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Chief Executive

CABINET AGENDA

Date: Wednesday 16th October 2019

Time: 7.00pm NB Time

Venue: Council Chamber

This meeting will be webcast live on the internet.

Membership:

Councillor Smith	Chairman - Leader of the Council
Councillor Stanley	Finance, Policy and Resources
Councillor Mrs Egan	Housing and Council Homes
Councillor Hart	Streets, Waste, Floods and Water Management
Councillor Isaacs	Neighbourhoods & Safer Communities
Councillor Johnson	Youth & Tourism
Councillor MacLean	Health & Wellbeing
Councillor Mumford	Regeneration & Business Liaison
Councillor Sheldon	Commercial Contracts and Commercial Opportunity
Councillor Varker	Environment & Leisure

Cabinet Enquiries:	Ann Horgan ext. 2413
Reference:	5/2019/2020
Publication Date:	Tuesday 8th October 2019

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 September 2019.
- 4. Forward Plan**
To review the Forward Plan.
- 5. Health and Community Safety**
5(a) Update on Community Safety Initiatives
(Report of the Cabinet Member for Neighbourhoods & Safer Communities)
- 6. Environment**
6(a) Public Open Space Protection Order Response to Consultation: Recommendations from the Environment Policy & Scrutiny Committee
(Report of the Cabinet Member for Environment & Leisure)
6(b) Essex County Council – Countywide Bus Shelter Project
(Report of the Cabinet Member Streets, Waste, Floods and Water Management)
- 7. Housing and Regeneration**
- 8. A Commercial and Democratically Accountable Council**
8(a) Budget and Policy Framework for 2020/21
(Report of the Cabinet Member for Finance, Policy & Resources)
8(b) Equality Scheme Review
(Report of the Cabinet Member for Finance, Policy & Resources)
8(c) Development of a Tourism Strategy for the Borough
(Report of the Cabinet Member for Youth and Tourism)
- 9. Matters to be referred from /to Policy & Scrutiny Committees**
- 10. Matters to be referred from /to the Standing Committees**
There are no matters.

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

**INFORMAL
CABINET SESSION**



CABINET



18TH SEPTEMBER 2019

PRESENT:

Councillor Smith	Chairman – Leader of the Council
Councillor Stanley	Finance, Policy and Resources
Councillor Egan	Housing & Council Homes
Councillor Hart	Streets, Waste Floods and Water Management
Councillor Isaacs	Neighbourhoods & Safer Communities
Councillor MacLean	Health & Well Being
Councillor Mumford	Regeneration and Business Liaison
Councillor Sheldon	Commercial Contracts and Commercial Opportunities
Councillor Varker	Environment & Leisure

APOLOGIES: Councillor Johnson

ALSO PRESENT: Councillors: Anderson, Taylor, Thomas, Tucker, Mrs Wass and Wood.

27. MEMBERS' INTERESTS:

There were none.

28. MINUTES:

The Minutes of the Cabinet meeting held on 19th June 2019 were approved and signed by the Chairman as a correct record.

29. FORWARD PLAN:

To comply with regulations under the Localism Act 2011, the Leader presented a revised Forward Plan to the meeting which outlined key decisions likely to be taken within the next quarter 2019. The Plan was reviewed each month.

Resolved: To note and approve the Forward Plan.

30. CANVEY TOWN CENTRE AND SEAFRONT WORKING GROUP

The Cabinet considered a report to establish a Member Working Group to report and make recommendations to Cabinet to plan, facilitate and support the regeneration of Canvey Town Centre and Canvey Seafront.

With regard to the Working Group's terms of reference to agree the form and extent of public consultation, Councillor Egan suggested that a "People's Panel" be considered, consisting of a good mix of residents in the borough including young people.

Resolved:

- 1 To establish a Working Group for the regeneration of Canvey Town Centre and Canvey Seafront
- 2 To approve the Terms of Reference as set out in the report.

31. THE PADDOCKS WORKING GROUP

The Cabinet considered a report to establish a Member Working Group to report and make recommendations to Cabinet to progress the provision of the new community facility to replace the existing Paddocks Community Hall which has reached its end of life and is no longer fit for purpose.

As with the previous item, Councillor Egan again suggested that a "People's Panel" should be established as part of the public consultation.

Resolved:

1. To establish a Member Working Group to progress the provision of the new community facility on the Paddocks complex; and
2. To approve the Terms of Reference as set out in the report.

32. PURCHASE OF A PROPERTY FOR TEMPORARY ACCOMMODATION

The Cabinet considered a report regarding an opportunity that had arisen to purchase an ex-council dwelling that was being marketed for sale on Canvey Island.

Resolved

To recognise the use of delegated powers and ratify:

- The inclusion of the purchaser of 60 North Avenue on the 2019/20 capital programme to the value of £295,200.
- The transfer of £163,600 from HRA Revenue to the Capital programme.

33. EMPTY HOMES PREMIUM AND SECOND HOMES COUNCIL TAX

The Cabinet considered a report to recommend to Council the level of Council Tax Premium to be applied to long-term empty properties, with effect from 1st April 2020. The report also took opportunity to remove the 10% second home discount from 1 April 2020.

Resolved:

To recommend to Council that:

1. A Council Tax Empty Homes Premium of 100% is implemented from 1 April 2020 in respect of properties that have been unoccupied and unfurnished for more than two years.
2. A Council Tax Empty Homes Premium of 200% is implemented from 1 April 2020 in respect of properties that have been unoccupied and unfurnished for five years or more.
3. From April 2021 increase the Empty Homes Premium for those properties which have been empty for ten years or more to 300%
4. That Council approves the removal of the 10% second home discount so that Council Tax will be payable in full on these properties from 1 April 2020.

34. FINANCIAL UPDATE

The Cabinet considered a report providing the latest Medium Term Financial Forecast in respect of the General Fund and updates on developments of a financial nature, which might impact on the Council's financial plans in respect of either the General Fund, Housing Revenue Account or capital programme.

35. ANNUAL REPORT ON THE TREASURY MANAGEMENT SERVICE AND ACTUAL PRUDENTIAL INDICATORS 2018/19

The Cabinet considered and scrutinised the annual treasury report which was a requirement of the Council's reporting procedures. It covered both the treasury activity and the actual Prudential Indicators for 2017/18.

The report met 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 was required to comply with both Codes through Regulations issued under the Local Government Act 2003.

Resolved: That following scrutiny to approve the Treasury Management Activity Report for 2018/19, including the prudential indicators reported in Annexe D to the report.

36. CORPORATE PLAN REFRESH 2019/20 – REPORT BACK FROM SCRUTINY/POLICY AND SCRUTINY COMMITTEES

The Cabinet considered a report following the meeting of Scrutiny and all Policy and Scrutiny Committees to consider the Corporate Plan 2018-21 (2019 Refresh) as referred by Cabinet at its meeting on 17th July 2019.

Resolved To approve the amendments to Chapter 10 of the Corporate Plan as detailed in section 5 of the report.

37. AUTHORITY TO REPRESENT THE COUNCIL

This item was withdrawn.

38. CORPORATE SCORECARD 2019/20 QUARTER 1

Cabinet considered a report setting out the cumulative performance figures for the Corporate Performance Scorecard for quarter 1 (1st April 2019 to 30th June 2019)

Resolved - To note the report and continue to monitor performance

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

There were no matters.

40. MATTERS TO BE REFERRED FROM /TO THE STATUTORY COMMITTEES:

There were no matters.

Chairman



Castle Point Borough Council

Forward Plan

OCTOBER 2019

CASTLE POINT BOROUGH COUNCIL

FORWARD PLAN

OCTOBER 2019

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 continual

Date	<u>Item</u>	Council Priority	Decision by Council/ Cabinet	Lead Member(s)	Lead Officer(s)
October 2019	<u>Equality Scheme – Review</u>	Commercial and Democratically Accountable Council	Cabinet	Finance, Policy & Resources	Head of Law
October 2019	<u>PSPO: Dogs on leads Canvey Beaches Statutory Consultation Feedback</u>	Health and Community Safety/ Environment	Cabinet	Environment & Leisure	Head of Environment
November 2019	<u>Planning Policy Update – Supplementary Planning document for Essex coast Recreation Disturbance and Mitigation Strategy</u> - For approval	Housing and Regeneration	Cabinet	Regeneration and Business Liaison	Head of Place and Policy
November 2019	<u>Regeneration Update Report</u>	Housing and Regeneration	Cabinet	Regeneration and Business Liaison	Head of Place and Policy
November 2019	<u>Financial Update</u> - for review and approval	A Commercial and Democratically Accountable Council	Cabinet	Finance, Policy & Resources	Strategic Director (Resources)
November 2019	<u>Enforcement Strategy Development Control</u>	Housing and Regeneration	Cabinet	Regeneration and Business Liaison	Transformation Manager (Planning)

November 2019	<u>Planning Improvement Peer Challenge –</u> Consideration of report and approval of Action Plan	Commercial and Democratically Accountable Council and Housing and Regeneration	Cabinet	Leader of the Council / Regeneration and Business Liaison	Chief Executive/ Transformation Manager (Planning)
November 2019	<u>Maintenance of Streetlights on Unadopted roads</u>	Commercial and Democratically Accountable Council and Environment	Cabinet	Leader of the Council	Head of Environment
November 2019	<u>Housing Asset Plan – for approval</u>	Housing and Regeneration	Cabinet	Housing and Council Homes	Head of Housing and Communities
November 2019	<u>Homelessness Strategy – for approval</u>	Housing and Regeneration	Cabinet	Housing and Council Homes	Head of Housing and Communities
November 2019	<u>Housing Update– for approval</u>	Housing and Regeneration	Cabinet	Housing and Council Homes	Head of Housing and Communities
November 2019	<u>Local Development Scheme Review –</u> for review & approval	Housing and Regeneration	Cabinet	Regeneration and Business Liaison	Head of Place and Policy
January 2020	<u>Clinical Waste – First Year –</u> for review	Environment	Cabinet	Streets, Waste, Floods and Water Management	Head of Environment

October 2019/ February 2020	<u>Budget and Policy Framework</u> To make recommendations to Council on the Council tax and budget setting.	All	Cabinet/ Council	Finance, Policy & Resources	Strategic Director (Resources)
February 2020	<u>Housing Revenue Account</u> <u>Rent Levels 2020/2021</u> <u>Housing Capital Programme etc</u>	A Commercially and Democratically Accountable Council Housing and Regeneration	Cabinet	Housing and Council Homes / Finance, Policy & Resources	Strategic Director (Resources) Head of Housing and Communities

CABINET

16th October 2019

Subject: Update on Community Safety Initiatives

Cabinet Member: Councillor Isaacs - Neighbourhoods and Safer Communities

1 Purpose of Report

To inform Cabinet about current Community Safety initiatives carried out by, or supported by the Council.

2 Links to Council Priorities

This report is linked to the Council's Priority Health and Community Safety

3 Recommendation

That Cabinet agrees the contents of this report.

4. Background

The Council is an integral partner in a number of key partnerships across the Borough.

The Community Safety Partnership (CSP) is a statutory partnership established by the Crime and Disorder Act 1998. It is a partnership between the police, local authorities, the probation service, health authorities, the voluntary sector, local residents and businesses. The Council is a leading partner in the Castle Point and Rochford CSP.

Section 11 of the Children Act 2004 places a statutory duty on all Council employees to have regard to the safety and well-being of children in the course of their Council duties.

The Council also has a duty to protect vulnerable adults, who are people aged 18 and over receiving care, whether residential or at home, as well as those who require assistance in the conduct of their affairs and those who have been detained, as all these groups are at risk of abuse. In many cases abuse of vulnerable adults may result from their disability, mental health, age or illness.

