify current supply of leisure and parks and open space facilities in the Borough including through partner organisations and other providers		
d) Understand services on offer in neighbouring boroughs		
e) Identify deficiency areas and opportunities for partnership working		
f) Identify standards for quantity, quality and accessibility		
g) Identify priorities for improvement		
3. Resident and club survey		
a) Survey of residents and clubs	Needs and current provision analysis	July 2014
4. Preparation of Strategy		
a) Prepare draft strategy and action plan	<ul style="list-style-type: none">• Draft Strategy produced• Consultation undertaken in	Jun – Nov 2014
b) PSC for review		

c) General Consultation on draft strategy	line with strategy to consult	
d) PSC to review consultation responses and revised Strategy		
5. Strategy adoption		
a) Member approval of strategy	<ul style="list-style-type: none">• Cabinet ratification• Strategy produced	Dec 2014
b) Adopt Strategy		

6 Corporate Implications

a. Financial Implications

Delivery of the strategy will be through existing Council resources. Should new funding opportunities arise during the lifetime of the strategy; the strategy will help to support future funding applications.

b. Legal implications

None

c. Human resources and equality

The strategy will consider access to sport and recreation and areas of health inequalities in the Borough. The Strategy will consider national and local context and identify areas of deficiency in provision or inequalities in access. An Equality Impact Assessment will be undertaken on the strategy.

Report Author: Trudie Bragg – Head of Environment

CABINET

20th August 2014

Subject: Motion to Council – Oak Road Car Parking Charges

Cabinet Member: Councillor Skipp – Environment and Street Scene

1. Purpose of Report

To consider the Motion put to Council on 23rd July 2014 requesting the abolition of car parking charges at the Oak Road car park.

2. Links to Council's Priorities and Objectives

Environment & Efficient and Effective Customer Focussed Services

3. Recommendations

It is recommended that Cabinet notes the content of this report and decides if it wishes to report on the matter.

4. Background

- 4.1 The Motion put to Council was that "The Canvey Independent Party calls upon this administration to help local businesses at the Furtherwick Road Shopping Centre by abolishing the Oak Road car park charges".
- 4.2 The Motion was adjourned without debate to the next Council meeting to enable Cabinet to consider whether it wishes to report on the matter. Council Procedure Rule 13 Motions on Expenditure applies.
- 4.3 Charges were introduced following a comprehensive review of Council operated car parks by the Policy and Scrutiny Committee (formerly the Policy Development Committee) and endorsement of the new charges and waiting restrictions by Cabinet.
- 4.4 The key issues and challenges which were identified during the review were:

- Lack of off-street parking policy to steer provision and management of off-street parking facilities
- Ad hoc/reactive management/maintenance and deteriorating condition of car parks with resultant need to upgrade car parking facilities
- Inconsistent charging policy across the Borough
- Off-street car parks need to support local businesses/issues with long term parking
- General acceptance that it is reasonable to charge for parking
- Shortcomings of the Council's existing Off- Street Traffic Regulation Order in terms of car park usage.

4.5 Having acknowledged the key issues facing the Service, the following service objectives were endorsed by Cabinet:

- Ensure the provision of well maintained and safe off-street parking facilities through improved asset management arrangements;
- Ensure a consistent charging regime is in place which is affordable and fair;
- Support local businesses by ensuring that Council operated car parks are being used for their intended purpose;
- Ensure suitable conditions are in place to control usage of Council operated car parks;
- Realise maximum benefit from the Council's car parking assets and to recognise their potential for development as brown field sites;
- Ease traffic congestion by ensuring that off-street parking provision and controls align with on- street parking availability and controls;
- Provide effective and targeted parking enforcement; and
- Effectively promote Council operated car parking provision in the borough.

4.6 Five key types of car parks based on intended usage were identified. Namely these are;

- Town Centre Short Stay
- Long Stay
- Seasonal
- Commuter
- Council Facility

4.7 Each of the Council operated car parking facilities has been placed in one of these categories and Cabinet has endorsed the principle that there should be a consistent management approach to each of these car park types, as far as is practicable.

4.8 Following extensive consultation Cabinet resolved to proceed with the making of The Borough Council of Castle Point (Off Street Parking Places) (General) Order 2013.

4.9 This Order and the new charges became effective from 1 February 2014.

4.10 To ensure that car parks are used for their intended purpose and to ensure a consistent charging regime is in place across the borough, three hour waiting

restrictions apply (no return within two hours) in all short stay town centre car parks along with a charge of 40p for up to 1 hour, 80p up to 2 hours and £1.50 for up to 3 hours parking between specified times during weekdays. Parking at weekends is free.

- 4.11 Free off street car parking provision remains in each of the main shopping areas, i.e. Hadleigh (Homestead), Thundersley (Hart Road), Benfleet (Richmond Avenue) and Canvey (The Paddocks).
- 4.12 It was agreed that £240k of reserves would be used in order to avoid any delay in starting the much needed refurbishment programme. The long standing drainage issues at Oak Road car park have been resolved and both Oak Road and Richmond Hall car park have been resurfaced, at a cost of £143K. Phase 2 of the car parks improvement programme will commence shortly.
- 4.13 The upgrading of the chargeable car parks and increased maintenance budgets were agreed on the basis that these would be funded in the longer term by the additional income secured through the introduction of the new charges.
- 4.14 It should be noted that there is also a car park in Canvey Town Centre operated by the Knightswick Centre and there is a charge for the use of this car park.
- 4.15 The impact of the new charges have been closely monitored and to date there have been no significant problems as a consequence of displacement parking.

5. Corporate Implications

(a) Financial Implications

General Financial Statement:

The Medium Term Financial Forecast presented to Council in February 2014, indicates a significant funding gap in each financial year from 2015/16 which the Council must address in order to maintain existing service levels.

The Council is already effectively committed beyond its means in future years i.e. spending funds it does not have, and will need to identify reductions to existing services.

The position with regard to Council reserves is also serious. Whilst at the current time reserves appear healthy, there are very real and significant financial risks which may or may not materialise in future years, particularly around planning appeals and associated legal costs. These risks, coupled with the projected budget gap, will result in a complete depletion of general reserves within the next four financial years.

A programme of work is currently underway which it is hoped will contribute towards closing the funding gap. However, until each financial year is balanced, the Council should not enter into new and ongoing financial commitments, nor should it take any actions resulting in a significant ongoing reduction in any income streams.

Specific Financial Implications:

Income from each of the town centre car parks has been consistent since the introduction of the new charges with Oak Road averaging £300 per week, Richmond Hall averaging £450 per week Rectory Road £1,050 per week.

In order to adhere to our stated objective to have a consistent charging regime in place for short stay town centre car parks, if charges were suspended at Oak Road then they would also need to be suspended in Rectory Road and Richmond Hall car parks too.

Cessation of charges at all three car parks would result in an annual reduction in budgeted income of approximately £100,000. There would only be a small saving in expenditure budgets for cash collection costs and similar. The Service Level Agreement with Chelmsford City Council for off-street enforcement would need to be renegotiated to reduce the amount of enforcement hours performed at off-street car parks.

(b) Legal Implications

The Council could if it so determined suspend the charges without having to make an amendment to the Order.

(c) Human Resources and Equality Implications

(d) Human Resources

None associated with this report.

(e) Equality Implications

Blue badge holders can park for free provided they do not exceed the three hour waiting restriction at each of the town centre car parks.

To be equitable, charges at each of the town centre car parks should be consistent across the whole of the borough.

6. Timescale for implementation and Risk Factors

Not applicable.

Background Papers

Information packs and presentations to EPDG on 18 October 2011, 14 December 2011, 26 January 2012 and 20 March 2012.

Cabinet report - 21 March 2012.

Report and information pack to Environment Policy & Scrutiny Committee on 22 October 2012

Presentation and information pack provided to Environment Policy & Scrutiny Committee on 22 January 2013.

Cabinet report – 20 February 2013

Cabinet report – 23 July 2013

Report Author: Trudie Bragg, Head of Environment

CABINET

20th August 2014

Subject: War Memorials at Hadleigh and South Benfleet

Cabinet Member: Councillor Skipp – Environment and Leisure

1. Purpose of Report

This report deals with the conservation works currently being undertaken by the Council to the War Memorials at Hadleigh and South Benfleet to coincide with the anniversary of the start of the First World War (WWI) and commemorate this nationally important occasion and also recognises other initiatives taking place to remember the War Dead.

2. Links to Council's Priorities and Objectives

This report links to the council priority of Environment.

3. Recommendations:

3.1 That the Cabinet agrees and supports the specialist and skilled works presently being undertaken by the Council to conserve and preserve the War Memorials in this important year.

3.2 That the other initiatives taken by the Council to mark the start of WW1 are welcomed by the Cabinet

4. Background

There are War Memorials situated in the Borough at Hadleigh and South Benfleet.

The memorial at Hadleigh commemorates the 48 residents of Hadleigh who were killed or missing in WW1. The memorial is constructed of Portland stone and consists of a Greek column surrounded by 4 volutes, ornamented cornices and topped with a stone sphere. The column stands atop a square stone plinth. The plinth bears the names on all four sides. The plinth stands on a three-stepped stone base measuring approx 3.5m in width. The memorial is approx 8.2m high.

At South Benfleet there are 2 memorials. The main memorial commemorates the 37 residents of South Benfleet who were killed or missing in WW1. The memorial is constructed from Portland stone and consists of a stone cross mounted on a square base. The square base bears the names of those residents who lost their lives during WW1. The plinth bears the names on two sides. The head of the cross has splayed ends. The plinth stands on a two stepped York stone base measuring approx 1.9m in width. The memorial is approx 6.1m high. The memorial was unveiled by Col CW Collingwood on the 30 May 1920. The architect was Sir Charles A Nicholson and the sculptor was Mr Percy Delf Smith.

To the East of the main monument there is a second memorial to those who fell in other conflicts. This memorial commemorates the 43 residents of South Benfleet who were killed or missing in later conflicts. The memorial is constructed from dense white limestone and consists of a single block of weathered stone placed on a square base. The plinth stands on a two stepped York stone base measuring approx 1.4m in width. The memorial is approx 1.3m high.

There is also a War Memorial on Canvey Island which is the subject of a separate refurbishment project which has previously been agreed by the Cabinet.

The Memorials are symbolic monuments and have huge significance to the local community and are the focal point for the Acts of Remembrance which take place annually in November and on other occasions.

The Council is the custodian of the War Memorials and responsible for the upkeep and maintenance of these important and highly visible structures in the Borough.

5. Proposals

Full conservation / condition survey reports have been requisitioned in relation to both sites which have recommended that discreet and bespoke conservation works are carried out to preserve the fabric and condition of the monuments and to remedy any damage and to ensure that they do not fall into further disrepair and decay.

A specialist (Professional Accreditation of Conservatory Restorers) contractor has been appointed by the Council to carry out any necessary works and ancillary cleaning to the monuments and the commissioned works will be undertaken with minimum intervention to the stonework or any abrasive treatments and any disruption or inconvenience to the local community will be minimised.

In recognition of the anniversary of the start of WW1 the Council has also purchased and installed 2 new Great War anniversary benches outside the main Council Offices at Benfleet and the Council also took part in the WW1 Centenary Art Commissions Lights Out project when the lights at the Council

Offices were switched off in conjunction with other lights in prominent buildings, landmarks and other locations across the country to mark the day when Great Britain entered WW1 one hundred years ago. Lights Out is a headline project of the cultural programme 14-18 NOW and was initiated by the Dept for Culture, Media and Sport and forms part of the official commemorations for the centenary of WW1.

6. Corporate Implications

(a) Financial Implications

The costs to the Council are as follows:-

Hadleigh War Memorial = £4400

South Benfleet (main) = £3150

South Benfleet (new) = £930

Total Cost = £8480

These costs have been met from the Council's ongoing repairs and maintenance budgets and do not involve the allocation of new funding.

(b) Legal Implications

A full tendering exercise to obtain a quotation and appoint an accredited contractor was carried out in accordance with the Council's procurement rules and financial regulations.

(c) Human Resources and Equality Implications

Human Resources

All aspects of the conservation works will be supervised by the Council's appointed War Memorials Officer acting in consultation with the War Memorials Trust.

Equality Implications

An Equality Impact Assessment has been carried out and the impact of the proposal is neutral.

(d) IT and Asset Management Implications

The Council's Facilities and Asset Management Team are responsible for the general care and maintenance of the War Memorials in the Borough and the Head of Environment has day to day responsibility for the management and cleanliness of the sites.

7. Timescale for implementation and Risk Factors

The conservation works have commenced and it is anticipated that they will be completed within a period of 5 weeks from 1 August 2015 subject to weather conditions and any other unknown factors.

8. Background Papers

Hadleigh War Memorial Conservation Survey Report dated 30 April 2014
Benfleet War Memorials Conservation Survey Report dated 30 April 2014
14-18 NOW WW1 Centenary Art Commission Lights Out letter dated 24 April 2014

Report Author: Andrew Smith – WW1 Project Leader

CABINET

20th August 2014

Subject: Major Flooding Incident 20th July 2014

Cabinet Member: Councillor Howard - Canvey Island, Floods and water Management

1. Purpose of Report

To inform the Cabinet of the response of the Council following the major flooding incident on Sunday 20th July 2014.

2. Links to the Council's Priorities and Objectives

This report is linked to the Council's aim for the delivery of the Council's priorities and objectives regarding the Environment.

3. Recommendations

The Cabinet is requested to note and endorse the actions taken.