5. Progress and activities

5.1 Community Safety initiatives Examples from Community Safety Partnership Action Plan 2019/20	
■	CPBC now a community Hate Incident Reporting Centre with 5 staff ambassadors
■	Domestic Abuse: Sanctuary scheme for security improvements to homes of high risk domestic abuse victims. J9 domestic abuse awareness training
■	Electric Blanket Testing event 22/10/19 with partners information stands
■	<p>Castle Point and Rochford Community Policing Team (CPT) are based within the Community Safety hub within the Castle Point Council Offices. This comprises an Inspector, 2 x sergeants, 13 x constables (which includes a children and young person's officer) and 8 x police community support officers (PCSOs). In July Essex Police launched dedicated town centre policing teams in 23 locations across the county. In Castle Point and Rochford, the recently launched Town Centre Teams comprise of a Sergeant and 6 x constables and cover the town centres in Canvey, Rayleigh and Rochford. The TCT have been very well received by local communities and have started to impact positively on community reassurance and local business networking. They provide a high visibility presence in town centres and support to local initiatives and problem solving and feedback from residents and businesses on Canvey Island has been excellent.</p> <p>The CPT is supported by six Special Constables, and six 'Active Citizen' volunteers.</p> <p>The centralised location within the Castle Point Council Hub allows the CPT to work closely with our partner agencies to maximise effectiveness and information sharing in reducing crime and ASB within the Castle Point district.</p>
■	Keep Safe Scheme – assistance in shops / premises for vulnerable people
■	Support for Essex Police Operation Meteor - domestic burglary operation including Selecta DNA property marking
■	Multi agency crime prevention and personal safety events involving Police Active Citizen volunteers and Police Cadets where possible. Castle Point and Rochford cadets continue to flourish with a new intake of cadets making a total of over 50, one of the largest and most successful in the County.
■	Practical measures to tackle unauthorised encampments as part of the Essex County Traveller Unit contract.
■	Mental health and alcohol awareness training for frontline professionals.

■	Information provided to new drivers(private hire and taxis) on how they can help recognise abuse and help to safeguard and protect children and adults who are vulnerable and using their service
■	Staff continue to be vigilant and deal with incidents and concerns in accordance with the Council's Combined Safeguarding Children & Vulnerable Adults policy
■	Violent crime/night time economy – Free training for licensed premises staff on drugs awareness – 8 th October 2019
5.2 Safer Essex Priorities and Work	
■	<p>Rural Crime Week – 6th – 13th October Information for partners National Rural Crime Week is a 'Week of Action' led by the National Police Chief's Council (NPCC) and supported by the National Rural Crime Network (NRCN). Most activity is co-ordinated locally and is Essex is led by the Local Policing Support Unit (headed by Chief Inspector Terry Balding) and supported by the Police Fire and Crime Commissioner's (PFCC) office.</p> <p>National Hate Crime Awareness Week This is an annual event to raise awareness of Hate Crime and encourage collective action to tackle prejudice. Events will be taking place in Essex during National Hate Crime Awareness Week, 12th-19th October 2019.</p>
5.3 Police Fire & Crime Commissioner priorities and Work	
■	Police Fire and Crime Commissioner Annual Public Meeting Wednesday 23 rd October 18:30 – 20:00 at The Paddocks, Canvey Island
■	<p>Essex County Fire and Rescue Service Integrated Risk Management Plan Consultation The consultation, which runs for 12 weeks, asks you to agree or disagree on what you feel is a priority, and gives you the opportunity to share your opinions on what we should focus on.</p> <p>All of our priorities prepare us for a future with fewer incidents, an increased focus on prevention, and a commitment to become financially sustainable as reductions in funding continue.</p> <p>Our priorities also recognise our ambition to be the UK's best fire and rescue service.</p> <p>To have your say on the proposals, visit www.essex-fire.gov.uk/irmp. Or, if you would prefer to share your answers to our consultation questions by speaking to someone, please call our IRMP team on 0300 303 0082. (This line will be open Monday to Friday, 10am to 2pm.)</p> <p>If you would prefer a hard copy of this document, please email IRMP@essex-fire.gov.uk or call 0300 303 0081.</p>

6.

a. Financial implications

- 6.1 Funding of £15,189 has been received from the Police Fire and Crime Commissioner for partnership activities in support of his policing plans

b. Legal implications

- 6.2 Councils have a statutory duty to protect Children and Vulnerable Adults from harm.

c. Human resources and equality implications

- 6.4 There are no human resource or equality implications arising from the recommendations in the report.

d. Timescale for implementation and risk factors

- 6.5 The matters described in this report are on-going.

7. Conclusions

- 7.1 The Council is continuously working to ensure that our residents are as safe as possible.

Background Papers:

None

Report Author:

Mrs Melanie Harris MA BSc (Hons) MIOL
Head of Licensing and Safer Communities and Designated Officer for Safeguarding
Children and Vulnerable Adults

**CABINET
16th October 2019**

**Subject: Public Spaces Protection Order Response to
Consultation – Recommendations from Environment
Policy & Scrutiny Committee**

Cabinet Member: Councillor Varker – Environment and Leisure

1. Purpose of Report

To report back to Cabinet:

- (1) The results of the public consultation and the responses from the statutory consultees and relevant bodies in respect of a proposal to make a Public Spaces Protection Order (PSPO) which would require dogs to be kept on a lead at Canvey seafront from 1 April to 30 September each year; and**
- (2) The recommendations of the Environment Policy and Scrutiny Committee following its meeting on the 25th September 2019.**

2. Links to Council's priorities and objectives

This initiative supports the Council's Environment objective.

3. Recommendation

The Environment Policy and Scrutiny Committee recommends that:

- (1) Cabinet endorses the making of a PSPO which would require dogs to be kept on leads on Canvey beaches between 1 April and 30 September each year; and that**
- (2) Cabinet supports the making of a growth bid for the additional enforcement resource identified as necessary to ensure compliance with the PSPO and which could also be used to enforce other enviro crimes.**

4. Background

In 2017 the Council, under the Anti – Social Behaviour Crime and Policing Act 2014 (“the Act”), introduced a Public Spaces Protection Order (PSPO) making it an offence for persons not to pick up faeces after their dog has fouled on any open land to which the public are entitled or permitted to have access (with or without payment) within the Castle Point Borough boundary.

A report was put before Cabinet on the 21st November 2018 providing feedback on an informal public consultation exercise which sought views on the possible banning of dogs from Canvey seafront.

The public consultation which lasted from the 20th July to the 7th September 2018 received a total of 731 responses which were made up of 486 from dog owners, 230 from non-dog owners and 15 from respondents who did not state whether they owned a dog or not.

The public consultation responses showed that, with regards to dog mess, the most significant problem was perceived to be on the walkway seaward side, with the beach area having the least significant problem. With regards to dogs being kept on leads, the beach area was marginally perceived to be more of a problem than on the walkways.

When asked what action should be taken to resolve the problem of dog’s mess and dogs off leads in all three areas, i.e. beach, walkway seaward side and walkway landward side, of the six options, the option to not introduce any further restrictions secured the most support for all three areas.

Rather than ban dogs completely from the beach area, Cabinet having considered the results of the public consultation resolved that “investigation be undertaken, and a report be made to Cabinet on a dog control scheme to operate between April and September requiring dogs to be kept on a lead on beaches on Canvey”.

The requirement to require dogs to be kept on a lead necessitates the making of a PSPO.

Prior to the making of a PSPO there is a statutory requirement to consult with relevant bodies and the public.

It was agreed that the results of the statutory consultation should be referred to the Environment Policy and Scrutiny Committee for consideration before the outcome of the consultation exercise is reported back to Cabinet.

The statutory consultation ran from 1st July to the 31st August 2019 using an on – line consultation for the public via the Council’s website. The statutory consultees and other relevant bodies were written to advising of the proposed PSPO. A plan showing the area the proposed PSPO would cover can be seen in appendix A.

In respect of the consultation with statutory consultees and other relevant bodies the Council wrote to the following: -

- Chief Executive, Essex County Council
- Canvey Island Town Council
- Chief Inspector, District Commander Castle Point and Rochford
- Dogs Trust
- Kennel Club
- Police and Crime Commissioner for Essex

A detailed response was received from the Dogs Trust (Appendix B) and Canvey Island Town Council acknowledged the consultation.

With regards to the public on – line consultation, the public were asked to provide a Yes / No answer to the following question;

“Do you agree that dogs should be required to be kept on a lead whilst on Canvey Island beaches and seaward walkways between the 1st April and 30th September inclusive”

A total of 285 responses were received, and the results were as follows: -

Yes - 153

No - 132

5. Enforcing the Public Spaces Protection Order

A report was put before Cabinet in April 2019 in relation to Private Enforcement Companies issuing Fixed Penalty Notices for offences such as littering, dog fouling, etc, this followed a report to the Environment, Policy and Scrutiny Committee.

In the report to Cabinet the Environment, Policy and Scrutiny Committee stated that having looked in depth at how private enforcement companies operate and the experience of other local authorities in their use, it concluded that the use of additional in-house staff was preferable to the employment of a Private Enforcement Company given the nature of the borough and the type of issues that are encountered. It felt that the additional in-house enforcement resource should complement the current provision and should concentrate solely on education and the enforcement of enviro – crime offences.

In order to satisfy health and safety requirements the Committee believed the additional resource should include the provision of one full time post working 37 hours spread across a seven-day week, plus a part time post working 22.5 hours per week supporting the full-time post outside of normal working hours. It was felt that the working times would need to be flexible to ensure the service can interact with the public at the times when education and enforcement are going to be most effective.

The Committee favoured more education and promotion going hand in hand with additional enforcement. It felt that:

- The provision of a visible deterrent, particularly where operatives wear uniforms, would assist in educating would-be offenders and lead to behavioural change; and that

- The younger generation need to be educated about disposing of waste properly to reduce the amount of littering.

The Committee acknowledged that the issue of an increased number of Fixed Penalty Notices (FPNs), irrespective of whether they were served by in-house staff or by a private enforcement company, could potentially have resource implications for the legal team in terms of instigation of legal proceedings where fines are not paid within the required 14 days.

Cabinet having considered the recommendations of the Committee resolved to endorse the appointment of additional in-house staff to enforce a broad range of enviro crime legislation as set out in this report and request the Head of Paid Service to give this matter due consideration.

The Head of Paid Service determined that it would be appropriate to consider the appointment of additional in-house staff once the dogs on leads PSPO consultation had been concluded, and in any case, a growth bid would need to be submitted as no budget provision had been made for an additional enforcement resource be it provided in-house or out-sourced.

Should the Dogs on Lead PSPO be introduced it will need to be enforced particularly initially, to ensure the restriction is adhered to. There is limited capacity of existing staff to enforce the Order so if the Order is to be effectively enforced additional resourcing will be required.

At the meeting of the Environment Policy and Scrutiny Committee on the 25th September 2019, the Committee having discussed the feedback from the public consultation, was supportive of the introduction of the PSPO and the additional resource required to ensure compliance with the Order which could also be used to enforce other enviro crimes.

6. Corporate Implications

a. Financial implications

The in-house cost of employing one full time and one part time enforcement officer (plus associated costs) would be £62,600 in 2020/21. This figure includes the set-up costs which have been spread over seven years. This cost would be offset to an extent by the number of Fixed Penalty Notices (FPN) served.

Given the nature of the Borough, it is highly unlikely that additional enforcement will be self-financing and it will therefore come at an extra cost to the Council. No budget provision has been made for the additional enforcement resource, therefore a growth bid would be required.

b. Legal implications

A PSPO can remain in place for a maximum three years but can be extended for a further three years where certain criteria are met. The proposed length should reflect the need for an appropriate and proportionate response to the problem issue.

Payment of the £100 FPN fine within the requisite period discharges the criminal offence. Where fines are unpaid it is essential that unless the notice is cancelled because it has been inappropriately served, that prosecution is pursued. If convicted the culprit will have a criminal record and will most likely receive a fine greater than the value of the original FPN.

c. Human resources and equality implications

Any increase in the number of fines which are unpaid and need to be taken forward for prosecution, will increase the workload of the Council's Legal Department.

Potentially the Legal department may need to buy in additional support to keep on top of its workload.

d. Timescale for implementation and risk factors

Should the Dogs on Leads PSPO be put in place the Council will be required to advertise the Order by Public Notice, this Notice needs to be in place for a minimum of one month prior to the start of the Order. It is proposed that if the Order is made, it takes effect from 1 April 2020.