4. Background

Cabinet is well briefed of the impact on the Borough and its residents, both Canvey Island and mainland, of the flooding event of the 20th July 2014. The Environment Agency has confirmed that parts of Borough particularly Canvey Island received up to 100mm of rainfall during the storm, 75mm of which fell in one hour.

A storm of this intensity has unique characteristics and has a return period of in excess of 1 in 300 years which is beyond the design capacity of modern drainage systems.

To give some context to the scale of the event the Environment Agency have said that over one million cubic metres of water fell on Canvey Island during the storm which is sufficient water to fill Wembley Stadium. The Council estimates that up to 500 properties across the Borough were affected.

5. Proposals

As reported to the Council on 23rd July 2014 the Council is working closely with the Environment Agency, Anglian Water and Essex County Council to ensure that action is taken to improve infrastructure, particularly on Canvey Island.

As the lead local flood management authority, Essex County Council are preparing a Section 19 report which will examine the events of the day and consider what further actions will be necessary. The report will be a public document.

The Secretary of State for the Environment, Liz Truss, visited the area on Friday 25th July 2014 and met with representatives of the Environment Agency, Castle Point Borough Council and Rebecca Harris MP. During the visit the Secretary of State indicated that she will be reviewing what actions have been taken by the various agencies involved.

The Chief Scientific Advisor, Sir Mark Walport has been appointed to investigate the flooding event and the Council will be actively supporting his work with evidence. The Chief Executive has written to the Cabinet Office seeking a timetable and a copy of the remit that Sir Mark will be working to.

On Monday 28th July 2014 the Chief Executive coordinated a multi agency meeting where all the stakeholders involved in flood risk management and operational matters gathered to discuss the major flood incident.

It was agreed that any evidence should be coordinated by the Borough Council and sent to Essex County Council in their lead flood risk management role providing important information to support the preparation of the Section 19 report.

The Head of Environment together with other officers have collated a large amount of data including evidence passed to them by residents and Councillors about the flooding incident. The Council has also been able to obtain numerous photographs and a copy of the video taken by Essex Police during the event which has contributed greatly to the understanding of the events as they occurred on that day. The evidence was sent to Essex County Council on Friday 8th August 2014 and this will continue to be updated as more evidence is received.

Further meetings of the multi agency group are planned following the publication of the Section 19 report by the Essex County Council.

Details of a further flooding event that occurred during the evening of Friday 8th August 2014 are being collated and will be sent to Essex County Council.

The Chairman of Scrutiny Cllr Blackwell has requested that his Committee conduct a review of flooding as a priority and the first meeting is due to take place on Tuesday 26th August 2014.

Member will note that at report item 8(a) later on the agenda the Cabinet is to consider proposals to approve a Council Tax Discount scheme to assist

residents whose properties were flooded as a result of the exceptional rainfall on 20th July 2014.

6. Corporate Implications

There are limited corporate implications for the Council, as the Essex County Council are the Lead local flood risk management authority.

The Borough Council does have powers under the Land Drainage Act and the Council may be required to utilise these permissive powers following publication of the report by Essex County Council.

At this stage the extent and consequences are unknown.

a. Financial implications

Subject to the outcomes of the Section 19 report the Council may be required to utilise its powers and financial resources under the Land Drainage Act.

At this stage the extent and consequences are unknown.

Report item 8(a) later on the agenda the Cabinet containing proposals to approve a Council Tax Discount scheme includes an assessment of the financial implications of the scheme.

b. Legal implications

There are none, except that the resources and knowledge of CPBC staff will be available to all the agencies to resolve questions of ownership of assets should it arise.

c. Human resources and equality implications

There are none

d. Timescale for implementation and risk factors

These are set out in the report

7. Background Papers: Report to Council 23.7.2014

Report Author:

Chief Executive, David Marchant

CABINET

20th August 2014

Subject: South East Local Enterprise Partnership (SELEP) – Growth Deal & Strategic Economic Plan

Cabinet Member: Councillor Riley Leader of the Council – Strategic Regeneration & Thames Gateway

1. Purpose of Report

The purpose of this report is to inform the Cabinet of the Government's response to the South East Local Enterprise Partnership's (SELEP) Growth Deal and Strategic Economic Plan (SEP) submitted in March 2014.

2. Links to Council's priorities and objectives

The projects and programmes described in this report are directly linked to the Council's Transforming Our Community priority – more local employment and the creation of business opportunities.

3. Recommendations

That the Cabinet

- notes the Government's announcement regarding the SELEP's Growth Deal & Strategic Economic Plan
- welcomes the proposals for investment in the Thames Gateway in transport infrastructure and business development
- welcomes proposals for a business "hub" based at Southend but with opportunities to access Castle Point businesses
- is disappointed to note that proposals for access to Canvey Island and the Rayleigh Road/Woodman's Arms junction have not been included in the programme at this time.

4. Background

- 4.1 The SELEP was established by Government in 2011. It is the largest local enterprise partnership (LEP) in the country covering East Sussex, Kent and Essex, including unitary councils.
- 4.2 The LEP is governed by a Board of 23 members drawn from business and local government. It has put in place a federated delivery arrangement so that decisions on projects can be taken more locally by business and councils in that area.
- 4.3 The Government required all LEPs to prepare a Growth Deal and a SEP for their areas.
- 4.4 At the meeting of the Cabinet in April 2014, details of the background to Growth Deals were explained. In short they provide greater influence over key levers affecting local growth and freedoms and flexibilities, and a share of the Local Growth Fund for LEPs to spend on delivery of their SEP.
- 4.5 Cabinet was also advised that the SEP must demonstrate a wider commitment to growth that is sustainable for the LEP area across local spending and decision-making.

5. Outcome

- 5.1 Government announced on the 7th July 2014 that it had allocated up to £442million 'Growth Deal' funding to the SELEP. The funding broadly splits into three areas.

Transport schemes

- 5.2 SELEP was allocated £72.4m to invest in schemes that are 'congestion and pinch point' transport projects. Essentially these are projects that will seek to open up land and property for development. Thames Gateway South Essex (TGSE) did particularly well with their allocation receiving £35.6m, almost as much as the rest of the LEP put together.
- 5.3 This funding is principally to fund A127 capacity enhancements (£1.5m 2015/16 and £34.1m 2016/17). The details of the projects that constitute this allocation are still being finalised, but will comprise those supported by a joint Essex County Council/Southend-on-Sea Borough Council A127 Growth Corridor Strategy.
- 5.4 SELEP was also allocated £88m to invest in schemes that are 'integrated and sustainable transport' projects. TGSE were allocated £14m which is about pro rata what could be expected for the area. £9m of this will be used to implement a Basildon Integrated Transport Programme, with the remaining £5m (£4m 2015/16; £1m 2016/17) being allocated across the rest of TGSE.
- 5.5 The Government has also committed to provide funding of £5m capital grant from the Local Growth Fund for the development costs of the A13 Widening

project. Up to £75m of further funding will be made available from the Local Growth Fund subject to due diligence and alignment with decision-making on the preferred option for the Lower Thames Crossing.

- 5.6 An Integrated transport package for improving access to London Gateway from Stanford-Le-Hope and A1014 also received an allocation of £7.5m. Improvements to the Thurrock Cycling Network also received £5.0m.

Growth and Productivity

- 5.7 SELEP also submitted a package of projects seeking support for a number of property development schemes. This included seeking funding for both Canvey Town Centre and a Canvey Enterprise Centre on Northwick Road Business Park.
- 5.8 Only £13.9m has been allocated across SELEP at this time although it is hoped that more projects might be supported through the development of a SEEFUND, a programme of loans and grants aimed at marginal economic property schemes. Building on its City Deal programme, Southend was able to obtain £6.7m towards its Southend Central Area Action Plan (SCAAP) Growth Hub and Victoria Avenue Improvements, representing almost half of the SELEP allocation.
- 5.9 Although the business hub is based in Southend, its purpose is to provide business support activities across TGSE, including Castle Point. Officers are seeking to ensure that businesses in Castle Point are able to benefit from any grants, events and advice that may be available via the hub.

Raising Local Skill Levels

- 5.10 The Government have allocated £22m in a SELEP Skills Capital Programme. The detail of how these monies are to be spent is to be established.
- 5.11 The TGSE Partnership is now seeking to obtain more information on the announcement and to continue to promote TGSE projects to take advantage of existing and future funding opportunities.

6. Corporate Implications

a. Financial Implications

The projects described in this report, if agreed, would be funded through the LEP and its delivery agencies, rather than the Council.

b. Legal Implications

Any projects which required the Council to enter into a contract or commit expenditure would be the subject of separate reports to the Cabinet.

c. Human Resources & Equality Implications

There are no implications of this kind arising from the recommendations in this report.

d. Timescale for implementation & risk factors

The projects are designed to be delivered between 2015 and 2021. Any apparent risks which may affect the Council and need to be managed will be the subject of a separate report to the Cabinet at the appropriate time.

7. Conclusions

- 7.1 As a result of the SELEP SEP, the Government has provided the opportunity for significant funding for strategically important regeneration projects across the SELEP area, including Thames Gateway South Essex.
- 7.2 Those programmes and projects with a direct impact on Castle Point will generate significant new investment in local infrastructure and the economy.

Background Papers

The South East LEP and Growth Deal March 2014

http://southeastlep.com/pdf/South_East_LEP_%E2%80%93_Growth_Deal_and_Strategic_Economic_Plan.pdf

The South East LEP and Growth Deal March 2014 – funding announcement

<http://www.southeastlep.com/about-us/activities/262-developing-a-growth-strategy-and-prioritising-investment-in-the-south-east>

Report Author: Steve Rogers – Head of Regeneration & Neighbourhoods

CABINET

20th August 2014

Subject: Discretionary Award of Council Tax Discounts to Properties Affected by Flooding – July 2014

Cabinet Member: Councillor Riley – Leader of the Council

1. Purpose of Report

To set out for Cabinet the options for, and implications of, granting discretionary Council Tax discounts in respect of properties affected by flooding on the 20th July 2014.

2. Links to Council's Priorities and Objectives

This report is linked to the Council's aim for the delivery of "Efficient and Effective Customer Focussed services". 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 the Cabinet approves the Council continuing to pursue Government funding.**
- 2. That the Cabinet approves the implementation of a local discretionary scheme as set out in this report.**

4. Background

- 4.1 Cabinet is well briefed of the impact on the Borough and its residents, both Canvey Island and mainland, of the flooding event of the 20th July 2014. See Item 6 (c) on this agenda.**
- 4.2 The Council has been active in the clear up of the areas affected and in supporting residents in re-establishing their homes. For some, this was their second episode of flooding in a year.**
- 4.3 The Council is also currently exploring the financial implications of granting discretionary discounts against the payment of council tax, to those residents of properties which were directly affected by the flooding event. Whilst the Council has the powers to do so, the financial implications are significant and currently unsupported by funding from central government.**

5. Award of discount against Council Tax - current measures

- 5.1 In April 2014, the Council took advantage of technical reforms to council tax brought about by central government from April 2013, which in essence, abolished certain exemptions on council tax replacing them with locally set discounts. From 1 April 2014 the Council reduced the locally defined discount on Class D discounts (empty properties requiring major repairs/structural alterations) to zero and for Class C discounts (empty and unfurnished) to 100% for a maximum period of 28 days only.
- 5.2 The report provided for exceptional circumstances where the empty period is outside the control of the liable person and is unavoidable, for instance major damage arising from flooding or fire.
- 5.3 This effectively means that a resident whose property has been affected by flood may be granted a discount of up to 28 days against their council tax but only if they were required to move out of their property. The financial implications of this action are shared proportionately between the Borough Council and its precepting organisations.
- 5.4 The current measures do not therefore offer any financial benefit to residents who have remained in their properties.

6. Award of discount against Council Tax – extended periods & occupied

- 6.1 If the Council wished to increase the period of time over which a discount was granted, and grant it against occupied properties, s13A of the Local Government Finance Act (as amended by Section 76 of the Local Government Act 2003) would apply. This grants the Council a discretionary power to create its own discounts and exemptions from the payment of council tax including power to grant relief on a case by case basis in relation to individual cases or class (es) of cases that it may determine and where national discounts and exemptions cannot be applied. Section 13A states:
 - I. Where a person is liable to pay council tax in respect of any chargeable dwelling and day, the billing authority for the area in which the dwelling is situated may reduce the amount which he is liable to pay as respects the dwelling and the day to such extent as it thinks fit.
 - II. The power under subsection 1) above includes the power to reduce an amount to nil.
 - III. The power under subsection 1) may be exercised in relation to particular cases or by determining a class of case in which liability is to be reduced to an extent provided by the determination.
- 6.2 The cost of a reduction awarded under section 13A will fall solely on this Council as billing authority. In the absence of the precise number of residents who might be eligible to claim, it is estimated that the financial impact to Castle Point could be in the order of **£175k**. The following table provides a range of costs.

Number of Properties	Band C charge £	1 month £k	3 month £k
300	1,380	34	103
400	1,380	46	138
500	1,380	57	172

- 6.3 Decisions against this policy are delegated to the Head of Customer Services in consultation with the Cabinet Member for Resources and Performance.

7. Proposed Council Tax Discount Scheme – 20th July 2014

- 7.1 The following paragraphs set out the proposed eligibility criteria for council tax payers in relation to the council tax discount scheme for properties affected by the recent floods, that the Council proposes to introduce (subject to affordability).
- 7.2 The support is limited to the impact of the severe weather flooding on 20th July 2014.
- 7.3 The criteria to be applied are as follows:
1. Flood water has entered the internal living area of the property (e.g. kitchen, bathroom, lounge, bedroom, hallway) and
 2. The extent of flooding is more than minimal, affecting a substantial part of the floor surface area within the affected room(s); or
 3. Access to the property has been severely restricted (exceeding 3 days) as a result of flooding or loss of amenities such as sewerage, drainage and electricity being severely affected.
- 7.4 The discount is available to properties that have either remained occupied, have been left empty as a result of flooding or were empty prior to being flooded.
- 7.5 The level of discount awarded will reflect the amount payable, after allowing for any other discounts or exemptions that may apply.
- 7.6 Residents will be asked to confirm in writing that they meet the criteria for a discount by completing an application form and where the council is satisfied that the property is within an area affected by flooding and has met the qualifying criteria, a discount will be awarded without the need for further evidence. In all other circumstances, the council may request evidence to support the application, which could include:
1. Photos
 2. Survey report
 3. Letters from insurers
 4. Estimates for work required
- 7.7 Entitlement to a discount will be notified in writing with a statement of reasons provided to support any decision not to award a discount.

- 7.8 Closing date for applications is 30th October 2014.
- 7.9 The Discount awarded will be 3/12ths (25%) of the net annual charge on the property as at 20 July 2014.
- 7.10 The discount will be applicable to the property and will not be portable should the resident move permanently to an alternative address.
- 7.11 Where a resident has been moved to temporary accommodation the discount will be in respect of the primary home only and not in respect of temporary accommodation.

8. Central Government Financial Support

- 8.1 Cabinet will recall that, following the severe weather which resulted in flooding during the period 1st December 2013 to 31st March 2014, a number of initiatives were launched by central government to assist businesses and homeowners in their recovery from the impact of flood. These initiatives included the earmarking of funds up to £4m for support of Council Tax Discounts for homes that had been flooded.
- 8.2 At the current time there is no similar government scheme to cover the events of July 2014. The earlier guidance and initiatives relate purely to that particular timeframe and have now expired.
- 8.3 However, the Environment Agency have confirmed that the events of July were exceptional and the Council wishes to provide support to those residents who have been affected. A discretionary discount from Council Tax for a maximum three month period would be a practical measure but is subject to it being affordable.
- 8.4 The Council has therefore contacted the Department for Communities and Local Government to request that funds be made available to support such an initiative and is awaiting a response.

9. Preceptor Support

- 9.1 In the event that funding from central government is not forthcoming, the Council has also contacted its preceptors - the County Council, the Fire Authority and the Police and Crime Commissioner for Essex, enquiring whether they would support the Council if it chose to extend a council tax discount to those properties affected, by sharing the financial impact.
- 9.2 The following table provides an indication of the potential financial impact to each organisation if a sharing agreement were established.

Discretionary award for 3 months - with Preceptor Support	Council Tax Bill @ Band C	% of Bill	£k - 3 Month Period
Castle Point Borough Council	208	15.1%	26
Essex County Council	966	70.0%	121
Essex Fire Authority	59	4.3%	7
Essex PCC	128	9.3%	16
Canvey Island Town Council	18	1.3%	2
	1,380		172

- 9.3 Confirmation of support has already been received from the County Council and the Fire Authority.

10. Corporate Implications

a) Financial Implications

10.1 General financial statement

The Medium Term Financial Forecast indicates a significant funding gap in each financial year from 2015/16, which the Council must address in order to maintain existing service levels.

The Council is already effectively committed beyond its means in future years i.e. spending funds it does not have, and will need to identify reductions to existing services.

The position with regard to Council reserves is also serious. Whilst at the current time reserves appear healthy, there are very real and significant financial risks which may or may not materialise in future years, particularly around planning appeals and associated legal costs. These risks, coupled with the projected budget gap, will result in a complete depletion of general reserves within the next four financial years.

A programme of work is currently underway which it is hoped will contribute towards closing the funding gap. However, until each financial year is balanced, the Council should not enter into new and ongoing financial commitments or take decisions which will impact negatively on revenue streams.

10.2 Specific financial implications

The financial implications should the Council choose to implement a discount scheme for three months to all properties affected by the July 2014 flood could be up to **£175k** which is unaffordable. The value is however dependent on the number of claims pursued, the property tax band applicable for each claim and whether the household is already in receipt of an element of council tax discount.

The establishment of an agreement with the individual precepting organisations, to share this loss would significantly reduce the impact on this authority as shown in the table above at paragraph 9.2.

b) Legal implications

As stated within the report.

c) Human Resources and equality implications

There are no Human Resource or equality implications arising directly from this report however, equality issues will need to be considered in the granting of discounts against council tax.

d) Timescale for implementation and risk factors

The Council must be mindful of any precedent which it might now set, in responding to the events of July 2014.

Report Author: Chris Mills, Head of Resources

Background Papers:

Flood Support Schemes Guidance Note 24th February 2014

CABINET

20th August 2014

**Subject: Job Centre Plus and Castle Point Borough Council
Partnership Agreement**

Cabinet Member: Councillor Sharp – Responding to Challenge

1. Purpose of Report

To seek Cabinet approval to a partnership agreement between Job Centre Plus and the Council. The Partnership Agreement is attached as Appendix A.

2. Links to Council's priorities and objectives

This work is explicitly linked to the Efficient and Effective Customer Focused Services priority.

3. Recommendations

That Cabinet approve the partnership agreement between Job Centre Plus and Castle Point Borough Council.

4. Background

- 4.1** The introduction of the welfare reforms have required the Job Centre Plus, an operational business unit of the Department for Work and Pensions and local authorities to work together. Within the area of Castle Point there has been a history of maintaining regular communication links but this has been limited.
- 4.2** The welfare reforms seek to enable people in receipt of benefits to access wider support with access into work.
- 4.3** By working in partnership it is envisaged that a more holistic approach can be made to providing those on benefits with the support that they need. Partnership working between these two agencies will help us to develop new ways of delivering the key services in a time of different and increased demand.

5. Summary of Agreement

5.1 Main Aims

- 5.1.1 The agreement will include an emphasis on access to work which will aim to achieve a reduction in unemployment within the Castle Point area. There are currently 596 unemployed claimants in Castle Point and the aspiration is for this to reduce to 530 by March 2015. Included in this figure of 596 there are 175 claimants aged 24 or under and the aspiration is for this figure to reduce to 150 by March 2015.
- 5.1.2 The main aims to achieve these aspirations are set out within the Agreement

5.2 Objectives

- 5.2.1 The Partnership Agreement sets out the objectives which we aim to achieve and the actions required.
- 5.2.2 In summary the objectives seek to develop strategies to increase employment and skill levels within the area and to work in partnership to prevent unemployment.
- 5.2.3 The actions which are envisaged to be required to achieve the aspirations include specific support being provided to the long term unemployed, defined as those unemployed in excess of 12 months, working together to make effective use of local labour market intelligence and working towards a one-stop approach between the two organisations and their customers.

5.3 Communication

- 5.3.1 To enable the Partnership Agreement to be successful there are fundamental arrangements which both organisations will need to have in place.
- 5.3.2 Both Job Centre Plus and Castle Point Borough Council will ensure that there is a regular review of progress and to support each other in achieving the aspirations which have been set.

7. Corporate Implications

a. Financial Implications

The actions outlined in this Partnership Agreement will be carried out within the current resources of the Benefit Service. There are no financial implications to this Agreement.

b. Legal implications

There are no legal implications to this Partnership Agreement which seeks to find new ways of delivering the statutory services currently provided.

c. Human resources and equality

The actions outlined in this report will be undertaken within available operational resources.

There are no direct equality implications at this stage from the information provided in this report.

d. Timescale for implementation and risk factors

Subject to the approval of Cabinet the Partnership Agreement will be signed by both organisations. The Agreement will commence on being signed and run initially until March 2015.

8. Background Papers:

None

Report Author: Wendy Buck, Head of Housing & Communities

Jobcentre Plus and Castle Point Borough Council

Partnership Agreement

This Partnership Agreement outlines the approach that Jobcentre Plus (“JCP”) and Castle Point Borough Council (“the Council”) will take to reduce unemployment in the Castle Point area and support issues that contribute to the priorities of both organisations. This will include a specific emphasis on work which will aim to achieve a reduction in unemployment claimants in the District by 11% to below 530 (currently 596) by March 2015, including a 15% reduction for Claimants aged 24 and under to no more than 150 (currently 175).

In order to develop new ways of delivering our key services in an era of reducing budgets and increased demands, we propose to commit to an overarching framework of support for our residents, businesses and partners which will deliver added value, reduce duplication and confusion over delivery of services and ensure that all partners are fully prepared for the rollout of Universal Credit.

Neither organisation will be able to deliver on the aspirations contained in this agreement unless we work collaboratively to ensure that there is a transparent and seamless offer for the Council’s residents, employers and partners.

The main aims of this agreement are to:

- improve the end-to-end customer experience;
- set out our joint commitment to maintain regular, effective communication on operational and performance matters;
- deliver a joint service by sharing some premises and facilities;
- support the efficient and timely exchange of accurate information;
- use the partnership agreement as a starting point to further improve relationships between the organisations.

The objectives of this Agreement are to:

- develop strategies to increase employment rates and skill levels in the District;
- work in partnership to prevent unemployment occurring wherever possible, and to develop joint responses to major labour market announcements;
- tackle barriers to employment through flexible and innovative approaches;
- identify and promote funding streams and programmes to support the joint commitments and deliver these in a flexible way according to our local needs;
- ensure smooth allocation of benefit payments to customers and;
- support the delivery of wider organisational objectives.

The objectives of this Agreement will be met through the following activities:

- providing support for customers who have been unemployed helping them to secure employment, with specific support for the long-term unemployed, defined as those unemployed for 12 months or more.-.
- provision of advice to ensure that people receive the benefits they are entitled to;
- support for local people, wherever possible, to fill new job opportunities created through regeneration activities or large developments;
- to build towards a one-stop approach between the Council and JCP customers;
- Development and dissemination of models of 'best practice' in tackling unemployment;
- seeking to ensure equality of access and opportunity in employment for customers from deprived backgrounds;
- local collaboration to seek to deliver flexible, tailored solutions to meet local needs;
- identifying funding streams to support these objectives;
- sharing opportunities for adopting flexible approaches to increasing employment rates;
- working together on the effective use of local labour market intelligence.

Liaison & Communications

Liaison and communications between JCP on Canvey Island and Local Authorities ("LA") is fundamental to effective partnership working. To help facilitate this process, each organisation must put the following arrangements in place:

- a nominated contact in each of the organisations who has the knowledge and will take responsibility to deal with location and operational issues;
- aside from the regular day-to-day communications, nominated contacts should meet formally at least twice a year to review progress against the agreement, discuss issues and opportunities for improvement;
- logistical arrangements for managing the partnership ;
- arrangements for a joined-up service between LA and JCP and vice versa, to minimise the impact on operational performance and ensure security guidance is adhered to, particularly when dealing with the exchange of personal and sensitive customer information;

To help further improve the partnership, each organisation should also consider putting the following in place:

- job shadowing exchanges between the Council and JCP staff to gain a better understanding of each other's business and the impact they have on one another;
- investigate the potential for local joint projects. For example, joint training courses, publicising each other's benefits, take-up campaigns etc.

The Agreement will be reviewed by partners on a quarterly basis. Actions will however be progressed as the need arises throughout the year or as priorities change. Changes to the agreement will be subject to one months' notice.

To be signed by representatives of Jobcentre Plus and Castle Point Borough Council:

..... Customer Service Operations Manager, Canvey Island Job Centre

..... Leader of Castle Point Borough Council

Council workstreams that can benefit from an improved partnership with Job Centre include:

- Regeneration/Economic Development including:
 - Employer Engagement
 - Events
 - Job Clubs
 - Local Recruitment Strategies for new developments
 - Partnership projects
- Benefits
- Community Development
- Housing
- Skills development including:
 - School engagement
 - Careers advice
 - NEET support

CABINET

20th August 2014

Subject: Annual Report on the Treasury Management Service and Actual Prudential Indicators 2013/14

Cabinet Member: Councillor Stanley – Resources and Performance

1 Purpose of Report

The annual treasury report is a requirement of the Council's reporting procedures. It covers both the treasury activity and the actual Prudential Indicators for 2013/14.

The report meets the requirements of both the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code for Capital Finance in Local Authorities. The Council is required to comply with both Codes through Regulations issued under the Local Government Act 2003.

2 Links to Council's priorities and objectives

The scrutiny and approval of the Council's Treasury Management activity is linked to the Council's objective of Efficient and Effective Customer Focused Services priority through sound financial management.

3 Recommendations:

1. That following scrutiny, the Treasury Management Activity Report for 2013/14 is approved.
2. To approve the actual 2013/14 prudential indicators (shown at Annexe D).

4 Background

- 4.1 The 2013/14 Treasury Management Strategy summarises the Council's obligations defined in the Code of Practice for Treasury Management in the Public Services, issued by the Chartered Institute of Public Finance and Accountancy (CIPFA).

4.2 During 2013/14 the Council complied with its legislative and regulatory requirements.

5 Treasury Report for 2013/14 and scrutiny of treasury activity

5.1 As required by the Code, the activity report for 2013/14 is submitted at Annexe A for scrutiny by Audit Committee, prior to submission to Cabinet on 16 July 2014.

5.2 It is important to ensure that the Council's treasury management activities are subject to a robust process of scrutiny. This report provides Members with information on treasury management activity and variances in order to fulfil this process.

6 Corporate Implications

a Legal implications

This report is presented on behalf of Chris Mills in her role as "section 151 Officer" – the Officer appointed by the Council to have responsibility for the Council's financial administration. Submission of such a report is a requirement of CIPFA's Standard of Professional Practice on Treasury Management.