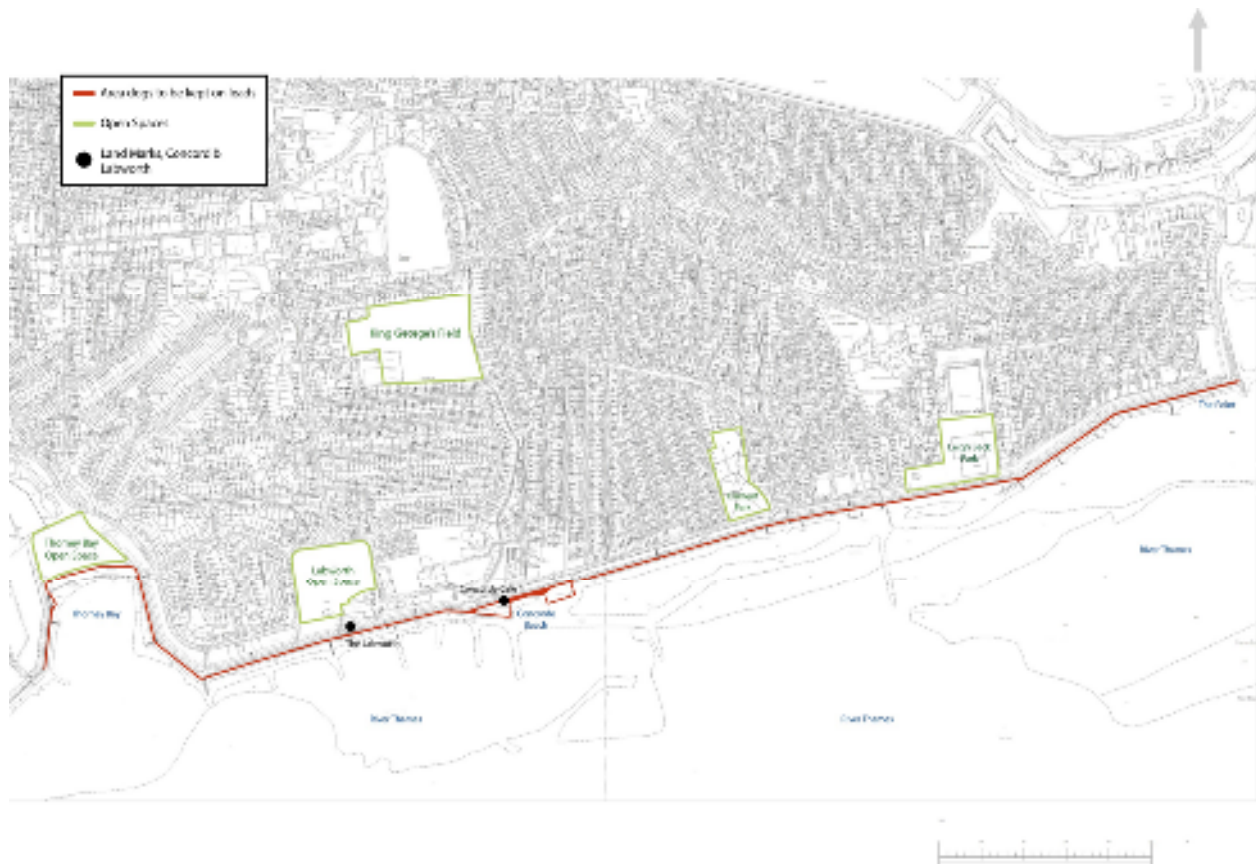
7. Background Papers:

Reports to Cabinet – November 2018, April 2019

Report to Environment Policy and Scrutiny Committee 25 September 2019

Report Author: Stuart Jarvis, Street Scene & Contracts Manager

Appendix A



Dogs will be required to be kept on leads on the beaches and seaward walkways where the red line is shown on the map above.

Appendix B

Hi Stuart,

Thank you for your letter informing us that Castle Point Borough Council is planning to introduce a series of Public Space Protection Orders. As the UK's largest dog welfare charity, we would like to make some comments for consideration.

Dogs Trust's Comments

1. Re; Fouling of Land by Dogs Order:

- **Dogs Trust consider 'scooping the poop' to be an integral element of responsible dog ownership and would fully support a well-implemented order on fouling. We urge the Council to enforce any such order rigorously. In order to maximise compliance we urge the Council to consider whether an adequate number of disposal points have been provided for responsible owners to use, to consider providing free disposal bags and to ensure that there is sufficient signage in place.**

2. Re; Dog Exclusion Order:

- **Dogs Trust accepts that there are some areas where it is desirable that dogs should be excluded, such as children's play areas, however we would recommend that exclusion areas are kept to a minimum and that, for enforcement reasons, they are restricted to enclosed areas. We would consider it more difficult to enforce an exclusion order in areas that lack clear boundaries.**
- **Dogs Trust would highlight the need to provide plenty of signage to direct owners to alternative areas nearby in which to exercise dogs.**

3. Re; Dog Exclusion Order and beaches:

- **With phone calls often being made to the RSPCA and Police alerting to dogs being left in hot cars in coastal areas, we would urge you to consider the danger animals may be put in, and the difficult decisions owners have to make, by not being allowed to take their dogs onto the beach.**
- **If the Council does choose to implement this order, Dogs Trust would encourage looking into a compromise between beach goers and dog owners, e.g. allowing dogs onto the beach in the evenings or early mornings, or having dog friendly sections on the beaches.**
- **Strict dog exclusion restrictions can also lead to a decrease in dog friendly tourism for businesses along the coast, which in turn could have a negative impact on the local economy.**

4. Re; Dogs on Leads Order:

- **Dogs Trust accept that there are some areas where it is desirable that dogs should be kept on a lead.**
- **Dogs Trust would urge the Council to consider the Animal Welfare Act 2006 section 9 requirements (the 'duty of care') that include the dog's need to exhibit normal behaviour patterns – this includes the need for sufficient exercise including the need to run off lead in appropriate areas. Dog Control Orders should not restrict the ability of dog keepers to comply with the requirements of this Act.**
- **The Council should ensure that there is an adequate number, and a variety of, well sign-posted areas locally for owners to exercise their dog off-lead.**

5. Re; Dogs on Lead by Direction Order:

- Dogs Trust enthusiastically support Dogs on Leads by Direction orders (for dogs that are considered to be out of control or causing alarm or distress to members of the public to be put on and kept on a lead when directed to do so by an authorised official).
- We consider that this order is by far the most useful, other than the fouling order, because it allows enforcement officers to target the owners of dogs that are allowing them to cause a nuisance without restricting the responsible owner and their dog. As none of the other orders, less fouling, are likely to be effective without proper enforcement we would be content if the others were dropped in favour of this order.

The PDSA's '[Paw Report 2018](#)' found that 89% of veterinary professionals believe that the welfare of dogs will suffer if owners are banned from walking their dogs in public spaces such as parks and beaches, or if dogs are required to be kept on leads in these spaces. Their report also states that 78% of owners rely on these types of spaces to walk their dog.

I would also like to bring your attention to the similar recommendations stated in the Government's '[Anti-social behaviour powers -Statutory guidance for frontline professionals](#)' document, pages 52/53.

We believe that the vast majority of dog owners are responsible, and that the majority of dogs are well behaved. In recognition of this, we would encourage local authorities to exercise its power to issue Community Protection Notices, targeting irresponsible owners and proactively addressing anti-social behaviours.

Dogs Trust works with local authorities across the UK to help promote responsible dog ownership. If you are interested, I can send you a copy of our Services Guide, a document listing the ways in which we may be able to help with promoting responsible dog ownership in your community. Please do not hesitate to contact should you wish to discuss this matter.

We would be very grateful if you could inform us of the consultation outcome and subsequent decisions made in relation to the Public Space Protection Order.

Yours faithfully,

Jess Hutton
Campaigns Assistant



Dogs Trust - A Dog Is For Life

Visit our website at <http://www.dogstrust.org.uk>

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**CABINET
16th October 2019**

Subject: Essex County Council – Countywide Bus Shelter Project

Cabinet Member: Councillor Hart – Streets, Waste, Floods and Water Management

1. Purpose of Report

To advise Cabinet of the Countywide Bus Shelter Project currently being undertaken by Essex County Council's Integrated Passenger Transport team in partnership with Essex Borough/District Councils.

2. Links to Council's priorities and objectives

This report links to the Council's environment priority.

3. Recommendation

It is recommended that Cabinet notes the contents of this report.

4. Background

Bus shelter provision across Essex currently involves a number of organisations and local authority maintenance tends to be minimal/reactive only.

In Castle Point bus shelters have been installed either by the Borough Council or Essex County Council (ECC), or via a contract with Clear Channel which was put in place when the Highways agency agreement was in place. ECC has already been advised that when the existing Clear Channel contract expires in March 2022, responsibility for future provision will pass to ECC as the Highways Authority.

In relation to the maintenance of bus shelters that this Council has installed, this has reduced over time due to limited budgets. Bus shelters are unfortunately prone

to damage and vandalism. Where shelters have become beyond economic repair or are classed as dangerous, they are removed and not replaced. Whilst there is scope for bus shelters to be replaced via the Local Highways Panel, bus shelter replacement is seen as a low priority and they seldom get funded.

The mixed ownership arrangements make it difficult for residents trying to report issues.

In the most recent national Transport Focus survey, Essex as a county scored lower on every bus stop satisfaction indicator than other similar authorities.

Nationally the bus shelter market is dominated by two large suppliers – JC Decaux and Clear Channel. Both these companies install bus shelters at their expense and derive income from advertising. Within Essex this is no different, with contracts typically having been let in the 1990's or early 2000's.

ECC is seeking to take over the responsibility for all bus shelters across the county and to let a long-term Essex-wide contract to a single supplier, which would require the maintenance, replacement and supply of shelters and permit the generation of advertising income. Ownership of all bus shelters currently owned by this Council would transfer to ECC.

This initiative supports ECC's wider strategic aims to (1) create a better-quality environment and (2) to increase bus patronage to the benefit of all users of the service.

Essex County Council believe that the amalgamation of the bus shelter estate and the letting of a single countywide contract will generate sufficient income to cover all costs associated with the supply and maintenance of the bus shelter network in its entirety.

To guide this project ECC has proposed the following set of principles:

- All income generated from the contract will be ring-fenced to invest in and maintain the bus infrastructure network;
- Provision of a significantly enhanced bus stop experience for users which improves the visual quality of people's environment under one overarching Essex-wide brand;
- Digital by default – where it makes commercial sense to do so;
- Rationalisation of the collective bus shelter estate and reduction in street clutter;
- A rolling replacement and upgrade programme throughout the contract life to a set and consistent standard (e.g. solar-power, Wi-Fi, real-time passenger information screens etc.), with a view to increasing shelter provision Essex wide; and
- Cost neutral.

The above principles, on which the project and partnership with Local Authorities is based, is intended to achieve the following benefits:

- Residents will have a consistent and improved experience of using buses, starting with the bus stop;
- Asset ownership will be clarified for Councils and residents;
- Income generated from the Bus Shelter estate and real-time passenger information system will be used to invest in the network and eliminate the current costs to local authorities;
- Rationalisation of the estate and removal of the varying, nonsensical scenarios where there are 3 – 5 pieces of infrastructure in the same location which are not integrated;
- A modernisation of the estate – bringing shelter provision into the 21st century with Wi-Fi, solar-power lighting and digital screens; and
- Potential to expand Bus Shelter provision across the County into areas where users currently have no protection from the elements.

Essex County Council's proposed model requires all Local Authorities to enter into a partnership agreement for the project.

The partnership agreement will require this Council to transfer its owned bus shelter stock to Essex County Council; these bus shelters and their locations will form part of the contract tender for the Countywide project.

The current contract with More Group UK Limited, now known as Clear Channel, will remain in place until its expiry on the 24th March 2022, after which the bus shelter sites within this contract will be passed over to Essex County Council's Contractor undertaking the Countywide Contract.

All Planning applications and advertising consents will be submitted to the respective Local Authority by Essex County Council's Countywide Bus Shelter supplier.

7. Corporate Implications

a. Financial implications

Once the Council's bus shelter stock is transferred to Essex County Council, this Council will no longer have any bus shelter maintenance responsibilities. Therefore, there will be no ongoing budget requirement for bus shelter maintenance.

b. Legal implications

The proposal will be subject to a Partnership Agreement which will be reviewed by each partner to the agreement.

c. Human resources and equality implications

Officer time for the Street Scene & Contracts Manager whilst Partnership and Essex County Council Contract is finalised.

d. Timescale for implementation and risk factors

Essex County Council has set a deadline of July 2020 to have the countywide contract in place.

7. Background Papers:

Draft Collaboration Agreement.

Report Author: Stuart Jarvis, Street Scene & Contracts Manager

CABINET

16th October 2019

Subject: Budget and Policy Framework for 2020/21

Cabinet Member: Councillor Stanley – Finance, Policy and Resources

1. Purpose of Report

- 1.1 This annual report sets out the proposed Budget and Policy Framework for 2020/21. 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

- 2.1 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

- 3.1 That the proposed Budget and Policy Framework for 2020/21 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 delivery 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 2020/21.
- 5.2 The subsequent period up to the February Council meeting will be available for final policy considerations by Members.