Under the revised Code of Practice, Cabinet was nominated at Special Council 16th February 2010 to ensure effective scrutiny of the treasury management strategy and policies.

b Financial implications

There are no new implications.

c Human resources and equality implications

There are no new implications.

d Timescale for implementation and risk factors

No new targets applicable.

Report Author: Robert Greenfield - Accountant

Background Papers:

Chartered Institute of Public Finance and Accountancy: *Code of Practice for Treasury Management in the Public Services*.

CPBC: *Treasury Management Strategy Statement for 2013/14*.

CPBC: *Working paper: external loan calculation 2013/14*.

Treasury Management Activity Report for 2013/14

1 Introduction

- 1.1 This report summarises the Council's treasury management activity for 2013/14 and compares actual interest transactions with the revised estimates set for 2013/14.
- 1.2 The Council must comply with the Code of Practice on Treasury Management in the Public Services, issued by CIPFA and updated in 2011. The code requires the Council to annually set a Treasury Management Strategy. The strategy for the 2013/14 financial year was approved by Council on 20th February 2013.
- 1.3 This report confirms that all Treasury Management activity during the year was undertaken in accordance with this strategy and in consultation, where appropriate, with our external advisers, Capita. The Council had no liquidity issues during the year.

2 The Economy

- 2.1 **Short-term interest rates.** The Bank of England base rate has remained at just 0.50% since March 2009 and the Council therefore continues to earn very low rates on its investments, while facing the challenge of increased counterparty risk, resulting in a significantly reduced number of counterparties that the Council can use.
- 2.2 Members will be aware from previous reports that the decision was made to in November 2013 to switch the Council's banking operations from the Co-operative Bank to Lloyds Bank, following the Co-op's downgrading by the rating agencies and continued difficulties and negative publicity.
- 2.3 The Lloyds accounts became fully operational at the end of January 2014. Some of the Co-operative accounts remain open for residual transactions, and will be closed early July 2014. Negligible funds remain held in the Co-op on a daily basis.

3 Borrowing

- 3.1 A summary of external borrowing at 31st March 2014 is in Annexe B.
- 3.2 The Council operated within treasury limits and Prudential Indicators set out in the Council's Treasury Policy Statement and annual Treasury Strategy Statement throughout the year. The outturn for the Prudential Indicators is shown in Annexe D.
- 3.3 During 2013/14 the Council was able to repay £2m of maturing General Fund debt, without the need to take out replacement borrowing. This will result in a considerable saving on future interest costs. There is further General Fund debt

of £75,112 which matured in May 2014. Due to its low value this debt was also repaid in full and not replaced.

- 3.4 Annexe B - GF also shows that interest paid on borrowings and chargeable to General Fund was under budget by £3 (0.0%) for the year. Annexe B - HRA shows that interest paid on borrowings chargeable to the HRA exceeded budget by only £40 (0.0%) for the year.

4 Investments

- 4.1 The Council's investment policy is governed by CLG Guidance, which was implemented in the annual Investment Strategy approved by Council on 20th February 2013. The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.
- 4.2 Annexe C summarises the Council's activities for the year relating to the temporary investment of surplus funds. The average daily balance increased from £17.1 million in 2012/13 to £17.4 million in 2013/14.
- 4.3 Annexe C also shows that the amount of interest received on these investments was over budget by £17,812 (40.5%). The variance was due to prudent budgeting and average interest rates and balances being moderately higher than estimated. The average interest achieved was 0.36% compared to the 7-day LIBID average of 0.35%.

5 Benchmarking

- 5.1 Three benchmark indicators for 2013/14, explained in the Annual Treasury Management Strategy, are reported as follows:
- **Security – Weighted Credit Rating Score for the year of 6.79 exceeded the target of 4.**
 - **Liquidity – Weighted Average Life was at an extremely liquid level, averaging 2 days over the year.**
 - **Yield – Interest received on investments – income was over budget, as reported in paragraph 4.3 above.**

6 Regulatory Framework, Risk and Performance

- 6.1 The Council's treasury management activities are regulated by a variety of professional codes, statutes and guidance, including:
- The Local Government Act 2003, and associated Statutory Instruments;
 - The CIPFA Prudential Code for Capital Finance in Local Authorities;
 - The CIPFA Code of Practice for Treasury Management in the Public Services.

- 6.2 The Council has complied with all of the relevant statutory and regulatory requirements which require the Council to identify and, where possible, quantify the levels of risk associated with its treasury management activities. In particular its adoption and implementation of both the Prudential Code and the Code of Practice for Treasury Management means both that its capital expenditure is prudent, affordable and sustainable, and its treasury practices demonstrate a low risk approach.

Summary of General Fund Loan Transactions and Interest Payable for the year to 31st March 2014

Annexe B - GF

Loan Transactions Activity for the Year

Type of Loan	Amount o/s 01/04/2013 £	Loans Repaid £	Amount o/s 31/03/2014 £
Public Works Loan Board	7,325,112	2,000,000	5,325,112
Total	7,325,112	2,000,000	5,325,112

Interest Payable Comparison of Estimate with Actual

Revised Estimate 2013/14 £	Actual Interest 31/03/2014 £	Variance 31/03/2014 £	
343,300	343,297	3	
343,300	343,297	3	0.0%

Interest Rates

Average interest rate on Castle Point B.C.
loans outstanding for the year to 31/03/2014 5.12%

Interest Rates	From	Range	To
Public Works Loan Board	3.700%		9.375%

Bank Base Rates

	%
11/01/2007	5.25
11/05/2007	5.50
06/07/2007	5.75
06/12/2007	5.50
07/02/2008	5.25
09/04/2008	5.00
08/10/2008	4.50
06/11/2008	3.00
04/12/2008	2.00
08/01/2009	1.50
05/02/2009	1.00
05/03/2009	0.50
31/03/2014	0.50

Summary of HRA Loan Transactions and Interest Payable for the year to 31st March 2014

Annexe B - HRA

Loan Transactions Activity for the Year

Type of Loan	Amount o/s 01/04/2013 £	Loans Repaid £	Amount o/s 31/03/2014 £
PWLB HRA	36,451,000	0	36,451,000
Total	36,451,000	0	36,451,000

Interest Payable Comparison of Estimate with Actual

Original Estimate 2013/14 £	Actual Interest 31/03/2014 £	Variance 31/03/2014 £	
1,087,400	1,087,440	-40	
1,087,400	1,087,440	-40	0.0%

Interest Rates

Average interest rate on Castle Point B.C.
loans outstanding for the year to 31/03/2014 2.98%

Interest Rates	Range From	To
Public Works Loan Board	2.310%	3.490%

Bank Base Rates

	%
11/01/2007	5.25
11/05/2007	5.50
06/07/2007	5.75
06/12/2007	5.50
07/02/2008	5.25
09/04/2008	5.00
08/10/2008	4.50
06/11/2008	3.00
04/12/2008	2.00
08/01/2009	1.50
05/02/2009	1.00
05/03/2009	0.50
31/03/2014	0.50

Summary of Temporary Investments and Interest Received for the year to 31st March 2014

Type of Borrower	Amount Invested 01/04/2013 £	Made in the Year £	Repaid in the Year £	Amount Invested 31/03/2014 £	Carrying Amount 31/03/2014 £
Investments by Value:					
Debt Management Office	0	21,650,000	21,650,000	0	0
Local Authorities	0	0	0	0	0
Money Market Funds	12,200,000	76,009,536	75,549,536	12,660,000	12,664,382
Bank deposits	-	2,000,000	1,000,000	1,000,000	1,000,921
Investments	12,200,000	99,659,536	98,199,536	13,660,000	13,665,302
Cash equivalents	1,970,208	2,685,550	4,172,624	483,134	483,327
Total	14,170,208	102,345,086	102,372,160	14,143,134	14,148,629
Number of Investment Transactions:					
	Number	Number	Number	Number	
Debt Management Office	0	14	14	0	
Local Authorities	0	0	0	0	
Money Market Funds	22	118	121	19	
Bank deposits	0	2	1	1	
Investments	22	120	122	20	
Cash equivalents	9	14	22	1	
Total	31	134	144	21	

Interest Received on Temporary Investments for the year to 31st March 2014

	£
Actual Interest Received	61,812
Revised estimate	44,000
Variance	17,812
	40.5%

Temporary Investments

Average Balance for the Year	17,431,735
Average Interest Rate for the Year	0.355%
Benchmark: Average 7-Day LIBID Rate	0.354%

Prudential Indicators

Indicator 1 - Key indicator of prudence - Gross Debt and the Capital Financing Requirement

"In order to ensure that over the medium term debt (i.e. gross external borrowing) will only be for a capital purpose, the local authority should ensure that debt does not, except in the short term, exceed the total of the capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years."

The requirement is met for the current year and is expected to be met for the forthcoming two financial years.

Indicator 2 - Capital Expenditure

	2013/14 Revised Estimate £000s	2013/14 Actual £000s
General Fund	3,883	3,375
Housing Revenue Account	2,785	2,232
Total	6,668	5,606

Indicator 3 - Indicator of Ratio of Financing Costs to Net Revenue Stream

	2013/14 Revised Estimate %	2013/14 Actual %
General Fund	6	7
Housing Revenue Account	30	30

This indicator shows financing costs such as interest charges and the minimum revenue provision as a percentage of the net General Fund and HRA revenue budgets.

Indicator 3B - Local Indicator of Ratio of Financing Costs to Net Revenue Stream

	2013/14 Revised Estimate %	2013/14 Actual %
General Fund	22	22
Housing Revenue Account	40	33

This is a variation on the above indicator, which includes in the financing costs any revenue contributions made to fund capital expenditure. There is a large figure for the General Fund calculation as a result of the Waterside Farm Sport Centre refurbishment project being included in the capital programme during 2012/13 and 2013/14.

Indicator 4 - Indicator of Capital Financing Requirement (CFR)		
	2013/14 Revised Estimate £000s	2013/14 Actual £000s
General Fund	7,239	7,128
Housing Revenue Account	36,451	36,451
The CFR is a measure of the capital expenditure incurred historically by the Council that has yet to be financed.		

Indicator 5 - Incremental Impact of Capital Investment		
	2013/14 Revised Estimate £	2013/14 Actual £
Band D Council Tax	35.37	-4.42
Average Weekly Housing Rents	9.92	2.90
This indicator shows how the changes in capital financing charges to revenue from year to year affect the Council Tax and Housing Rent for the year in question.		

Indicator 6 - Authorised Limit for External Debt		
	2013/14 Revised Estimate £000s	2013/14 Final £000s
Borrowing	46,998	46,796
Other Long -Term Liabilities	305	305
	47,303	47,101
This indicator shows the overall limit for total external debt, including allowances for changes in the CFR, contingencies, risks, unusual cash flow movements and so on.		

Indicator 7 - Operational Boundary for External Debt		
	2013/14 Revised Estimate £000s	2013/14 Final £000s
Borrowing	44,164	44,491
Other Long -Term Liabilities	305	305
	44,469	44,796
This indicator shows a similar calculation to the previous indicator, without all of the above allowances for contingencies, etc.		

Indicator 8 - Upper Limits of Fixed and Variable Exposure		
	2013/14 Revised Estimate £m	2013/14 Actual £m
Upper Limit - Fixed Rates	49	44
Upper Limit - Variable Rates	(4)	(14)
<p>This indicator identifies upper limits for net investment / borrowing at variable and fixed rates. Currently all borrowings are at fixed rates and our investments are generally at variable rates. Because of this the fixed rate limit is a positive amount and the variable rate is a negative amount. Both indicators were within the limits at year end.</p>		

Indicator 9 - Maturity Structure of Fixed Rate Borrowing			
	Upper Limit %	Lower Limit %	Actual %
within 1 year	50	0	1
within 2 years	50	0	1
within 5 years	60	0	1
within 10 years	80	0	18
after 10 years	100	0	100
<p>These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing.</p>			

Indicator 10 - Housing Revenue Account limit on indebtedness	
<p>The debt limit imposed by the Department for Communities and Local Government as at the date of implementation of self financing is £37,470,000. This limit of indebtedness exceeds the value of the HRA self financing settlement and therefore allows some flexibility to accommodate additional future investment.</p>	

For further information on prudential indicators including revised estimates for 2013/14 please refer to sections 10 and 11 of the Policy Framework and Budget Setting report for 2014/15, presented to the Special Meeting of the Council on 26 February 2014.

CABINET

20th August 2014

Subject: Financial Update

Cabinet Member: Councillor Stanley – Resources and Performance

1. Purpose of Report

This report presents the latest position in relation to the General Fund financial forecast for the period 2014/19 and contains the forecast itself at appendix 1.

This report is intended to:

- Provide Cabinet with the latest information on the future predicted cost of the Council's current spending plans and report on current performance in respect of the current budget.
- Update Cabinet on developments of a financial nature, which may impact on the Council's financial plans.

2. Links to Council's Priorities and Objectives

This report is linked to the Council's Efficient and Effective Customer Focused Services priority. 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

That Cabinet note the report and approve the changes to the approved budget as set out in section 5.

4. Background & basis of the financial forecast

4.1 The Financial Planning Strategy is incorporated within the Policy Framework and Budget Setting report which is approved by Council in February each year. The strategy requires the submission of a financial forecast, enabling the Cabinet to monitor latest estimates of future spending and resources and take appropriate action to ensure that the Council's financial targets are met.

4.2 The forecast shown at appendix 1 is based on the budgets approved by Special Council on 26th February 2014, updated for subsequent necessary changes identified within earlier financial update reports and section 5 of this report. The forecast shows:

- Line 8 – A balanced budget for the current financial year meaning that the Council is not reliant on the identification of savings or use of general reserves to support expenditure in that year.
- Line 4 – That for years 2015/16 (and beyond) there is a need to identify cashable efficiency savings in order to balance the budget and maintain reserves at the minimum level recommended by the Head of Resources (£2.4m).
- Line 26 – A Council Tax increase of **0%** for 2014/15 and an assumption of a **2%** increase for subsequent years. Whilst the forecast remains out of balance it is not financially viable to indicate lower council tax increases. **2%** reflects the level at which Government set the referendum limit for council tax increases for 2014/15.
- Line 20 – General Reserves at around **£3.7m**, at the end of 2014/15.

4.3 Detailed estimates have been produced for years 2014/15 through to and including 2016/17, based on the level of external funding allocated to the Council.

5. Changes to approved budgets

5.1 The following table summarises material changes which have been incorporated into the forecast shown at appendix 1, since the last update report.

	Description	£k	Explanation
1	Changes to underlying assumptions Net reduction in expenditure.	119	Reduced expenditure in current year (£119k) to reflect local government pay offer. Council tax and new homes bonus amended to reflect a modest amount of growth (future years). Re-phasing of planning appeals and associated legal costs across financial years (reserves).
2	Disabled Facility Grant (DFGs) Central Govt Funding	47	The Council has received more funding for DFGs than it originally anticipated. Usually, this grant would be held in abeyance until later in the financial year. However, the Head of Environment advises that the funding is required to be applied to the budget with immediate effect in order to fund existing and anticipated commitments within the scheme.
3	Grant in respect of changes announced as part of the Autumn Statement in respect of NNDR	565	Receipt of grant ("section 31") to compensate for losses in revenue arising from the implementation of changes announced as part of the Autumn Statement 2013. Grant preserved in an earmarked reserve for future application to offset impact of business rate losses and levies.
4	Funding from ECC in support of the Rangers service	70	Receipt of income from the County Council to fund the Ranger service for a further year through to June 2015.

- 5.2 The financial forecast at appendix 1 also includes changes resulting from the 2013/14 closure process which are subject to external audit and which will be presented to Council in September 2014. The outturn for 2013/14 is positive.

6. Revenue/Capital Budgets “on-watch”

- 6.1 The following table highlights revenue or capital budgets, HRA or general fund, which are identified by the Head of Resources as “on-watch”. This term refers to expenditure and income budgets where there is reason to believe that performance may not meet expectations and where the impact on the Council’s overall financial plan is likely to be material.
- 6.2 For the purpose of this report, items will be included if they have a full year financial impact of **£50k** and/or are felt to be of particular interest to Cabinet.

Description	Predicted year end budget variance £	Background and action being taken
No items to report.		

7. Key Financial Developments

Updates are provided to key issues below. Please also see earlier reports.

Business Rates Pooling

- 7.1 The Essex Strategic Leaders and Finance Officers sub-group considered a report on pooling at its meeting on 16th July. Based on final financial information, the position had an Essex Region pool been established for 2013/14 and 2014/15 was confirmed as not being advantageous at that time.
- 7.2 The meeting considered the potential benefits of pooling going forward, now that there is greater certainty around the value and treatment of certain transactions, and work will begin once again to establish a pooled arrangement from 2015/16.
- 7.3 Progress will be reported to Cabinet as part of this financial update report.

Local Council Tax Support Scheme LCTSS

- 7.4 As government funding continues to reduce, the current level of funding allocated to the local scheme will not be sustainable indefinitely, and it will be necessary for all council’s to revisit the level of funding they apply to the scheme.
- 7.5 Council received a report in July which explained the financial implications of the scheme and options for consultation for a 2015/16 scheme. A further report will be made to Cabinet in November.

Tax base Compliance Business Case

- 7.6 Authorities across Essex have worked together in recent years on initiatives intended to maximise revenue through the adoption of similar policies, sharing experience and development of new ways of working. These initiatives have directly benefitted the respective precepting organisations on whose behalf the bulk of council tax revenue is collected.

- 7.7 The most recent business case is focused on methods and working practices which will maximise each authority's tax base by ensuring that discounts and exemptions awarded against Council Tax remain legitimate and accurate.
- 7.8 The business case, which would see the engagement of new resources within billing authorities funded largely by the preceptors, was given support by the Essex Strategic Leaders and Finance Officers sub-group, at its meeting in July. Whilst Essex County Council and the Fire Authority are willing to support the business case financially, the Police and Crime Commissioner (PCC) for Essex will consider their element of the investment as part of a larger review of collaborative working. It is hoped that a decision will be reached by the PCC in September 2014 and that they will extend their support to the scheme.
- 7.9 Further updates will be provided to Members via this report.

Business Rates Retention (BRR) Scheme

- 7.10 The BRR scheme enables the Council to retain a proportion of future business rates growth, but also requires the Council to pick up a proportion of non-collection of debt where previously this risk was wholly covered by the Government. There is also additional financial risk around the treatment of successful rating appeals, both recent and historic, whereby the Council as billing authority will be expected to absorb the financial impact of resulting refunds.
- 7.11 The financial impact of these combined factors could result in an ongoing deficit on collection. For the first year under the new arrangement a deficit of **£160k** has arisen in this way which, in line with regulations, will be chargeable to the Council's general fund in 2015/16.
- 7.12 The Council has already prudently set aside funds which will help cushion it against future deficits and fluctuations in business rates - certainly in the short term. A review of the first year of operation, and modelling for future years, is currently being undertaken which will inform the Council's financial strategy going forward and the approaching budget setting process.
- 7.13 It is proposed to preserve the full value of section 31 grants (see table at 5.1 above), in an earmarked reserve so that they may be used to offset future potential deficits and levy payments. This necessity will be reviewed during the annual budget process.

Regeneration Programme – Purchase of Property Canvey Island

- 7.14 The Council is currently exploring the possible strategic purchase of a property in Foksville Road which, if successful, would require the utilisation of Council reserves and/or borrowing. If the purchase proceeds, the property would deliver a revenue stream. VAT and other financial implications are being considered in development of the business case, which will be reported to Cabinet at a future date.
- 7.15 It is not possible to provide specific financial information at this stage.

Housing Revenue Account – Purchase of Property Long Road Canvey Island

- 7.16 Cabinet considered a report in April 2014 in relation to the purchase of a block of flats at Long Road Canvey Island, for incorporation into the Council's housing stock. The purchase is progressing at a sum of **£2.36m** (net of s106 agreement) which will be funded fully by the Housing Revenue Account.
- 7.17 Please refer to the April Cabinet report for background information.

Property Searches Litigation

- 7.18 The charges levied by local authority land charges departments for property searches have historically been regulated by statute which has traditionally set out either a mandatory or a permissive charging basis.
- 7.19 For the last few years, private property search companies (PSCs) who prepare search materials using local land charges departments, which they then sell on to the public, have complained that the charges are incompatible with the Environmental Information Regulations 2004 (the EIRs).
- 7.20 The EIRs were brought into force on 1 January 2005 as a means of implementing the 2003 EC Directive on public access to environmental information. In August 2010 the government revoked the personal search fee of the local land charges register because it was incompatible with the EIRs.
- 7.21 A number of PSCs have now brought and/or threatened legal action against authorities, to recover charges levied from 1 January 2005 onwards (and in some cases prior to that date) which are alleged to be unlawful under the EIRs.
- 7.22 The value of claims against this authority is subject to continuing negotiations and financial information is, at this stage, subject to legal privilege. An important factor in these claims is that the Claimants also intend to advance a claim for damages against authorities on the basis of anti-competitive behaviour (they claim that access to environmental data was unlawfully restricted) in addition to the claims for refunds of search fees. The prospects of success are advised to be far weaker on that claim than the claims for refunds, but nevertheless there are significant risks attached to having to defend such a claim to trial.
- 7.23 English authorities were awarded a sum of **£34k** each by Central Government in March 2010, under the New Burdens funding assessment process, to compensate authorities for the loss of income from personal searches of the Local Land Charges Register, following revocation of the fee for such searches, and any refunds that might have to be paid.
- 7.24 As part of a collective action, authorities have made submissions to Central Government that the New Burdens process should be re-opened as sums paid are inadequate. A decision from Central Government is still awaited.
- 7.25 Further updates will be provided to Cabinet via this report.

Financial Forecast/Funding Gap 2015/16

- 7.26 The Medium Term Financial Forecast indicates a significant funding gap in each financial year from 2015/16 which the Council must address in order to maintain existing service levels.
- 7.27 The Council is already effectively committed beyond its means in future years i.e. spending funds it does not have, and will need to identify reductions to existing services and/or efficiencies.
- 7.28 The position with regard to Council reserves is also serious. Whilst at the current time reserves appear healthy, there are very real and significant financial risks which may or may not materialise in future years, particularly around planning appeals and associated legal costs. These risks, coupled with the projected budget gap, will result in a complete depletion of general reserves within the next four financial years.
- 7.29 A programme of work is currently underway which it is hoped will contribute towards closing the funding gap. However, until each financial year is balanced, the Council should not enter into new and ongoing financial commitments or take action which would reduce budgeted income.

8. Financial Risk Factors

- 8.1 The budget report presented to the Cabinet meeting on 26th February and Special Council on the same night indicated some risk areas that the Cabinet should be mindful of until the position and risk relating to each has been clarified. These are shown in the table below.

Description	Explanation
Insurance Related Risks	Potential liabilities arising from insurance claims which may arise.
Equal Pay Review	A full job evaluation exercise has not been carried out. No equal pay claims have been received by the Council.
Potential for incurrence of legal costs	<p>The Council anticipates an increase in the number of planning applications submitted. There is potential for a proportion of these applications not to be approved resulting in an appeals process. The appeals process will necessitate the Council incurring legal costs and, should the outcome of the appeal not be favourable to the Council, there is potential for the Claimant's legal costs to be awarded against the Council.</p> <p>The outcome of litigation in relation to property searches – subject to strict confidentiality and outlined from paragraph 7.18 above.</p>
Local Council Tax Support Scheme	This is the second year of the locally determined, replacement scheme for Council Tax Benefits, which sees all financial risk (arising from changes in caseload and debt collection) falling to the Borough Council and its precepting organisations (excluding the Town Council).

Impact of Welfare Reforms on demand for Council Services	It is not possible to predict the full direct or indirect impact of the various welfare reforms.
Pension Fund Revaluation	The next valuation of the pension fund is to be undertaken by the actuary in March 2016, and will be effective for contributions from 2017/18 onwards.
Potential for withdrawal of external or third party revenue income	<p>The financial forecast currently assumes the continuation of a number of revenue streams from external organisations or third parties. These relate to service level agreements, fees for services or other contributions towards costs incurred by the Council.</p> <p>It is known that many of these organisations are striving to reduce their costs and it is possible that one or more of the aforementioned revenue streams may be lost.</p> <p>Additionally, there is a real threat that where another organisation (such as the County Council) discontinues or reduces delivery of a particular service, the Borough Council will be expected to bridge the service gap at its own cost.</p>
Government Funding	<p>As recent years have shown, there is a continuous threat of reduced funding from central government. This includes RSG, New Homes Bonus and other service specific revenue grants.</p> <p>Certainty from one financial year to the next is not enabled through the current annual settlement process.</p>

9. **Annual Statement of Accounts 2013/14**

The closure process for the last financial year is complete and the statement of accounts is currently awaiting audit. A pre-audit summary of the accounts will be provided to all Members as part of the Members Brief. The General Fund, Housing Revenue Account and Capital Programme all closed the financial year in an under spent position and there were no significant difficulties or issues arising during the process.

10. **Corporate Implications**

a) Legal implications

This report is presented by me in my role as “section 151 officer” – the officer appointed to have responsibility for the Council’s financial administration. It is my duty to ensure that the Council is regularly informed and updated on these matters.

b) Human Resources and equality implications

There are no Human Resource or equality implications arising directly from this report.

c) Timescale for implementation and risk factors

Risk factors inherent in the forecast are set out above.

Report Author: Chris Mills, Head of Resources

Background Papers:

- Policy Framework & Budget Setting 2014/15, incorporating the Financial Planning Strategy.
- Budget monitoring statements for the period April to July 2014.