6. Conclusion

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

7. Corporate Implications

a. Financial implications

This report sets out the Budget and Policy Framework – financial implications as detailed in the report and annexes.

b. Legal implications

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

c. Human resources and equality

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

d. 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. Background Papers:

Constitution

Policy Framework and Budget Setting for 2019/20

Report Author: Ben Brook ext.2220 bbrook@castlepoint.gov.uk

The Budget Framework for 2020/21

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 2019
2.	Priority discussion with Executive Management Team (EMT).	October 2019
3.	Develop Service Action Plan template and distribute to managers setting out timescale for completion. For completion by end of November 2019.	October 2019
4.	Formation of efficiency savings options linked to Council priorities and identified through Service Action Planning process. Member engagement on options for closing the budget gap through Scrutiny meetings 23/10/19 and 30/10/19.	October 2019
5.	Draft budget prepared on a “no growth” basis (current service action plans).	October 2019 - January 2020
6.	Consideration of government announcements in respect of acceptable levels of Council Tax increase and provision of grant funding to the Council.	October 2019 - January 2020
7.	Draft Service Action Plans and Directorate plans reviewed and finalised by each Departmental Management Team.	December 2019
8.	Clarification of priorities, objectives and project work streams with Cabinet members.	January 2020
9.	Draft Directorate Plans reviewed by the Strategy, Policy & Performance Manager in liaison with respective Heads of Service.	January 2020
10.	Budget option appraisal with Cabinet members.	November 2019 - January 2020
11.	Service Action Plan challenge by respective Cabinet Member.	February 2020
12.	Cabinet makes final recommendations to Council on: <ul style="list-style-type: none"> • Corporate priorities and annual objectives • Capital Strategy • Treasury Management Strategy Statement • Investment Strategy • Prudential indicators • The robustness of budgets 	February 2020

Annexe A

	<ul style="list-style-type: none"> • Adequacy of reserves • The budget (revenue and capital) and Council Tax <p><i>The Cabinet will now make its recommendations on the allocation of financial resources to services</i></p>	
13.	<p>Cabinet agrees HRA budget and sets rent levels.</p> <p><i>Council to delegate full powers to the Cabinet. HRA budget subject to compliance with legal and prudential guidelines.</i></p>	February 2020
14.	<p>Council makes statutory budget calculations and sets Council Tax.</p> <p><i>Council will consider the recommendations from Cabinet and will make final decisions.</i></p>	February 2020
15.	Service Action Plans approved by respective Cabinet Member.	March 2020

Policy Title	Brief Description
Acceptable Use Policy	Sets out use of Council systems, telephony, email & intranet
Affordable Rent Policy	Sets out the approach to charging affordable rents for any new Council homes acquired.
Allocation Policy	Sets out criteria for access to the Housing needs Register and priority bandings.
Asset Management Plan	Sets out plans and how the Council maintains its corporate 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.
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.
Canvey Town Centre Master Plan Supplementary Planning Document (SPD)	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 home.
Combined Safeguarding Policy and Strategy for Children Young People and Vulnerable Adults	The Children's Act 2004 Children and Learning Act 2009 The Counter Terrorism and Security Act 2015 The Care Act 2014
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
Community Safety Partnership Plan	<p>Achieving a sustainable reduction in crime within the Borough both by tackling crime and by identifying and addressing its causes.</p> <p>Ensuring crime and disorder does not have a disproportionate impact on vulnerable groups.</p> <p>Tackling specific crime and disorder problems and problem areas.</p>

Policy Title	Brief Description
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
Constitution	<p>Describes how the Council does business includes:</p> <p>Procedural rules for access to information; budget and policy framework; overview and scrutiny; financial; officer employment and contracts.</p> <p>Protocols for Planning and the Monitoring Officer.</p> <p>Codes of conduct for Planning matters; Staff and Members.</p>
Contract Procedural Rules – see also Constitution	Describes how the Council does business on matters relating to the placing and letting of contracts.
Corporate Plan	Sets out the Council's Objectives and key milestones and targets. Also includes an annual report on progress towards achieving aims.
Counter Fraud, Bribery & Corruption Policy Statement and Strategy	<p>Sets out how the Council will:</p> <ul style="list-style-type: none"> • acknowledge its responsibility for countering fraud and corruption • identify the fraud and corruption risks • develop an appropriate counter fraud and corruption strategy • provide resources to implement the strategy • take action in response to fraud and corruption.
Counter Money Laundering Policy and Strategy	Sets out the actions the Council will take to mitigate the risk that money could be laundered through its systems.
Crisis Management Plan	Generic guidance on how the Council may manage a major corporate incident which restricts the normal day-to-day running of its business.
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.
Cyber Security Strategy	Sets out the actions taken to safely and securely manage and store our data, systems and network

Policy Title	Brief Description
Data Protection Policy	This document sets out Castle Point Borough Council's policy on the retention and process of personal information.
Developer Contributions SPD	<p>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.</p> <p>The new Local Plan will set out the infrastructure requirements to accommodate growth and the obligations on allocated sites for funding. In addition, it will provide a framework for the introduction of the Community Infrastructure Levy (CIL).</p>
Disabled Facilities Grants	This policy document sets out how the Council will use its resources to help those who need disabled adaptations and how decisions will be made about the help that it gives.
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.
Documentation Retention Policy	This document states Castle Point Borough Council's criteria for the retention of documents containing personal information
Emergency Planning & Business Continuity Framework	The EP/BC framework describes how the Council will go about its duty to be suitably prepared for dealing with emergencies, as well as disruptions to the organisation's ability to deliver its critical services to the public.
Emergency Planning & Business Continuity Policy	The EP/BC policy sets out the principles for the establishment and revision of Emergency Planning and Business Continuity Management
Environmental Health – Statement of Enforcement Policy	This Statement outlines the enforcement policy of Environmental Health Services.

Policy Title	Brief Description
Equality Scheme	Describes the way in which the Council deals with equality and diversity in its corporate activities and the delivery of services.
Essex Vehicle Parking Standards	Sets out requirements for the provision of parking for new development proposals.
Financial Procedure Rules and Detailed Financial Regulations – see also Constitution	Describes how the Council does business on financial matters.
Food Safety – Additional Statement of Enforcement Policy	This Statement outlines the enforcement policy for food safety.
Gambling Licensing Policy Statement	Statement of Licensing Policy produced by Castle Point Borough Council under the Gambling Act 2005 and it forms the basis for all gambling related licensing decisions taken by the Council as the Licensing Authority.
Hackney Carriage & Private Hire Policy	This document contains guidance and information for the holders of and applicants for hackney carriage/private hire vehicles and driver's licences and the licences to operate private hire vehicles within the Castle Point Borough Council area.
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.
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.
Health and Safety Consultation	Outlines process for consultation with staff on health and safety issues
Housing Asset Management Plan	Sets out the policy and plan for capital management of housing stock.

Policy Title	Brief Description
Housing Strategy	Sets out the strategic approach to Housing
HR Strategy	<p>Establishes workforce planning to ensure adequate staff resources and succession planning.</p> <p>Aims to attract and retain high calibre candidates for employment.</p> <p>Train and develop staff to maximise their potential</p> <p>Offer equality of opportunity to all staff and recognise the benefits of diversity.</p>
Incident Response Plan	The Incident Response Plan outlines the Council's core response to emergencies and major incidents. It is supported by specific plans dealing with particular hazards, functions and statutory responsibilities.
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.
Information Security Policy	Sets out responsibilities in relation to Information Security
Internal Audit Charter, Strategy and Audit Plan	<p>The Charter sets out the purpose, authority and responsibility of the Council's Internal Audit function, in accordance with the UK Public Sector Internal Audit Standards (the Standards) and the CIPFA Local Government Application Note.</p> <p>The Strategy sets out how the service will be delivered and developed in accordance with the Charter and how it links to the delivery of the Council's Aims, Targets and Objectives. The Audit Plan sets out the work to be delivered each year, that will inform the Annual Head of Internal Audit Opinion.</p>
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. Includes the importance of networking with partners and sport national governing bodies.

Policy Title	Brief Description
Licensing & Gambling Enforcement Policy	The purpose of the enforcement policy is to ensure compliance with the Licensing Act 2003 and the Gambling Act 2005, and to ensure the promotion of the licensing objectives under these two acts.
Local Development Scheme (LDS)	<p>Enables interested parties to find out about the Council's Planning Policies.</p> <p>Sets out a timetable and key milestones for the preparation of documents for the LDF.</p> <p>Shows how the preparation of the Development Plan Documents (DPDs) will be resourced.</p>
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.
New Local Plan	Sets out a strategic policy to direct the pattern of development within Castle Point over the period 2018 – 2033, and the development management policies required to ensure that planning decisions secure this pattern of development.
Partnership Strategy	Outlines the process for monitoring partnerships undertaken by the Council
Policy for the granting of Discretionary Non-Domestic Rate Relief	Sets out the level of Discretionary Relief and related areas to be granted to certain defined ratepayers
Procurement & Commissioning Policy	Defines the Council's policy objectives, the strategy to deliver these and supporting principles. Procurement is defined as the acquisition of goods, services and construction projects from third parties.
Project Management Strategy and Framework	<p>Defines the Council's Project Management objectives and the principles used in the delivery of the Council's projects.</p> <p>Key operational aspects to be incorporated into 'How it Works' Guidance.</p>

Policy Title	Brief Description
Regeneration Framework	Framework sets out regeneration programme for the Borough, including activities, resources and timeframes.
Residential Design Standards SPD	Sets out design requirements for residential development proposals.
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.
Risk Based Verification Policy	Sets out the Council's approach to verification for Housing Benefit and Local Council Tax Support claims.
Risk Management (RM) Policy and Strategy	<p>Sets out how the Council will:</p> <p>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</p> <p>proactively manages key external and internal risks, promoting the principles of effective risk management throughout the organisation.</p>
Scrap metal Dealers Act 2013 Policy	This document states Castle Point Borough Council's Policy on the regulation of Scrap Metal Dealers. The Scrap Metal Dealers Act 2013 received Royal Assent on 28 February 2013 and came into force on 1 October 2013
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.
Statement of Licensing Policy	The 2003 Act requires that the Council publishes a Statement of Licensing Policy that sets out the policies the Council will generally apply to promote the licensing objectives when making decisions on applications made under the Act.

Policy Title	Brief Description
Tenant's Strategy	Sets out the framework by which the council expects registered providers (housing associations) with properties in its area to allocate and offer tenancies.
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.
Using Email and Digital Communications	Guidance for everyone using corporate email or Digital Channels
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.
Whistle Blowing 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 Whistle blowing Policy

CABINET

16th October 2019

Subject: Equality Scheme Review

Cabinet Member: Councillor Stanley – Finance, Policy and Resources

1. Purpose of Report

1.1 This report seeks Cabinet approval of the Council's revised four-year Equality Scheme

2. Links to Council's Priorities and Objectives

2.1 All Priorities – the Council is committed to equality for all and to address inequalities in the Borough

3. Recommendations

3.1 That Cabinet approves the four-year Equality Scheme

4. Background

4.1 On 5th April 2011 the public sector equality duty (the Equality Duty) came into force. The Equality Duty was introduced pursuant to S149 of the Equality Act 2010 and specific duties set out in S153 of the Equality Act and Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 (SI 2017/353).

4.2 The Equality Duty replaced the race, disability and gender equality duties.

The Equality Duty

4.3 The Single General Public Sector Equality Duty (PSED) under S149 came into force on 5th April 2011 and applies to public authorities exercising public functions.

4.4 This was developed in order to harmonise the equality duties and to extend it across the protected characteristics. It consists of a general equality duty, supported by specific duties which are imposed by secondary legislation. In summary, those subject to the equality duty, must, in the exercise of their functions, have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
- advance equality of opportunity between people who share a protected characteristic and those who do not;
- foster good relations between people who share a protected characteristic and those who do not.

(the above are known as the 3 aims of the PSED)

4.5 Having due regard for advancing equality involves:

- removing or minimising disadvantages suffered by people due to their protected characteristics;
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people;
- encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

Protected Characteristics

- 4.6 Age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.
- 4.7 Public authorities also need to have due regard to the need to eliminate unlawful discrimination against someone because of their marriage or civil partnership status. This means that the first aim of the duty applies to this characteristic but that other aims (advancing equality and fostering good relations) do not apply.

Purpose of the Duty

- 4.8 The broad purpose of the equality duty is to integrate consideration of equality and good relations into the day to day business of the local authority. If you do not consider how a function can affect different groups in different ways, it is unlikely to have the intended effect. This can contribute to greater inequality and poor outcomes.
- 4.9 It requires the local authority to consider how it could positively contribute to the advancement of equality and good relations. It requires equality considerations to be reflected into the design of policies and the delivery of services including internal policies and for these issues to be kept under review.