Medium term financial forecast		2014/15	2015/16	2016/17	2017/18	2018/19	Notes	Appendix 1
Ref	Current policies and service plans	£'000s	£'000s	£'000s	£'000s	£'000s		
1	Detailed estimates	13,234	10,792	11,647				
2	Budgets rolled forward from previous financial year	1,219						
3	Total net expenditure b/f including known changes to base				13,379	13,735		
4	Budget/Funding Gap		(256)	(823)	(2,749)	(3,241)	Required in order to deliver a balanced budget and maintain reserves at the minimum level recommended	
5	Changes to base since budget set in Feb 2014	158						
6	Total net expenditure	14,611	10,536	10,824	10,630	10,494		
7	Contribution to/(from) Earmarked reserves	(2,241)	778	425	(151)	0		
8	Contribution to/(from) General reserves	124	0	0	0	0	A balanced budget was set for 2014/15. See also line 4 in relation to future years	
9	Net Budget before funding	12,494	11,314	11,249	10,479	10,494		
10	Collection Fund adjustment - Council Tax	(133)	0	0	0	0		
11	Collection Fund adjustment - Business Rates	0	0	0	0	0	Proposed to offset any deficits arising on business rates, through application of funds currently set aside in an Earmarked Reserve	
12	Capital and other grants and contributions	(1,703)	(1,116)	(1,123)	(1,131)	(1,139)		
13	New Homes Bonus (NHB)	(686)	(719)	(751)	0	0	Includes taxbase growth and assumes continuation of funding for original six years	
14	Council Tax support grant	(259)	(258)	(75)	(75)	(75)	Assumes council tax freeze grant remains in place indefinitely	
15	Formula Grant & Retained Business Rates	(2,987)	(2,326)	(2,232)	(2,028)	(1,854)	Levels advised by Govt for 2014/15 & 2015/16. Future years assume reductions in formula grant element of 20%	
16	Council Tax Requirement	6,726	6,895	7,068	7,245	7,426	Updated to include taxbase growth at 0.5%	
Ref	Reserves	£'000s	£'000s	£'000s	£'000s	£'000s		
17	General Reserves at start of year	3,839	3,667	2,418	1,595	(1,154)		
18	Contribution (to)/from General Fund	124	(256)	(823)	(2,749)	(3,241)	Line 18 will fluctuate in line with the revenue budget	
19	Planning appeals & associated legal costs	(296)	(993)	0	0	0	Adjusted to show rephasing of potential appeals	
20	General Reserves at year end	3,667	2,418	1,595	(1,154)	(4,395)	Minimum year end balance for General Reserves is £2.4m	
21	Earmarked reserves at start of year	4,038	151	151	151	0		
22	Contribution (to)/from General Fund	(2,241)	778	425	(151)	0		
23	Other movements on earmarked reserves	(1,646)	(778)	(425)	0	0		
24	Earmarked reserves at year end	151	151	151	0	0		
Ref	Council Tax							
25	Tax at band D	234.09	238.77	243.54	248.40	253.35	Based on 0% in 2014/15 and target increases of approximately 2% in future years (assuming a 2.0% referendum limit remains in place). The tax at band D does not include the amount charged by Canvey Island Town Council	
26	Increase	0.00%	2.00%	2.00%	2.00%	1.99%		

CABINET

20th August 2014

Subject: Corporate Performance Scorecard Quarter 4 2013/14

Cabinet Member: Councillor Sharp - Responding to Challenge

1. Purpose of Report

To set out the cumulative performance figures for the Corporate Performance Scorecard for quarter 4, 1st January 2014 to 31st March 2014. The report also sets out proposals for performance indicators to be monitored for this financial year.

2. Links to Council's priorities and objectives

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

3. Recommendations

1. That Cabinet notes the reported performance in Appendix 1.
 2. That Cabinet considers and agrees the proposed indicators for performance monitoring for this financial year as set out in Appendix 2.
-

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 2013/14 were discussed and approved by Cabinet in July 2013. In November Cabinet agreed the inclusion of further indicators in relation to grass verge cutting and the number of level 3 complaints recorded and responded to. This report also includes two annual satisfaction measures for sport and recreational facilities to assess satisfaction with the facilities in the Borough.

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 16 indicators reported, 9 are at or above target, a further 3 are near target and two are reported for the first time, and whilst there is no target set for these, (satisfaction with sport and recreational facilities) they do however demonstrate very good performance.

Performance is set out against the new proposed priorities in the draft corporate plan as follows:

Public Health and Wellbeing

The Council has continued to work with the Police and other agencies to reduce crime and anti-social behaviour across the Borough. However, there have been small overall increases in reported figures which mirrors the trend for Essex overall. For example, as a result of an increasing number of reported domestic burglary incidents, the overall reported crime figure has increased by 1.2% (40 incidents) compared to the same figure last year. There has also been an increase of reported anti-social behaviour incidents of 60 (3.2%) when compared to the previous year. The Community Safety Partnership has prioritised domestic burglary incidents for specific actions and targeted activity as well as anti-social behaviour for the coming year.

Food hygiene standards across the Borough as measured by the Food Hygiene Rating Scheme continues to perform well as nearly 96% scored at least 3 points which indicates broad compliance with food hygiene law.

The Council's investment in and refurbishment of Leisure facilities demonstrates tangible results with very high levels of satisfaction. Furthermore the Council is retaining the highest level of memberships ever at 2,669 as at end of June 2014.

Environment

The overall percentage of Household waste recycled or composted was nearly 55%, just short of the target of 56%. This was primarily due to slightly less than expected figures for composting due to weather conditions. This compares well to national statistics which for the year period up until September 2013 was an average of 43.9% for all local authorities in England.

The performance information for street cleanliness and fly tipping indicators demonstrates strong performance and demonstrates that the new contractual arrangements are proving effective. Performance will continue to be monitored.

Transforming our Community

Tenant satisfaction with repairs and maintenance at 85.4% satisfaction has significantly improved and the performance for the final quarter period was 91.4%. There has been a smooth mobilisation of the new contractor from April and it is envisaged that there will continue to be improvement.

The contractor performance for voids completion did not achieve target although has improved when compared as working practices are improved. It is also important to note that in the average actual time to relet voids the service is performed well with 25.7 days compared to an average of 27 days for 208 benchmarked local authorities. Performance is expected to be volatile in the short term future with the demobilisation and mobilisation of different service providers for repairs and maintenance contracts.

The percentage of planning applications processed within target times has dipped as the service has been committed to the implementation of a new ICT system which has involved considerable work and preparation. The new system is now operational, and performance in the future is expected to improve.

Efficient and Effective Customer Services

The Council's First Contact team has again been very successful in limiting the number of calls that they have to transfer to the back office to be dealt with; just 7% (6,169) of the 82,479 calls received transferred.

There are very few complaints which progress to the third stage of the complaints procedure which is demonstrated by only two complaints being considered to date.

5.1.2 Further commentary on performance is set out in the table in Appendix 1.

5.2 Indicators for Corporate Scorecard 2014/15

Appendix 2 details the proposed performance indicators for the Corporate Scorecard. These have been developed in consultation with services to reflect the corporate objectives for 2013/14. They are also grouped around the proposed new medium term aims for the Council.

The refreshed scorecard is split into quarterly and annual performance indicators. It is proposed that annual indicators are removed from scorecard reports until they can be reported at the end of the financial year.

It is further proposed that the scorecard is flexible and takes into account any performance issues arising during the year. For example, if performance for a service area is significantly off target, but is currently not on the corporate scorecard, it may be appropriate to include such measures in future scorecard reports to ensure Cabinet are updated of any significant performance issues and any actions being taken to deal with these issues.

6. Corporate Implications

a. Financial implications

Good performance on some indicators can lead to reduced costs (e.g. higher recycling leads to a reduction in payments for sending waste to landfill)

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: Craig Watts ext. 2419 crwatts@castlepoint.gov.uk

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



Appendix 1


Corporate Scorecard 2013/14 (Public Health & Wellbeing)

Quarter 4: 1st January 2014 to 31st March 2014



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

PI Code & Short Name	Q1 Value	Q2 Value	Q3 Value	Q4 Value	Target	Status	Comments
PHW1 Number of incidents of overall crime Service Manager: Head of Partnerships & Safer Places	745	1579	2491	3351	Annual Target 3,311 or less		There has been a slight increase of 1.2% (40 incidents) of all crime incidents reported to the police in 2013/14 compared to the previous year In line with Essex as a whole, domestic burglary incidents have increased across the borough. The Police & Crime Commissioner, local police and the Community Safety Partnership have prioritised this & specific operations and targeted activity continues.
PHW2 Number of incidents of Antisocial Behaviour Service Manager: Head of Partnerships & Safer Places	526	1148	1579	1961	Annual Target 1,901 or less		There has been a slight rise of 60 reports of ASB incidents in 2013/14 compared to the number reported to police in the previous year. The Community Safety Partnership has ASB as one of its priority areas of action for the coming year

PI Code & Short Name	Q1 Value	Q2 Value	Q3 Value	Q4 Value	Target	Status	Comments
PHW3: Percentage of inspected food premises that are awarded a score of at least 3 on the Food Hygiene Rating Scheme Service Manager: Environmental Health Operational Manager	91.7%	93.7%	94.3%	95.9%	Annual Target 90%		As of 31 st March 2014, 95.9% of food premises in Castle Point were found to be broadly compliant / achieved a rating of 3* or above at the time of their last inspection, under the Food Standards Agency Food Hygiene Rating Scheme (FHRS) criteria. This is the highest level of compliance ever achieved in Castle Point.
PHW4: Satisfaction with sports and recreational facilities provided: (1) Leisure Centres, (2) All weather surface pitch.				Annual: (1) 97% (2) 96%	Baseline	N/A	The results demonstrate the Council's commitment to refurbish leisure facilities in the Borough clearly meets with the approval of users. We are also at the highest membership levels ever.



Corporate Scorecard 2013/14 (Environment)



Quarter 4: 1st January 2014 to 31st March 2014



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

PI Code & Short Name	Q1 Value	Q2 Value	Q3 Value	Q4 Value	Target	Status	Comments
ENV 1 Percentage of Household Waste Recycled Service Manager: Operational Services Manager	28.9%	29.7%	29.8%	30.41%	Annual Target 30%		Combined recycling and composting rate = 54.82%
ENV 2 % of Household Waste Composted (including food waste) Service Manager: Operational Services Manager	28.2%	28.6%	26.5%	24.41%	Annual Target 26%		Composting rate will be affected by weather conditions. Combined recycling and composting rate = 54.82%

PI Code & Short Name	Q1 Value	Q2 Value	Q3 Value	Q4 Value	Target	Status	Comments
ENV 3 Percentage of streets inspected which are deemed to be unsatisfactory using Code of Practice for Litter and Refuse methodology. Service Manager: Contracts Manager	N/A	7.5%	6.2%	9.5% Q4 7.9% Annual	Less than 10%		The target has been attained which is a good start for the first year of the contract, Q4 was high and this can be put down to the amount of waste fly tipped after the Christmas period.
ENV 4 Flytips removed within one working day Service Manager: Contracts Manager	N/A	100%	100%	100% Q4 100% Annual	90%		Pinnacle continues to remove reported fly tips within 24 hours of notification, this has been essential to keeping the Borough tidy.

PI Code & Short Name	Q1 Value	Q2 Value	Q3 Value	Q4 Value	Target	Status	Comments
ENV 5 Number of Rectification Notices served in relation to Highway Grass Verge cutting. Service Manager: Contracts Manager	N/A	10	6	0 Q4 16 Annual	Under 50		Target attained but wet weather at the turn of the year has hampered cutting
ENV 6 Number of Rectification Notices served in relation to Highway Grass Verge cutting rectified within 72 hours. Service Manager: Contracts Manager	N/A	100%	100%	100% Q4 100% Annual	90%		As above.


Corporate Scorecard 2013/14 (Transforming our Community)

Quarter 4: 1st January 2014 to 31st March 2014



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

PI Code & Short Name	Q1 Value	Q2 Value	Q3 Value	Q4 Value	Target	Status	Comments
TC1 Overall tenant satisfaction with repairs and maintenance. Service Manager: Tenancy Services Manager	73%	81.8%	84.1%	85.4%	80%		Satisfaction did increase in the final quarter of this contract. Performance is expected to further improve with the successful mobilisation of the new contract.
TC2: Percentage of Voids completed within target time. Service Manager:	79.2%	83%	85%	79%	95%		Unfortunately the demobilisation of the contractor had a major impact on this area of work. Despite assurances from contractor and increased efforts to minimize impact, resources were withdrawn and delays were the subsequent result. New contractor in place from April 1 st 2014, with high expectation of much improved performance from this time.

Tenancy Services Manager							
PI Code & Short Name	Q1 Value	Q2 Value	Q3 Value	Q4 Value	Target	Status	Comments
TC3: Percentage of planning applications processed within target time limits for major, minor and other applications	50%	57.1%	70%	62.5%	Major 60%		<p>It has not been possible to meet all targets throughout all quarters of the past year. The Development Control Service has continued to receive a high demand for its services over the year - from pre-application enquiries, negotiating on planning applications, preparing reports for Committee and dealing with appeals and enforcement work. However for the 16 major planning applications determined in the year, 5 were determined on time and 5 had the written agreement of the applicant to an extension of time, making a total of 62.5% within target time.</p> <p>Through the second part of the year the service has also been heavily committed to the replacement of the planning application processing system, involving the transfer of some 20 years of data.</p> <p>The new system is now operational and it is hoped that over the forthcoming year performance can be recovered.</p>
	21.2%	31.6%	38.5%	34.3%	Minor 65%		
Service Manager: Chief Development Control Officer	21.0%	47.6%	59.1%	57.2%	Other 80%		


Corporate Scorecard 2013/14 (Efficient & Effective Customer Services)

Quarter 4: 1st January 2014 to 31st March 2014



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

PI Code & Short Name	Q1 Value	Q2 Value	Q3 Value	Annual Result	Target	Status	Comments
EE1 Percentage of calls taken from customers by First Contact that are dealt with without the need to transfer to the back office Service Manager: Community Support Manager	93%	93%	92%	93%	Annual Target 92%		During 2013/14 a total of 82,479 calls were taken by First Contact, 76,310 of these were resolved without the need to transfer to the back office.

PI Code & Short Name	Q1 Value	Q2 Value	Q3 Value	Annual Result	Target	Status	Comments
EE2 Number of third stage complaints responded to within 25 days. Service Manager: Cabinet & Electoral Services Officer	N/A	100%	100%	100%	Annual target 95% of stage 3 complaints responded to within 25 working days		<p>The number of stage 3 complaints remains at a low level, with only two complaints being escalated to the final stage of the Council's Procedure during the year.</p> <p>A summary is below –</p> <p>In Q1 no such complaints were received. In Q2 one complaint (corporate handling of emails) was resolved within target timescale. In Q3 one complaint (planning service) was resolved within target timescale. In Q4 no such complaints were received.</p>

CABINET

20th August 2014

Subject: Authority to represent the Council

Cabinet Member: Councillor Stanley - Resources and Performance.

1. Purpose of Report

The purpose of this report is to approve the authorisation to allow a member of the Council's Law Team presently employed by the Council to represent the Borough Council in proceedings before the Magistrates' Court and County Court.

2. Links to Council's Priorities and Objectives

This report is linked to the Council's 'Efficient and Effective Customer Focused Services' priority.

3. Recommendations

That the following member of the Law team be authorised to appear before the Magistrates' Court and County Courts to represent the Borough Council in legal proceedings pursuant to Section 223 Local Govt Act 1972 and Section 60(2) County Courts Act 1984:-

Mr Gareth Davies – Trainee Solicitor

4. Background

Solicitors who are employed by the Council have automatic rights of audience to appear before the Courts to represent the Council and un-admitted legal staff who are undergoing training to obtain legal qualifications may also appear and represent the Council provided they are specifically authorised to do so by the Council.

5. Proposals

It would be beneficial for the Council to allow its trainee solicitor to appear to represent the Council in legal proceedings before the Courts and the appropriate authorisation would also allow for the proper training and development of this staff member.

It is proposed that the trainee solicitor be authorised to appear to represent the Council in legal proceedings before the Courts pursuant to Section 223 Local Govt Act 1972 and Section 60(2) County Courts Act 1984.

6. Corporate Implications

(a) Financial Implications

In some circumstances where no other solicitor or legal officer employed by the Council is available it may be necessary to incur extra costs by instructing Counsel or a solicitor agent to represent the Council at Court.

(b) Legal Implications

Without authorisation from the Council the trainee solicitor employed by the Council is unable to appear before the Courts to represent the Council in legal proceedings.

(c) Human Resources and Equality Implications

It would assist the management of the Council's legal services for the trainee solicitor to be authorised to represent the Council at Court.

(d) IT and Asset Management Implications

There are none to be addressed by this report.

7. Timescale for implementation and Risk Factors

The proposal will be implemented as soon as it is approved by the Cabinet.

8. Background Papers

None.

Report Author:

Fiona Wilson – Head of Law

CABINET

20th August 2014

Subject: Budget and Policy Framework for 2015/16

Cabinet Member: Councillor Stanley – Resources and Performance

1. Purpose of Report

This report sets out the proposed Budget and Policy Framework for 2015/16. It takes account of the requirements of the Constitution, the Financial Planning Strategy and statutory requirements for calculating the budget requirement and setting the Council Tax.

2. Links to Council's priorities and objectives

The agreement of the Budget and Policy Framework provides the Council with a robust framework to improve services to residents by directing resources towards the Council's priorities.

3. Recommendation

That the proposed Budget and Policy Framework for 2015/16 is approved.

4. The Budget and Policy Framework

- 4.1** The Council's business planning framework consists of a number of plans and strategies. These provide the mechanism through which the Council establishes its aims and objectives. Each plan or strategy should identify how the aims and objectives will be achieved and monitored as well as provide the link between Council services and financial plans. A list of the Council's corporate outward and inward facing plans and strategies is shown in Annexe B to this report.
- 4.2** The Council's budget framework is set out at Annexe A. It is based on the requirements of the Financial Planning Strategy. The key steps in the budget process can be summarised as follows:
- draft Service Action Plans;
 - draft budgets prepared on a no growth basis (current service action plans);

- identification of growth and efficiency savings (options) linked to Council priorities; corporate and service planning revised to reflect latest community feedback, user feedback, initial issues raised by new government initiatives, as well as the development of Improvement Plans and the Asset Management Plan;
- interpretation of government announcements in respect of acceptable council tax rises and provision of funding;
- Service Action Plan challenge meetings with Cabinet members
- agreement of final Service Action Plans;
- budget and Council Tax setting at Full Council.

5. Consultation

- 5.1 The Council will publish the Policy and Budget Framework for 2015/16.
- 5.2 The subsequent period up to the February Council meeting will be available for final policy considerations by Members.

6. Corporate Implications

There are no new financial or human resource and equality implications arising from this report.

a. Legal implications

This report is authored by the Head of Resources in her capacity as the Council's Section 151 officer – the officer appointed to have responsibility for the Council's financial administration.

7. Timescale for implementation and risk factors

The Council should approve the proposed Budget and Policy Framework so that it can be available for public consultation in accordance with the Council's constitution. The approval of the framework also ensures that there are clear accountabilities and timescales in place.

8. Conclusion

Cabinet are requested to approve the proposed Budget and Policy Framework.

Background Papers:

Constitution

Policy Framework and Budget Setting for 2014/15

The Budget Framework for 2015/16

No.	Activity	Date
1.	Produce analysis of needs information and national issues based on latest socio-economic profiling, national legislative framework and any consultation data	October 2014
2.	Priority discussion with Executive Management Team (EMT)	October 2014
3.	Develop Service Action Plan template and distribute to managers setting out timescale for completion For completion by end November 2014	October 2014
4.	Formation of efficiency savings options linked to Council priorities and identified through Service Action Planning process	November 2014
5.	Draft budget prepared on a “no growth” basis (current service action plans)	October 2014 - January 2015
6.	Consideration of government announcements in respect of acceptable levels of council tax increase and provision of grant funding to the Council	October 2014 - January 2015
7.	Draft Service Action Plans and Directorate plans reviewed and finalised by Departmental Management Team	December 2014
8.	Clarification of priorities, objectives and project work streams with Chairs of Policy and Scrutiny Committees.	January 2015
9.	Draft Directorate Plans reviewed by the Head of Performance and Service Support in liaison with respective Heads of Service	January 2015
10.	Budget option appraisal with Cabinet members	November 2014 - January 2015
11.	Service Action Plan challenge by respective Cabinet Member	February 2015
12.	Cabinet makes final recommendations to Council on: <ul style="list-style-type: none"> • Corporate priorities • Treasury Management Strategy Statement • Investment Strategy • Prudential indicators • The robustness of budgets • Adequacy of reserves • The budget (revenue and capital) and Council Tax <i>The Cabinet will now make its recommendations on the allocation of financial resources to services</i>	February 2015

Annexe A

13.	Cabinet agrees HRA budget and sets rent levels <i>Council to delegate full powers to the Cabinet. HRA budget subject to compliance with legal and prudential guidelines</i>	18 th Feb 2015
14.	Council makes statutory budget calculations and sets Council Tax <i>Council will consider the recommendations from Cabinet and will make final decisions</i>	18 th Feb 2015
15.	Service Action Plans approved by respective Cabinet Member	31 st Mar 2015

POLICY TITLE	BRIEF DESCRIPTION	IS THERE AN ACTION PLAN?	STATUTO RY OR LOCAL (S OR L)	RESPONSIBLE OFFICER/AUTHOR (NAME/JOB TITLE)	UPDATED HOW OFTEN AND WHEN	LAST UPDATE	NEXT UPDATE DUE (including impact appraisals) Red = due for update this year	WHICH OFFICER or OFFICER GROUP APPROVES?	WHICH MEMBER / PARTNER GROUP APPROVES?	COMPLIANCE MONITORED HOW?
CORPORATE POLICIES - OUTWARD										
Sustainable Community Strategy	Outlines the vision for the community over a specified period.	Yes under Thematic Groups	S	Mel Harris Head of Partnerships & Safer Places	No further policy developments from central government as at August 2014	July 2008	June 2015	EMT	Local Strategic Partnership	Through reports to and monitoring by the Local Strategic Partnership.
Corporate Plan (CP)	Outlines the Council's priorities and objectives. Also shows how the Council is performing against those priority areas and other statutory indicators.	No	L (CP) S (Annual Report)	Craig Watts Head of Performance and Service Support	Annually	July 2014	June 2015	EMT	Cabinet / Full Council	Through National Indicators Service and Performance Management Plans, also through highlight reporting to the programme board.
Local Development Scheme (part of Local Development Framework (LDF))	Enables interested parties to find out about the Council's Planning Policies. Sets out a timetable and key milestones for the preparation of documents for the LDF. Shows how the preparation of the LDF will be resourced.	No	S	Steve Rogers Head of Regeneration & Neighbourhoods	As required	January 2012	November 2014	EMT	Cabinet	The Planning and Compulsory Purchase Act 2004 requires the production of an Annual Monitoring Report, setting out how we are performing in delivering the programme set out in the Local Development Scheme.
Local Plan 1998	Sets out the policies for achieving a balance between appropriate development opportunities and the protection and enhancement of the built and natural environment.	No	S	Steve Rogers Head of Regeneration & Neighbourhoods	Certain policies to be retained from Sept 2007 until Core Strategy of LDF in place	November 1998	The list of saved policies will be reviewed once the New Local Plan is in place	EMT	Full Council	Each relevant planning decision must indicate compliance with the Local Plan.
Statement of Community Involvement (SCI)	Enables local communities to know how and when they will be involved in the preparation of planning policy documents and how they will be consulted on planning applications.	No	S	Steve Rogers Head of Regeneration & Neighbourhoods	5 yearly or earlier if necessary	Jan 2006	January 2015	EMT	Full Council	Each relevant planning decision must indicate compliance with the SCI. Each policy document must indicate compliance with the SCI.
New Local Plan (part of the Local Development Framework)	Sets out a strategic policy to direct the pattern of development within Castle Point over the period 2014 – 2029, and the development management policies required to ensure that planning decisions secure this pattern of development.	Yes	S	Steve Rogers Head of Regeneration & Neighbourhoods	5 years or earlier if necessary	Currently being prepared in accordance with timetable in Local Development Scheme	March 2020 assuming adoption in March 2015	EMT	Full Council	Each relevant planning decision must have regard to the New Local Plan once adopted.
Canvey Town Centre Master plan SPD (part of Local Development Framework)	Sets out a plan for the regeneration of Canvey Town Centre that seeks to improve sustainability on Canvey Island generally by providing local residents with a high quality town centre that meets their shopping, leisure and community needs and provides new jobs and homes.	Yes	L	Steve Rogers Head of Regeneration & Neighbourhoods	5 years or earlier if necessary	January 2010	March 2015 following adoption of New Local Plan	EMT	Full Council	Each relevant planning decision must have regard to the Canvey Town Centre Master plan once adopted.
Hadleigh Town Centre Master plan)	Sets out a plan for the regeneration of Hadleigh Town Centre that seeks to improve sustainability of Hadleigh generally by providing local residents with a high quality town centre that meets their shopping, leisure and community needs and provides new jobs and homes.	Yes	L	Steve Rogers Head of Regeneration & Neighbourhoods	5 years or earlier if necessary	June 2011	June 2016	EMT	Full Council	Each relevant planning decision will have regard to the Hadleigh Town Centre Master plan
Developer Contributions SPD (part of the Local Development Framework)	Sets out requirements for the provision of Section 106 Contributions towards affordable housing and other infrastructure requirements related directly to the impacts of development, as part of planning applications.	No	L	Steve Rogers Head of Regeneration & Neighbourhoods	5 years or earlier if necessary	October 2008	March 2015 following adoption of Community Infrastructure Levy	EMT	Cabinet	Each relevant planning decision must have regard to the Developer Contributions SPD.
Community Infrastructure Levy Charging Schedule	Sets out a financial charge applicable to new development proposals in order to pay for local infrastructure improvements. The charge may be varied depending on the class of development. The levy may not be applied to certain developments e.g. Affordable Housing and applications made by Charitable organisations.	No	S	Steve Rogers Head of Regeneration & Neighbourhoods	3 years or earlier if necessary (market influences will require more regular review)	Currently being prepared in accordance with timetable in Local Development Scheme	March 2018 assuming adoption in March 2015	EMT	Full Council	Each relevant planning decision will trigger a requirement for a CIL payment to be made at the commencement of development.
Essex Vehicle Parking Standards SPD (part of Local Development Framework)	Sets out requirements for the provision of parking for new development proposals.	No	L	Steve Rogers Head of Regeneration & Neighbourhoods	5 years or earlier if necessary	July 2010	March 2015 following adoption of New Local Plan	EMT	Cabinet	Each relevant planning decision must have regard to the Essex Vehicle Parking Standards SPD.
Residential Design Standards SPD (part of Local Development Framework)	Sets out design requirements for residential development proposals.	No	L	Steve Rogers Head of Regeneration & Neighbourhoods	5 years or earlier if necessary	Consultation complete due to be reported to Cabinet in November 2012 for adoption	March 2015 following adoption of New Local Plan	EMT	Cabinet	Each relevant planning decision must have regard to the Residential Design Standards SPD once adopted.