Specific Duties on public authorities

- 4.10 The power to enact specific duties on public authorities with specific duties came into force on 31 March 2017 replacing the 2011 requirements.
- 4.11 The Home Office stated that the Specific Duties on public authorities is to help them perform the PSED better by:

“Requiring public bodies to be transparent about how they are responding to the Equality Duty - requiring them to publish relevant, proportionate information showing compliance with the Equality Duty, and to set equality objectives. The Government believes that public bodies should be accountable to their service users. Publishing information about decision-making and the equality data which underpins those decisions will open public bodies up to informed public scrutiny. It will give the public the information they need to challenge public bodies and hold them to account for their performance on equality. Moreover, knowing that such information will be published will help to focus the minds of decision-makers on giving proper consideration to equality issues”.

4.12 Specific Duties Regulations require:

- Public authorities to publish equality information to demonstrate their compliance with the general PSED by 30 March 2018 and at least annually after that. This information must include information relating to persons who share a relevant protected characteristic who are:
 - Its employees; and
 - Other persons affected by its policies and practices
- Public authorities should publish certain specific and measurable equality objectives to demonstrate its compliance with PSED. These objectives must be published by 30 March 2018 and at least every 4 years from their date of publication
- Both equality information and the equality objectives to be published in a way that is accessible to the public
- Public authorities with over 250 employees to publish gender pay gap reporting information

The Specific Duties Regulations do not specify precisely what information must be disclosed, this is left up to the individual public authority concerned.

The Council's in its existing Equality Scheme published its equality objectives to cover the period 2014-2019.

Equality objectives

4.13 The Specific Duties Regulations require a public authority to have a unique set of equality objectives or a single objective to help it comply with the PSED. The Equality and Human Rights Commission's (EHRC) guidance on equality objectives states that good equality objectives should:

- Explicitly state the specific policy or function that they relate to and the people that are affected;
- Explicitly state why they have been chosen and what they hope to achieve;
- Explicitly state how success will be measured and over what time period;
- Have involved consideration of the three aims of the PSED set out in S149 (referred to above - the advancement of equality of opportunity

and the fostering of good relations between people who share a relevant protected characteristic and those who do not);

- Specifically focus on the issue that affect those with protected characteristics and address the disadvantages that they face;
- Be realistic and achievable;
- Be focused e.g. a statement such as “We will work towards having a more diverse workforce” is too vague to be achievable equality objective;
- Be SMART (specific, measurable, achievable, realistic and time-bound) e.g. *“a police force identifies that the number of black people being stopped and searched is six times higher than white people within its jurisdiction. The police force sets an objective to reduce the difference by at least 50% over the next 4-year period”*

- 4.14 These equality objectives should be kept under review to ensure that progress is being made and that the objectives continue to stand up to public scrutiny

5. Proposals

- 5.1 Public authorities must be transparent about their objectives and performance on equality and it is vital that the specific duties support this aim.
- 5.2 It is recommended that, having undertaken a review of its second Equality Scheme (2014-19), the Council adopts a revised Equality Scheme for the four-year period 2019-2023.
- 5.3 The Council’s Equality Scheme 2019-23 is available for inspection by Members in the Members’ Group Rooms and a copy will be included online with the agenda papers for this meeting.

Consultation

- 5.4 An online consultation on the draft Equality Scheme 2019-23 took place over the six-week period from 10 July to 21 August 2019. We received no responses to this consultation.
- 5.5 The Council consulted on its draft Equality Scheme with the Castle Point and Rochford Local Strategic Partnership for the period 1 February to 22 February 2019.

6. Corporate Implications

Equality objectives that form the draft Equality Scheme have been taken from service plans and therefore monitoring of implementation takes place at both Directorate Management Team (DMT) and through highlight reporting to Corporate Management Team (CMT). It is proposed that overall progress against the objectives in this draft Equality Scheme is reported annually to Cabinet.

a. Financial implications

Defending a legal challenge is both time consuming and costly should the Council find itself in a position of having failed to fully appreciate the impact its policies and decisions may have on those with protected characteristics.

b. Legal implications

Failure to fully consider the impact of policies and decision making on those with protected characteristics will put the Council at risk of legal challenge or the Equality and Human Rights Commission, who is responsible for enforcing PSED, taking enforcement against the Council.

c. Human resources and equality

The public authority should have in place a means to ensure it can evidence, when developing policies or making decisions, how it has taken into consideration the impact such policies and decisions may have on those with protected characteristics. Whilst public bodies do not have to undertake Equality Impact Assessments (EqIAs) when developing policies or as part of the decision-making process, EqIAs do provide a useful tool to consider and address the relevant issues as well as providing evidence in the event of legal challenge.

7. Timescale for implementation and Risk Factors

Timescales for the implementation of equality objectives are set out in the draft Equality Scheme.

8. Background Papers

Draft Equality Scheme 2019-23

Report Author: Fiona Wilson, Head of Law and Deputy Monitoring Officer



EQUALITY SCHEME

2019 to 2023

Published:

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Foreword

This is our Third Equality Scheme which we have published to reflect the new statutory requirements and expectations contained in the Equality Act 2010 and Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017. This Equality Scheme now replaces our separate Equality Schemes for disability, gender and race which we published under previous legislation and our previous Equality Schemes which covered the period 2010-2019.

The Council has made significant progress in developing and implementing its equality aims and objectives in recent years.

The Equality Standard for Local Government has now been replaced by the Equality Framework for Local Government 2018 and the Council needs to sustain and build on the achievements to date whilst recognising the need to review and refresh its approach having regard to the assessment framework and the equality legislation.

In preparing our Equality Scheme we have built on the work undertaken to date and we have been equally ambitious in what we are setting out to achieve in the future. In doing so, we have actively consulted and listened to the views of many different individuals and organisations and our own staff.

I believe that this Equality Scheme ensures that we place equality right at the core of our organisation, our employment practices, our working practices and the services that we deliver to our community. I am also confident that it will have a real impact on how we do things and what we can achieve.

I would personally like to thank all those involved in helping us to shape our Equality Scheme and for your ongoing commitment and support.



David Marchant
Chief Executive – Castle Point Borough Council

Section 1 – Introduction to our Equality Scheme

As a public authority, the Council has legal requirements to ensure equality in the areas of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. In particular the Council should consider when implementing policies compliance with its general public sector equality duty and compliance with its specific duties.

Our Equality Scheme sets out how we will aim to meet those legal requirements. We call this our Equality Scheme 2019-2023.

This four-year Equality Scheme describes how the Council will fulfil its moral, social and legal obligations to put equality at the heart of everything we do. Covering the period 1 April 2019 to 31 March 2023, this Equality Scheme is closely linked to our Corporate Plan and to our other strategies, policies and plans.

The Council views equality, human rights and good relations between people as something that affects us all, regardless of background, and we are committed to working closely with all those who are affected by, or interested in, our work. We see this as an ongoing process enabling individuals, organisations and staff to influence and shape the work we do.

In developing our four-year Equality Scheme we have engaged with stakeholders through extensive involvement and consultation.

Our approach to developing this Equality Scheme has been based on the work we do rather than how we are structured as an organisation. We thought about what we wanted to achieve ('outcomes') and what we thought we needed to do to make them happen ('actions').

Our equality priorities

Through working in partnership with stakeholders and reviewing a range of evidence we have identified the following key priorities for our four-year Equality Scheme.

We will use our service plans to focus on these priorities and provide clear accountability for their delivery.

Promoting equality in our service delivery

We will:

- provide easy and convenient access to local services for all residents
- develop a robust and accessible communications strategy
- continue to improve the accessibility of our website
- use available information about our customers to ensure that we are prioritising key equality areas in our work
- monitor the effectiveness of our service provision to ensure that we reach all groups

Promoting equality in our working practices

We will:

- implement a robust involvement strategy to engage and respond to our stakeholders with a stronger emphasis on working with partners
- consult and involve representative networks covering all equality groups to help inform our future activities
- strengthen our equality procurement framework so that suppliers can demonstrate their commitment to equality and explore training for suppliers as necessary

- ensure that we encourage supplier diversity during our procurement procedures
-

Promoting equality in employment

We will:

- maintain the diversity of our staff to reflect the community we serve across all the equality groups and we will continue to monitor our workforce profile
- collect monitoring information to include gender, race, disability, sexual orientation, age, and religion or belief
- develop a workplace environment where all our staff are treated with dignity and respect
- continue to improve accessibility in our working practices and to our buildings
- conduct regular equal pay reviews
- continue to promote awareness of our Domestic Abuse Policy and offer appropriate training
- review our Harassment Policy to ensure dignity at work for all
- promote opportunities for apprenticeships

Specific Duties

We shall:

- publish certain equality information about our employees and others affected by our policies and practices to demonstrate our compliance with our specific public sector equality duties
- prepare and publish on our website specific and measurable equality objectives in our Equality Scheme and at least every 4

years to demonstrate compliance with the Public Sector Equality Duty

- We have published our gender pay gap report for 2018 and will continue to publish this information by the 31 March each subsequent year

Section 2 – About the Council

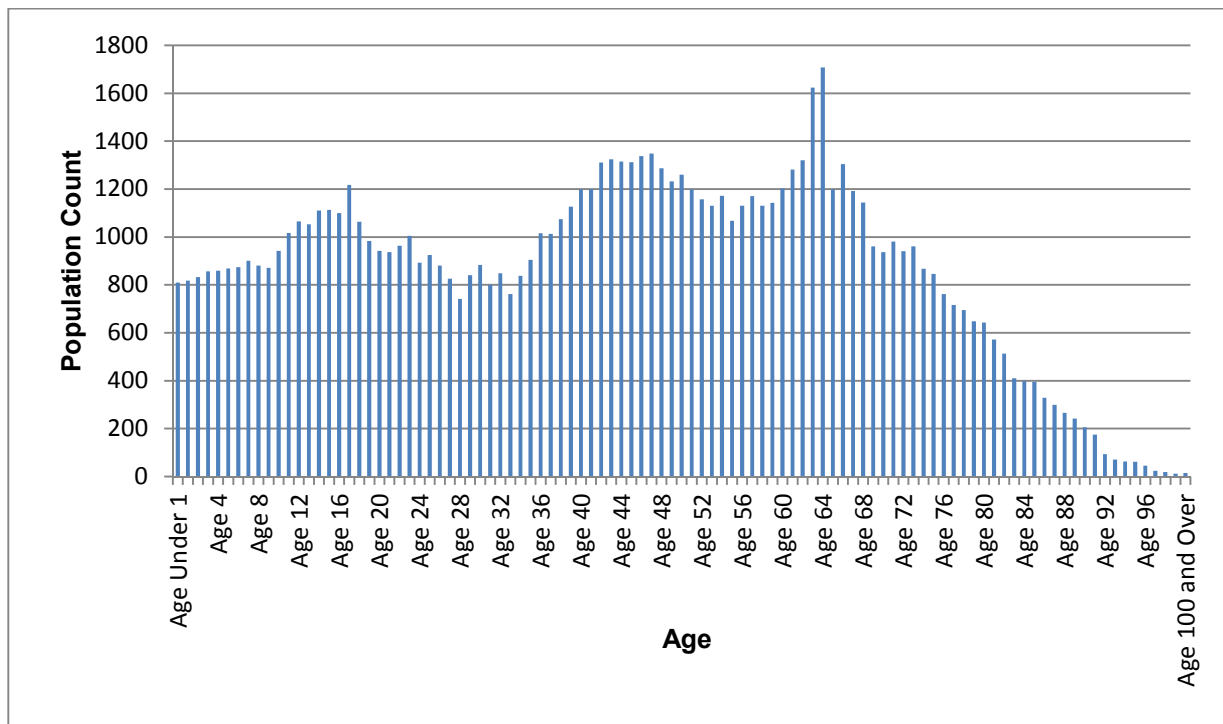
The Borough of Castle Point comprises the two urban areas of Canvey Island and the mainland towns of Benfleet, Hadleigh and Thundersley.

Each area has its own distinctively different landscape, built environment and social conditions which present a number of issues and opportunities. The following information on the borough's demographic profile and on the assessment of deprivation at a local level highlight the issues with equality that exist in Castle Point.

Demographic Profile

The ONS population 2017 estimate states Castle Point's population to be 89,800 people. The graph below (Fig. 1) shows the distribution of this population by age.

Figure 1: Distribution of Castle Point's population by age



Source: Census 2011

Figure 1 above provides an indication that the population of Castle Point includes a mix of people, but is dominated by:

- Families with older children indicated by the spikes in the teenage age groups and higher numbers of people in the aged 40 to 50 age group; and
- Older people including retirees, indicated by the spike in the aged 60 to 70 age group.

Figure 1 shows that the population distribution is lower for those aged 20 to 30, indicating that people move away from the borough during their early adulthood. This is subsequently reflected in the relatively lower numbers of young children compared to other age groups.