POLICY TITLE	BRIEF DESCRIPTION	IS THERE AN ACTION PLAN?	STATUTO RY OR LOCAL (S OR L)	RESPONSIBLE OFFICER/AUTHOR (NAME/JOB TITLE)	UPDATED HOW OFTEN AND WHEN	LAST UPDATE	NEXT UPDATE DUE (including impact appraisals) Red = due for update this year	WHICH OFFICER or OFFICER GROUP APPROVES?	WHICH MEMBER / PARTNER GROUP APPROVES?	COMPLIANCE MONITORED HOW?
Sub Regional Housing Strategy	Developed, monitored and implemented by LAs and RSLs in the TGSE sub region to ensure delivery of 3 key priorities that are consistent with the regional and national housing agenda: managing future growth, meeting the needs of vulnerable groups, investing in the housing stock. Aims to do this by strong partnership working between the LAs and RSLs in the sub-region and a range of other public, private and voluntary sector agencies.	Yes	L	Wendy Buck Head of Housing and Communities	3 to 5 yearly cycle 2012 strategy issued as interim due to changing requirements from Localism Act.	April 2012	April 2015	TGSE Housing Group	TGSE Member Group	Action plan monitored on a quarterly basis at the TGSE Housing Group meetings.
Housing Strategy	Under Current Review									
Leisure and Recreation Strategy	Overarching document detailing the needs of the community and how leisure and recreation provision can assist in meeting these needs and improve health and well being.	No	L	Trudie Bragg Head of Environment Community Services Manager	5 yearly	April 2008	April 2013 Development of new strategy is currently in progress, scheduled completion by end December 2014	EMT	Cabinet	New leisure and recreation strategy will seek to identify all recreational facilities, playgrounds and leisure facilities provided within the borough by the Council and other service providers. Strategy being developed with support from Sport England. Action plan will be monitored through service planning process/monitoring, reports to Cabinet.
Community Safety Partnership Plan	Achieving a sustainable reduction in crime within the Borough both by tackling crime and by identifying and addressing its causes. Ensuring crime and disorder does not have a disproportionate impact on vulnerable groups. Tackling specific crime and disorder problems and problem areas.	Yes	S	Mel Harris Head of Partnerships & Safer Places	New legislation requires annual reviews Action Plans - Annually	April 2013	Annual reviews – next due April 2015	EMT Through the Castle Point & Rochford Community Safety Partnership (CSP)	Council/Joint LSP Executive	Progress monitored by a number of partners in the CSP. Any hot spots identified result in setting up multi agency groups tasked with problem resolution.

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CORPORATE POLICIES – BUILDING BLOCKS										
Constitution	Describes how the Council does business includes: Procedural rules for access to information; budget and policy framework; overview and scrutiny; financial; officer employment and contracts. Protocols for Planning and the Monitoring Officer. Codes of conduct for Planning matters; Staff and Members.	No	S	Andrew Smith Strategic Director (Corporate Services) & Monitoring Officer	In accordance with the requirements shown in the Council's Constitution and at the request of the Chief Executive.	May 2014	May 2015	Chief Executive / Monitoring Officer	Council	The documents forming the Council's Constitution together set out the key procedures used to conduct the Council's business. As such they form the basis for all internal control processes.
Contract Procedural Rules – see also Constitution	Describes how the Council does business on matters relating to the placing and letting of contracts.	No	S	Fiona Wilson Head of Law	As Constitution. Detailed Procedural Rules bi annually	May 2014	May 2015	CMT	Cabinet	The documents forming the Council's Constitution together set out the key procedures used to conduct the Council's business. As such they form the basis for all internal control processes.
Financial Procedure Rules and Detailed Financial Regulations – see also Constitution	Describes how the Council does business on financial matters.	No	S – Procedure Rules L – Detailed Regulations	Chris Mills Head of Resources	As Constitution Detailed Regulations annually	June 2014	June 2015	CMT	Council Detailed Regulations Delegated	The documents forming the Council's Constitution together set out the key procedures used to conduct the Council's business. As such they form the basis for all internal control processes.
Budget and Policy Framework – see also Constitution	Describes the procedures and principles used by the Council to establish and/or vary a budget and policy framework. To incorporate Financial and Capital Strategy from Feb 2012.	Yes	S	Chris Mills Head of Resources	Annually	Feb 2014	Feb 2015	EMT	Cabinet Council	The documents forming the Council's Constitution together set out the key procedures used to conduct the Council's business. As such they form the basis for all internal control processes.
Equality Strategy including Race, Disability and Gender Equality Schemes	Describes the way in which the Council deals with equality and diversity in its corporate activities and the delivery of services.	Yes	S	Wendy Buck Head of Housing & Communities	5 Years	March 2014	March 2019	EMT	Cabinet	Operational Management Team & Service Management Teams.
Risk Management (RM) Policy and Strategy	Sets out how the Council will: <ul style="list-style-type: none"> maintain robust risk management arrangements that make a positive contribution towards the achievement of its corporate priorities and objectives and maximise the opportunities to achieve its vision Proactively manages key external and internal risks, promoting the principles of effective risk management throughout the organisation. 	Yes	L	Linda Everard Head of Internal Audit	Every two year in March	March 2010	March 2015	EMT	Audit Committee - challenge Then Cabinet approves	Through periodic reporting each year to EMT and Audit Committee. Actions in service / departmental risk registers monitored quarterly through service plan reporting and updates on the corporate risk register get reported to CMT quarterly and Audit Committee half yearly
Whistleblowing Policy	Sets out the Council's arrangements whereby any serious concerns that employees, workers or contractors have about any aspect of service provision or the conduct of Officers or Members of the Council or others acting on behalf of the Council can be reported under the Whistleblowing Policy	Forms part of the overall fighting fraud locally action assessment	L	Karen Shorter Corporate Fraud Investigations Manager / Linda Everard Head of Internal Audit	Every two year in March	March 2013	Mar 2015	EMT	Audit Committee - challenge Then Cabinet approves	Through periodic reporting to EMT and Audit Committee.
Fraud and Corruption Policy, Strategy & Prosecution Policy	Sets out the Council's approach to ensuring it as: <ul style="list-style-type: none"> appropriate arrangements in place to manage the risk of fraud and corruption well in advance of any occurrence that are in line with relevant good practice guidance Cost effective arrangements in place to identify and investigate any such concerns when they arise. 	See above	L	Karen Shorter Corporate Fraud Investigations Manager / Linda Everard Head of Internal Audit	Every two year in March	March 2013	Mar 2015	EMT	Audit Committee - challenge Then Cabinet approves	Through periodic reporting to EMT and Audit Committee.
Anti Money Laundering Policy	Sets out the action the Council will take to mitigate the risk that money could be laundered through its systems	See above	L	Karen Shorter Corporate Fraud Investigations Manager / Linda Everard Head of Internal Audit	Every two year in March	March 2013	Mar 2015	EMT	Audit Committee - challenge Then Cabinet approves	Through periodic reporting to EMT and Audit Committee.
Procurement Strategy	Defines the Council's policy objectives, the strategy to deliver these and supporting principles. Procurement is defined as the acquisition of goods, services and	Yes	L	Chris Mills Head of Resources	Bi-annually	In-progress	August 2016	CMT	Cabinet	Through setting and monitoring performance targets and by measuring performance against Action Plan milestones.

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	construction projects from third parties.									
VFM Strategy	How we will achieve VFM by: Making improvements across the board, but targeting those who rely on our services the most. Embracing diversity and equality principles in all our actions. Being a customer focussed organisation. Sustaining improvements and planning to meet the needs of our future users.	Yes	L	Chris Mills Head of Resources	3 yearly	April 2014	April 2017	CMT	Cabinet	Through monitoring performance against Action Plan targets.
Data Quality Strategy	How we ensure that the decisions we take are based on reliable, accurate and timely information and that the data we publish to monitor our performance reflects accurately what is actually happening “on the ground”. Key operational aspects to be incorporated into ‘How it Works’ Guidance.	No	L	Craig Watts Head of performance and service support	periodically	September 2009	January 2015	EMT	CMT Audit Committee Challenge	Internal Audit test the quality of data used for performance indicators. Weaknesses are reported to EMT.
RIPA Policy Statement	To reduce the risk of breaching human rights and to assist staff involved in interception and surveillance activity in complying with the requirements of the Regulation of Investigatory Powers Act (RIPA) 2000.	No	S	Fiona Wilson Head of Law	Annually	August 2013	July 2014	CMT	Cabinet	RIPA Inspection in August 2013, report received & recommendations followed.
Disposal of Council Owned Land	Sets the policies, principles and procedures to be followed when considering whether Council owned land should be disposed of or retained for service provision.	No	L	Fiona Wilson Head of Law	Annually as part of the Asset Management Plan	July 2014	June 2015	CMT	Cabinet	Through OMT and review of files by Legal prior to sale.
Health & Safety Policy Statement and Strategy	This is a declaration of the Council's intent to establish a safe and healthy working environment for all of its undertakings.	Yes	S	Jim Hillier Health & Safety Manager	Annually	April 2014	April 2015	EMT	CMT Audit Committee - challenge	Health and Safety Consultation process, Health and Safety Executive inspections, Internal and external audit. Reviewed by Health and Safety Manager/Head of Audit.
Health and Safety Consultation	Outlines process for consultation with staff on health and safety issues	Yes	S	Jim Hillier Health & Safety Manager	Annually	April 2014	April 2015	EMT	CMT Audit Committee - challenge	Health and Safety Consultation process, Health and Safety Executive inspections, Internal and external audit. Reviewed by Health and Safety Manager/Head of Audit.
Partnership Strategy	Outlines the process for monitoring partnerships undertaken by the Council	No	L	Mel Harris Head of Partnerships and Safer Places	Periodically	March 2009	June 2015	EMT	LSP Executive	By monitoring progress against targets in Service Plan.
Treasury Management and Investment Strategies	Covers the management of the Council's cash flows, its banking, borrowing and investment activities; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.	Yes	S	Chris Mills Head of Resources	Annually	Feb 2014	Feb 2015	EMT	Cabinet Council	Regular monitoring by Financial Services Manager. Reports to Cabinet regarding compliance with Prudential Indicators. Report to Council on performance for preceding year.
Information and Communication Strategy (ICT)	This ensures that the IT systems and infrastructures support the business objectives. It covers the planning of new systems, their procurement, and the management and control of implemented systems. It sets out the organisation and management structures, and where responsibilities lie.	No	L	Barrie Delf IT Services Manager	4 yearly (or earlier if major change)	March 2009	Road-map being developed at current time (July 2014)	CMT	TBA	Monitoring of contract with outsourced provider. Post Implementation Reviews. Change Control Notice procedure.
Asset Management Plan	Describes how the Council maintains its assets (land and buildings) in a condition that is fit for the purpose of delivering services to the community and how it will respond to any changes in the way assets need to be used to provide services.	Yes	L	Jarl Jansen Facilities & Asset Manager	Annually by end of March each year. Possible move to bi-annual refresh	March 2014	March 2015	EMT	Cabinet	Progress in action plan implementation monitored by; EMT, Cabinet and OMT. Significant changes will be reported to Cabinet.
Business Continuity Plan	Generic guidance on how the Council will deal with a major corporate incident which restricts the normal day-to-day running of its business.	Yes	S	Jarl Jansen Facilities & Asset Manager	Bi -annual refresh with interim updates for major changes. Date changed to Oct to enable completion of all of service level BC plan updates	Jan 2012	October 2014	EMT	Cabinet	Incidents and plan implementation/development monitored by the Strategic Director (Civil Contingencies Co-ordinator)

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Emergency Plan	Generic guidance on the roles and responsibilities, processes and procedures for dealing with an emergency that may affect the Borough of Castle Point.	No	S	Jarl Jansen Facilities & Asset Manager	Bi-annual refresh with interim updates for any major changes.	November 2012	November 2014	EMT	Cabinet	Incidents and plan implementation/development monitored by the Strategic Director (Civil Contingencies Co-ordinator)
Corporate Debt Management Policy	Establishes policies on the billing, collection and recovery of monies due to the Council.	No	L	Wendy Buck Head of Housing and Communities	5 Years	January 2009	Enforcement Forum disbanded. Process & requirement under review by OMT/Legal	CMT	Cabinet	Procedures built into computer systems. Reviews of cases e.g. on write off. Normal day-to-day staff management.
Enforcement Policy	To secure effective compliance with legislation while minimising the burden to the Council, to citizens and to businesses. Sets framework for departmental enforcement policies.	No	L	Wendy Buck Head of Housing and Communities	5 Years	January 2009	Enforcement Forum disbanded. Process & requirement under review by OMT/Legal	CMT	Cabinet	Through Operational Management Team
HR Strategy	Establishes workforce planning to ensure adequate staff resources and succession planning. Aims to attract and retain high calibre candidates for employment. Train and develop staff to maximise their potential Offer equality of opportunity to all staff and recognise the benefits of diversity.	Yes – within Workforce Plan	L	Barbara Cree HR Manager	Annually	March 2014	March 2015	EMT	Cabinet	Through the workforce plan.
Project Management Strategy	Defines the Council's Project Management objectives and the principles used in the delivery of the Council's projects. Key operational aspects to be incorporated into 'How it Works' Guidance.	No	L	Craig Watts Head of performance and service support	Periodically	March 2014	March 2015	CMT	EMT / Audit Committee Challenge	Through EMT
Communication Strategy	Shows how the Council will work closely with other organisations in the borough to achieve a free flow of appropriate information between the Council and its stakeholders, including staff, councillors, residents, businesses, partners and other service users. An appendix to the Customer First Strategy	Yes	L	Ann Horgan Head of Governance	3 years	June 2012	Jun 2015	CMT	Cabinet	Reports on progress to CMT, undertaking surveys and media monitoring exercises.
Customer First Strategy	How the Council aims to serve customers better and reach and serve more people in more ways in more accessible forms, locations and at more convenient times.	Yes	L	Wendy Buck Head of Housing and Communities	5 years	July 2012	2017	CMT	EMT	Through Service Management Teams and Operational Management Team
Consultation Strategy	How the Council aims to carry out effective and comprehensive consultation to enable stakeholders to communicate their views/ opinions on local issues, influencing council decision-making where appropriate.	No	L	Mel Harris Head of Partnerships & Safer Places	In place	Feb 2010	June 2015	EMT	Cabinet	Consultation Adviser in each Department, coordinated by Lead Officer
Complaints Policy	Sets a clear framework so that complaints are dealt with efficiently and effectively to ensure that customers have confidence in the way that complaints will be handled. An appendix to the Customer First Strategy	No	L	Ann Horgan Head of Governance	3 yearly	January 2013	January 2015	CMT	Executive Management Team Cabinet	Referrals from Councillors, MPs and the Local Ombudsman. Review by Head of Governance of cases that reach Stage III.