Older People

The Census 2011 indicates that people aged 65 and over currently make up 22% of Castle Point's population. Nationally, this figure stands at 16%. Meanwhile people aged 75 and over currently make up 10% of Castle Point's population. Nationally, this figure stands at 8%. This data indicates that Castle Point has a proportionally large population of older people, and therefore needs to tailor services accordingly.

The Greater Essex Demographic Forecasts indicate that the population of people in older age groups in Castle Point is likely to increase in the future. Those aged 65 and over are expected to make up 31% of the borough's population by 2021, and 35% by 2031. Meanwhile, those aged 75 and over are expected to make up 14% of the borough's population by 2021, and 18% by 2031.¹

It will therefore become increasingly necessary to tailor services to meet the needs of older people in order to ensure that they enjoy a good quality of life. Data from the Census 2011 indicates that there are currently 5,349 people aged 65 and over living alone in Castle Point. It is expected that this will increase in the future placing a particular pressure on service providers including, but not limited to, those in the social, health and housing sectors.

Young People

The Census 2011 indicates that children (aged 0-18 years) make up 20% of Castle Point's population. Nationally, this stands at 21%. This indicates that there are proportionally fewer children in the local population than would normally be expected, although the difference is marginal at present. By 2031, it is expected that the population of children will have reduced to 18% of the borough's population. This reduction in population may have implications for children and young people's services, potentially requiring shared service provision or multiple-use of facilities to ensure ongoing sustainability of services for this age group.

Health and Disability

The Census 2011 indicates that 4,982 people in Castle Point consider their general health to be bad or very bad. This is consistent with the national average.

The Census 2011 also asked people about the impact of long-term health issues and disabilities on undertaking day to day activities. 7,995 people indicated that a disability or long-term health issue limited their day to day activities a lot. A further 8,753 people indicated that a disability or long-

¹ Based on the RSS Scenario in the Phase 3 Report which assumes housing growth of 200 homes per annum

term health issue limited their day to day activities a little. The proportion of people experiencing such issues in Castle Point is slightly higher than the national average.

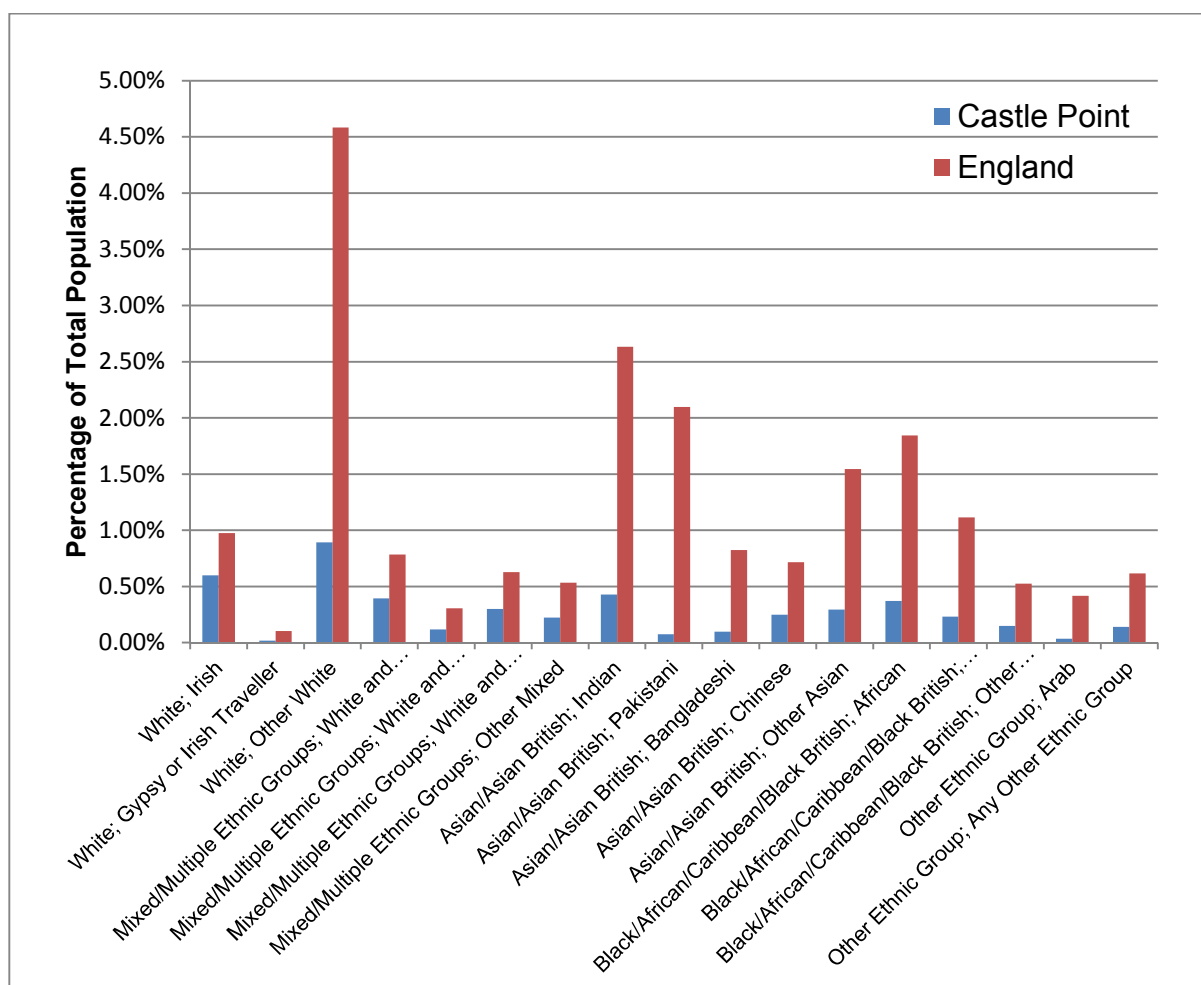
People in poor health, and with limiting long term health issues or disabilities may have increased requirements for community services and benefit support if they are unable to undertake paid employment. They may also have difficulty in accessing services that the Council provides.

Race and Ethnicity

Castle Point does not have significant populations of minority ethnic groups. Census 2011 data indicates that 95.4% of the borough's population are White British. The next highest ethnic group is Asian at about 1.7% of the population. There are no particular concentrations of ethnic population in districts within the Borough. A Haredi Jewish population has recently relocated to Canvey Island having purchased an old senior school site and established a synagogue, community centre and school. Plans for the near future include a significant increase in the number of families buying properties and moving to the Island.

In terms of minority ethnic groups within Castle Point, the following groups are represented within the population. When compared with the England average, all minority ethnic groups make up a smaller proportion of the local population than can be seen generally across England.

Figure 2: Proportion of Minority Ethnic Groups within the Castle Point and England Populations

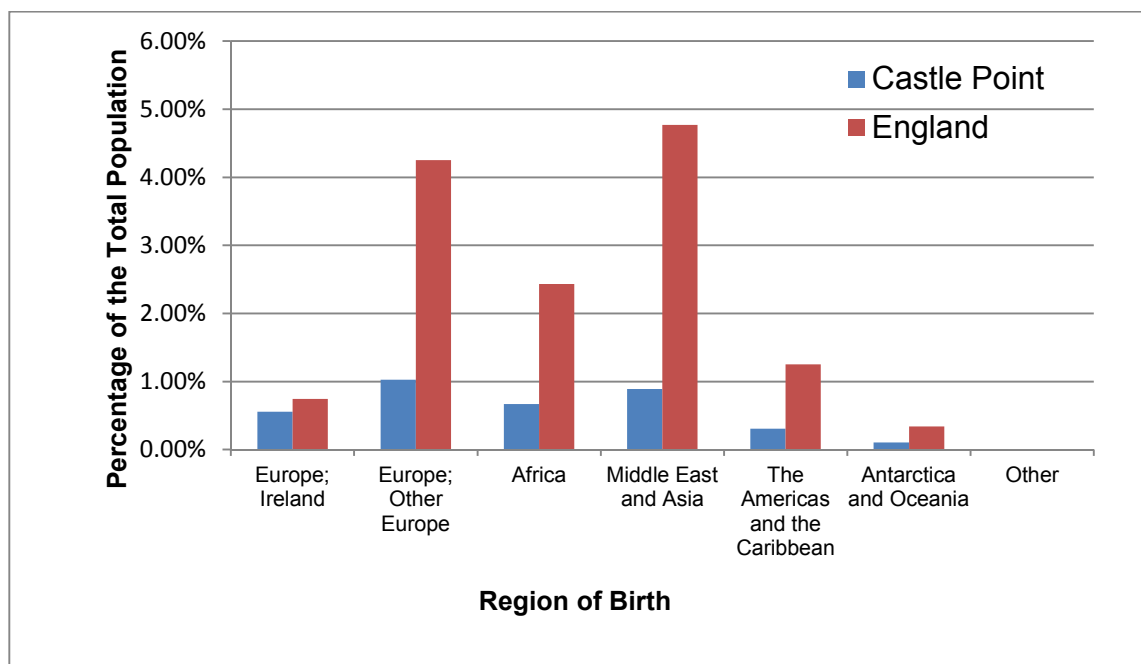


Source: Census 2011

Of those residents of Castle Point not born in the UK (3,147), 75.8% had lived in the UK for more than 10 years. Just 760 residents of Castle Point had lived in the UK for less than 10 years. This represents 0.9% of the borough's population.

Figure 3 shows the place of birth for those residents born outside the UK. The proportion of residents born outside the UK is below the national average when considered against all regions. Europe, including Ireland, is the main region from which Castle Point residents not born in the UK originate.

Figure 3: Proportion of Castle Point and England Populations born outside the UK by Region



Source: Census 2011

This data indicates that there is unlikely to be a significant demand for specific services for minority ethnic groups within Castle Point, or indeed a need to adapt services significantly to accommodate the requirements and beliefs of different ethnic groups. There is however a need to be mindful that there are a small number of people from ethnic minority backgrounds who may need assistance in understanding what services are available from the council and accessing these services.

Deprivation

Castle Point has relatively low levels of deprivation compared to other local authority areas in the UK. The 2015 Indices of Multiple Deprivation ranked Castle Point as the 187 least deprived local authority area out of 326 local authority areas.

The Census 2011 also considered the prevalence of deprivation in an area using 'dimensions of deprivation'. The dimensions of deprivation are indicators based on the four selected household characteristics:

- Un-employment (any member of a household not a full-time student is either unemployed or long-term sick);

- Low educational attainment (no person in the household has at least level 2 education, and no person aged 16-18 is a full-time student);
- Issues with health and disability (any person in the household has general health 'bad or very bad' or has a long term health problem.); and
- Issues with housing (Household's accommodation is either overcrowded, with an occupancy rating -1 or less, or is in a shared dwelling, or has no central heating).

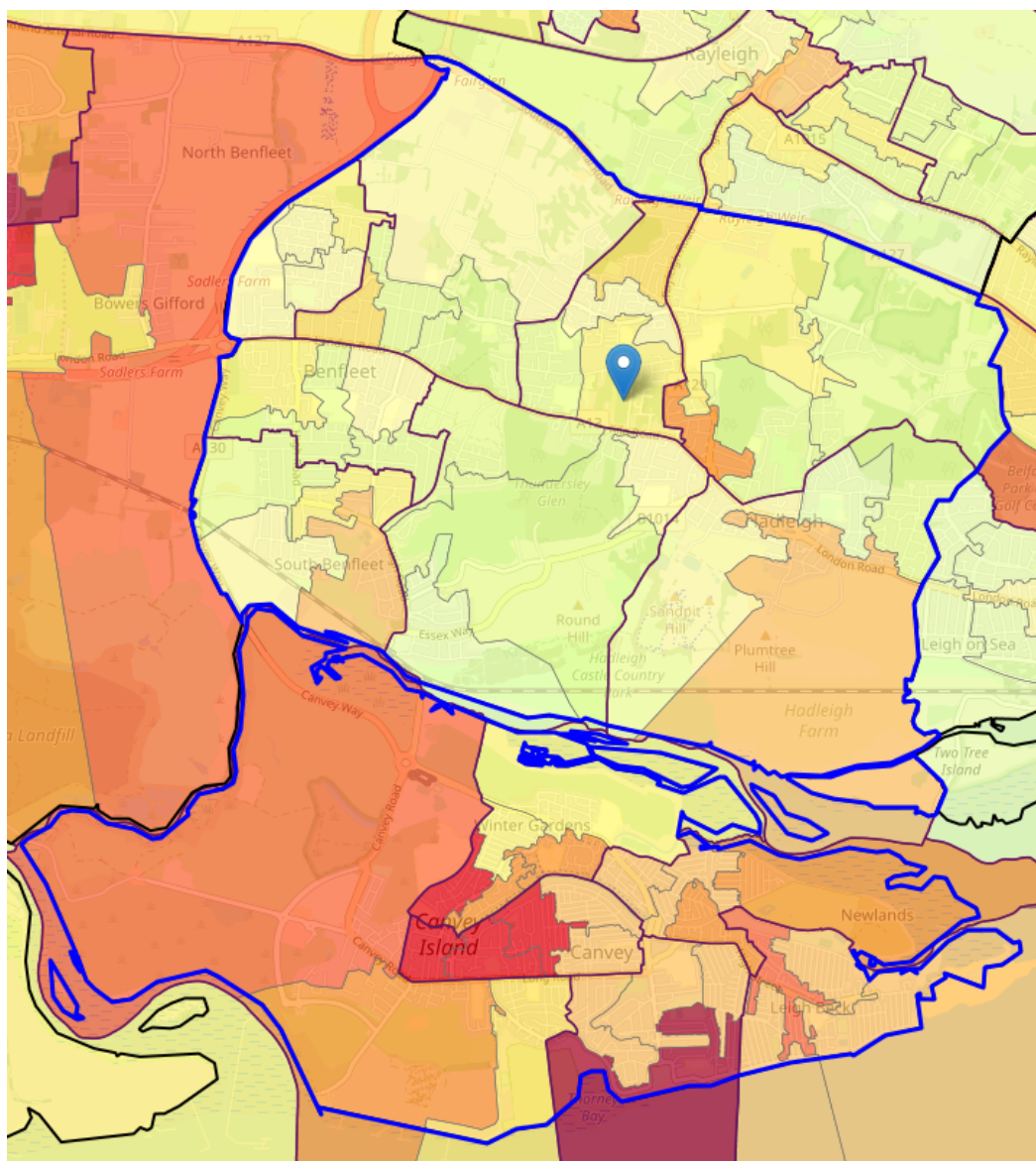
In Castle Point, 12,821 households were identified as experiencing one dimension of deprivation, a further 7,949 households were identified as experiencing two dimensions of deprivation, and a further 1,620 households were identified as experiencing 3 or more dimensions of deprivation.

Issues associated with deprivation can have impacts on service provision, and the demand for benefits, in both the short term and also in the long term, particularly where children are involved.

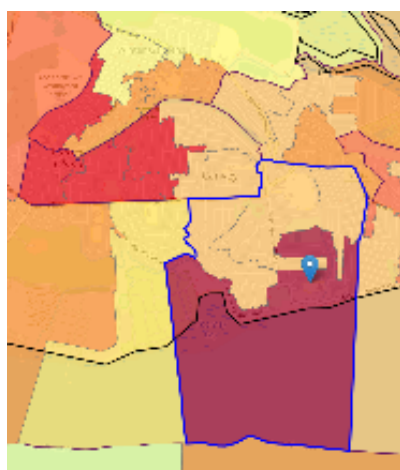
Spatial Inequalities

There are variations in the level of deprivation experienced across Castle Point. On Canvey Island, there are four neighbourhoods (Lower Super Output Area – LSOA) with levels of deprivation in the bottom 20% nationally and one neighbourhood with levels of deprivation in the bottom 10% nationally. Meanwhile, there are two neighbourhoods in Boyce and St. James wards that are within the 10% least deprived areas in the Country. Figure 4, shows the disparities related to deprivation in Castle Point.

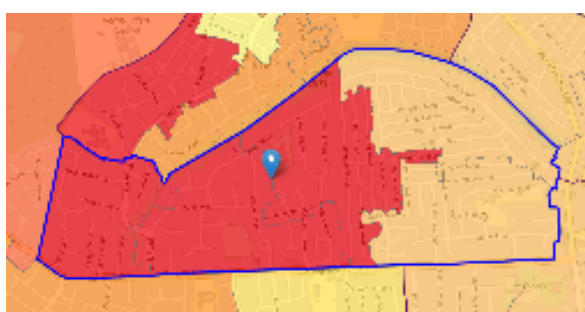
Figure 4: Castle Point – Rank of 2015 Indices of Multiple Deprivation Score



Canvey Island South Ward



Canvey Island Central Ward

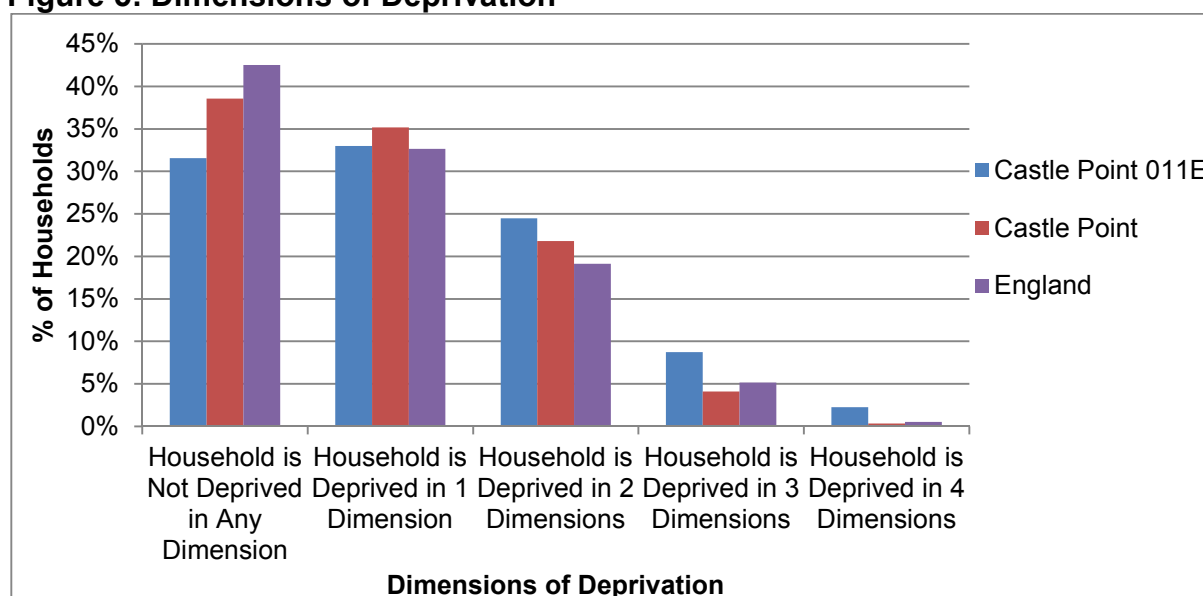


Thorney Bay Caravan Park

Caravans previously used as holiday accommodation at Thorney Bay Caravan Park are rented as residential accommodation. Due to the relatively low cost and ease of access to this accommodation it has proved attractive to those on low incomes. Additionally, it has attracted a wave of migrants from elsewhere in south Essex and east London. This has resulted in the rapid creation, since 2006, of a low income, vulnerable community including many families with children.

The Census 2011 reports on the dimensions of deprivation can be reported at the lower super output area level.

Figure 5: Dimensions of Deprivation



Source: Census 2011

For Lower Super Output Area 011E, which mainly covers the occupied part of the Thorney Bay Caravan Park site, the proportion of households experiencing 2 or more dimensions of deprivation is higher than elsewhere in Castle Point and the England average. Furthermore, the proportion of households experiencing no dimensions of deprivation is far lower than the Castle Point and England averages. It is therefore clear that this area, mainly incorporating Thorney Bay Caravan Park, is more deprived than elsewhere in Castle Point.

Particular issues of deprivation can be found with regard to unemployment, which at 9.5% is significantly above the Castle Point

average of 5.2%. There are also issues around housing with 14.6% of households in this area reporting that they have no central heating compared to 1.7% of households in Castle Point as a whole.

There are proposals to redevelop the caravan site for traditional housing, which whilst preferable to the residential use of caravans, will see residents of this vulnerable community displaced, and potentially made homeless as a consequence.

Draft

Welfare Reforms

In 2010 the Government announced changes to the welfare system and aims to simplify the benefits system through the implementation of **Universal Credit**. Key changes that impact on housing are summarised below:

Changes to the age threshold for the shared accommodation rate of Local Housing Allowance (LHA). These have been increased from 25 to 35.

This means that single claimants up to the age of 35 have their LHA based on a room in a shared property rather than a self-contained one-bedroom property. There will be exceptions for some disabled claimants, certain people who have previously been homeless, and ex-offenders who could pose a risk to the public.

Changes to Housing Benefit. Effective from April 2013, size criteria applies in the social rented sector (e.g. council and housing association properties) replicating the size criteria that applies to Housing Benefit claimants in the private rented sector under the Local Housing Allowance rules. This means that people living in houses larger than they need (under-occupiers) are required to move to somewhere smaller or make up the difference in rent because their Housing Benefit is reduced:

- 14% cut in Housing Benefit if you under-occupy by one bedroom
- 25% cut in Housing Benefit if you under-occupy by two or more bedrooms

Changes to Council tax benefit. Effective since April 2013: Council Tax Benefit was replaced by localised support for Council Tax. Local authorities set up new schemes to support people in their own areas within a 10% reduced budget. This affected people of working-age who previously received Council Tax Benefit.

Implementation of a Benefit Cap. As part of the Welfare Reform Act there is a cap on the amount of benefits a working-age household can receive, which is currently set to £20k per annum.

Universal Credit Full Service was implemented in Castle Point in July 2018. As part of the new arrangements, the payment of housing benefit is no longer paid direct to the landlord but to the claimant as part of the universal credit award. These changes are likely to lead to significant affordability issues and will result in a loss of rental payments for both the private and social sectors.

The implementation of welfare reforms has and will have significant impact on Council services. For example, following the introduction of the benefit cap, rent arrears increased significantly for those households affected. Universal Credit is expected to have a similar impact.

Local Council Tax Support

On 1st April 2013 Local Council Tax Support replaced Council Tax Benefit. Under the new legislation levels of support for Pension Age people were prescribed by Government such that in general terms most Pension Age people received similar levels of support to that received under Council Tax Benefit. Levels of support for Working Age people were not prescribed and this, combined with a reduction in the levels of Government Funding, meant that most Local Authorities had to reduce the levels of support available to Working Age people. Castle Point's reduction in funding equated to £1.1M. This has now been replaced by a general duty to provide a scheme and funding is not separately identified within the grants given to the Council.

Since the introduction of Local Council Tax Support, the overall scheme adopted by the Council has remained broadly the same, with only applicable amounts for Pension Age and Working Age people being up-rated annually in line with Central Government.

Modelling of various schemes was undertaken and case studies were completed to estimate the impact on different household types. A full EQIA assessment found that 46% of Council Tax Benefit claims were from working age households, all of which were affected by this change and of these, households with children (whether lone parents or families) made up the largest portion of the caseload.

All working age households (approximately 3500 in total) were impacted by this change. In regards to protected groups the following specific considerations were taken;

- It was agreed that Higher Rate Disability Benefits would continue to be disregarded thereby protecting those with specific long term conditions and people with disabilities would continue to receive additional premiums as part of the calculation of their award. This advances equality of opportunity for those who fall within the 'disability' characteristic group who would otherwise be disadvantaged.

- The Policy is compliant with the Government prescribed protections for Pension Age people. This advances equality of opportunity for those who fall within the 'age' characteristic group (specifically those of Pension age) who would otherwise be disadvantaged by the schemes fundamental incentives to work.
- Parents continue to receive a Dependent's Applicable Amount (limited to a maximum of two children in line with other Welfare Reforms) as part of the calculation of their award, which is consistent with the Council's duty to safeguard and promote the welfare of children.
- All working parents receive a disregard of their earnings to reflect childcare costs incurred. This advances equality of opportunity for those who fall within the 'age' characteristic group (specifically those aged 0 to 17, families and lone parents with children, pregnant women) who would otherwise be disadvantaged.
- The Local Authority implemented an Exceptional Hardship Policy to provide additional support to those in extreme hardship and those who are most vulnerable.
- The Local Authority completed a full and robust communication programme to ensure all residents were aware of the changes and conducted a 6-week public consultation exercise. The scheme is subject to annual approval by the Council regardless of whether there are changes or not, and a full Equality Impact Assessment. Any proposed changes are subject to a full consultation
- The Local Authority continues to work collaboratively with debt advice agencies, such as Peabody, CAB and Step Change, to ensure appropriate support is given to the most vulnerable.

Other Reforms

Other national Welfare Reform changes, outside of the Local Authorities direct responsibilities, but have or will impact on our residents include;

- Social Fund Reform which was introduced in April 2013. Under Social Fund Reform, Community Care Grants and Crisis Loans for general living expenses were abolished and replaced by new local provisions (Essential Living Fund) delivered by Southend Council on behalf of Essex County Council.
- Replacement of Disability Living Allowance which was introduced in April 2013. This entailed a roll out programme to replace Disability

Living Allowance with a new benefit called Personal Independence Payment (PIP) which is delivered by the DWP.

- Replacement of most mainstream means tested benefits (including Housing Benefit, Tax Credits, Income Support, and income-based Job Seekers and Employment Support Allowance) with one single Universal Credit or Housing Credit award delivered by DWP.

Castle Point Borough Council needs to ensure that its services are fully accessible, tailored and targeted such that there is no social inequality and all residents are supported appropriately

Key Equality Issues

Having regard to the local context and changes to the welfare system, the key equality issues for Castle Point are:

1. Supporting the needs and wellbeing of an ageing population, including an increasing population of elderly residents and an increasing population of older people living on their own.
2. Ensuring that the needs of young people continue to be met within the community as the size of the young population declines.
3. Assisting those with health issues and disabilities to access services and support, having regard to the impacts of welfare reforms.
4. Ensuring that staff and services are sufficiently respectful of the needs of individuals to cater for individuals of different ethnic origins.
5. Addressing issues of deprivation, which affect up to one-third of households in Castle Point, with a particular focus on areas of Canvey Island where the level of deprivation is highest, and at Thorney Bay Caravan Park where deprivation has become concentrated.
6. Supporting low income families in dealing with the impacts of the welfare reforms and the impacts these are having on household income and budgets, the levels of debt, and the health and wellbeing of adults and children.

Management team

The Executive Management Team led by our Chief Executive, David Marchant, is responsible for setting the strategic direction of the Council.

The Executive Management Team, supported by the Corporate Management Team, is accountable to the elected Councillors for making sure that we achieve our business aims and for advising on emerging strategic priorities.

Our statutory duties

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

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

The Council is a “public body” and is subject to a General Public Sector Equality Duty (PSED) which requires public bodies to have “due regard” to:

- Eliminate unlawful discrimination, harassment and victimisation and any other conduct that is prohibited by or under the Equality Act 2010;

- To advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it. This involves having due regard to the need to:
 - Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
 - Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it and
 - Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low
- The need to foster good relations between persons who share a relevant protected characteristic and those who do not share it. This includes having due regard to the need to tackle prejudice and to promote understanding.

The power to enact specific duties on public authorities with specific duties came into force on 31 March 2017 replacing the 2011 requirements.

The Home Office stated that the Specific Duties on public authorities is to help them perform the PSED better by:

“Requiring public bodies to be transparent about how they are responding to the Equality Duty - requiring them to publish relevant, proportionate information showing compliance with the Equality Duty, and to set equality objectives. The Government believes that public bodies should be accountable to their service users. Publishing information about decision-making and the equality data which underpins those decisions will open public bodies up to informed public scrutiny. It will give the public the information they need to challenge public bodies and hold them to account for their performance on equality. Moreover, knowing that such information will be published will help to focus the minds of decision-makers on giving proper consideration to equality issues”.

These Specific Duties Regulations require:

- Public authorities to publish equality informationⁱ to demonstrate their compliance with the general PSED by 30 March 2018 and at least annually after that. This information must include information

relating to persons who share a relevant protected characteristic who are:

- Its employeesⁱⁱ and
 - Other persons affected by its policies and practices
- Public authorities should publish certain specific and measurable equality objectives to demonstrate its compliance with PSED. These objectives must be published by 30 March 2018 and at least every 4 years from their date of publication
- Both equality information and the equality objectives to be published in a way that is accessible to the public
- Public authorities with over 250 employees to publish gender pay gap reporting information

Whilst the Specific Duties Regulations do not specify precisely what information we should disclose our Equality Scheme sets out the information that we shall disclose. We shall keep this under review on an annual basis.

Section 3 – How we developed our Equality Scheme

Our approach to meeting the equality duties

As a public authority, the Council has a legal requirement to advance equality in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 has strengthened protection, advanced equality and simplified the law. The legislation has extended previous equality duties and, therefore, like other public bodies, the Council has elected to produce an Equality Scheme which will cover all the equality strands.

Our evidence base

In developing our four-year Equality Scheme we have gathered evidence from a number of sources to determine how we are delivering equality within our employment practices, our service delivery and our working practices.

We have also reflected on national data and specific research to inform our Equality Scheme and used benchmarks from other organisations to enable us to develop appropriate targets for improvement.

Stakeholder involvement

We have ensured that we listened to many different individuals, organisations and members of our staff in developing this four-year Equality Scheme.

We carried out a consultation exercise which asked interested stakeholders to provide us with their views on our approach to the Equality Scheme.

We also asked them to provide us with information on emerging challenges and priorities within their areas which we would need to consider making sure that the Council embraced equality within all the services it provides.

Staff involvement

We asked staff to reflect on what they saw as the priorities for action for our four-year Equality Scheme.

We worked with our staff and took into consideration comments received from our staff representatives through the work of our Equality Working Group.

The feedback we received in 2014 and how we used that feedback from our engagement with stakeholders and staff in relation to our 2014-2019 Equality Scheme

We listened to all of the responses we received and used these to inform the Equality Scheme and its action plan.

The key messages from our stakeholders were:

- You wanted us to develop a clear communications strategy reaching out to the most excluded groups within our society and utilising all forms of communication
- You wanted us to further enhance the accessibility of our website and helpline services
- You wanted us to tailor service delivery to meet differing needs
- You wanted us to ensure we did not favour any particular group or groups and to secure equal protection for all the equality groups as required by the Equality Act 2010
- You wanted us to ensure that all actions were balanced against needs and demands and financial and other resource implications
- You wanted us to ensure that our suppliers were as diverse as the communities we serve and that they could demonstrate a strong equality commitment to their workforce and service users

The key messages from our staff were:

- The culture and attitude within the organisation was important to you and you wanted to see us address this through specific training for all
- You wanted us to review and promote our flexible working options ensuring all staff had equitable access
- Improving the accessibility of our buildings was important and something you wanted a continued commitment to
- You wanted us to include equality issues within Personal Performance and Development Plans
- You wanted us to ensure that all services recognised where they could have an adverse impact on service users and take steps to prevent such situations

Section 4 – The Equality Scheme

Equality in our service delivery

The Council has a key role in helping individuals to access appropriate services and supporting them in that process where appropriate.

Our customer service

We offer our customers access to the services we provide through a number of channels as identified in our Customer First Communication Strategy. The Council's Customer Promise helps us to ensure that services are accessible to all, which is currently under review

Our First Contact advisers are trained to deal with a variety of calls, relating to most of the Council's services and will do their best to ensure that enquiries are dealt with at the first point of contact.

Each service provides a detailed Service Plan for their service. The actions plans supporting these documents outline the work that is being done to improve the service we provide to our customers to ensure services are fully accessible and responsive to the differing needs of service users.

Our website

We are continually improving the facilities and information available through our website, our website being currently under review.

We involve and consult

This refers to how we involve people in our work. By involving we mean engaging with a wide variety of people and organisations in different ways and through different mechanisms. This is an ongoing process and is outlined in our Consultation Strategy which is currently under review.

Individual Projects undertaken by the Council are subject to consultation which is tailored to meet the needs of the work or services being undertaken.

We procure goods and services

By procurement we mean how we acquire goods, works and services. We believe that it is essential that people and organisations who provide goods, works and services on our behalf share our values.

When procuring goods, works and services, we will ensure that we encourage supplier diversity.

Through getting a better understanding of potential customers needs we can ensure that goods and services procured are accessible to and meet the diverse needs of our customers and to ensure that no one group is disadvantaged in accessing public goods and services.

Equality in employment

We have a duty to make sure that those policies and practices that affect our staff are fair and promote equality of opportunity and outcome. Members of staff have rights in their capacity as employees.

We want to enable all our staff to be fully involved in the Council's work, to protect them from unfair treatment, to uphold our obligations to provide job profiles, appraisals and related performance and monitoring systems and to give them support, development opportunities and training.

Workforce diversity

The Council is committed to tackling all forms of discrimination whether it is direct, indirect, intentional or unintentional and to promoting equality and diversity of opportunity both as an employer and service provider.

Our gender pay gap

As at March 2018, there were no significant variances between male and female pay. The percentage of the top 5% of earners that were women was 55%. The Council conducts equal pay reviews and this determines any pay differences that need to be addressed.

Flexible working patterns

Current national trends in data tell us the demand for flexible working patterns by both workers and employers will rise, placing a need for innovative approaches to achieving flexibility in the workplace, which is subject to review every 3 years.

Supporting our staff with disabilities

The Council is committed to creating a supportive and accessible working environment, based on mutual respect and trust, to enable all staff to carry out their roles. We are recognised as a Disability Confident Committed organisation. Reasonable adjustments are made where identified in consultation with our Occupational Health Service or the Access to Work Scheme.

Workforce training

The Council is committed to offering learning and development opportunities to all staff. This will ensure that we become a more efficient and effective Council providing good value for money services.

Workforce disciplinary and grievance

The Council has a disciplinary and grievance process and is committed to ensuring that processes are fairly applied.

Workplace culture

The Council recognises that the culture of an organisation is intrinsically linked to treating people fairly, eliminating inequalities and promoting shared values.

We have an established set of values which are shared throughout the organisation and we continually work to develop the culture of the organisation by building trust, openness and integrity with respect for diversity and equality as a core value.

We work to ensure flexibility in working practices, develop communication processes, increase accessibility through the effective use of IT and to involve all staff in the continuous development of culture within the Council.

Training our staff

Through our internal e-learning training programme we provide equality training for all staff when they join the organisation to ensure they understand their role and objectives under the equality duties and wider equality legislation.

We have developed an EqIA tool and guidance to help staff to carry out EqIAs in a systematic way.

We will continue to review our training provision as well as our overall EqIA process to ensure that it is fit for purpose and is updated to reflect feedback from staff and stakeholders.

Understanding Equality Information

In policy development equality monitoring can help us to understand:

- Whether the policy is likely to have the intended effect
- How proposed policies might affect particular groups

- How we can amend policies to eliminate discrimination and promote equality

In service delivery, equality monitoring can help us to understand:

- The needs of service users
- Which groups are using our services
- Which groups are not using our services
- How to reach under-represented groups
- How satisfied different groups are with our services
- Differences in service outcomes
- How to use our resources better

In employment, equality monitoring can help us to:

- Measure the make-up of our workforce and compare it to national data
- Analyse personnel practices and procedures to see how they affect different groups of employees
- Understand the causes of any pay gap by group

We collect our employment data about recruitment, retention, promotion, development, disability type, performance appraisal, grievances, disciplinary action, leavers, staff in post, training and part-time working.

We analyse this data to reflect the protected characteristics defined in the Equality Act 2010.

Policy-making

As part of any effective policy development process, it is important to consider any potential risks to those who will be affected by the policy's aims or by its implementation and to consider only opportunities to actively promote equality that the policy presents.

EqlAs help us to consider any potential adverse impacts on different groups but it also offers an opportunity to consider how the policy may help to further develop equality, thereby ensuring that we have the best possible policy in place.

EqlAs are a major part of a wider approach to policy development and making, where the principles of monitoring, EqlAs and involvement lead to policies being developed that are user-focused and based on sound evidence.

Carrying out an EqlA at the start of the policy development process allows the policy holders to identify, at every step, what the consequences may be to different groups and whether a policy should adopt a certain direction, approach, criterion or eligibility requirement or whether there are any opportunities to promote equality.

This fosters ownership and a real understanding and commitment to 'get it right'. Most importantly it will lead to a focus on the user and, with the right involvement; it reduces the risk of creating policies that can lead to indirect and/or direct discrimination.

In this section, we use the term 'policy' as a shorthand term to cover policies, practices, functions, decisions and strategies.

Equality Impact Assessments (EqlAs) and monitoring

Embedding equality into our policies, procedures and practices is essential to enable us to ensure we treat all people fairly.

We have therefore incorporated equality issues in the development of our policies and during our service planning process through EqlAs, developing actions plans to ensure we do not discriminate against a

particular group(s) and that we promote equality in accordance with our statutory equality duties.

Quality assuring our EqlAs

Heads of Service will be responsible for signing off EqlAs relevant to their function. The Equality Working Group will continue to monitor the EqlAs and also the action plan included within this Equality Scheme and include quality assuring a sample of our EqlAs and monitoring and reviewing our overall process. Progress will be reported regularly to the Corporate Management Team.

Publication of our EqlA results, consultations and monitoring

We are committed to publishing the results of our EqlAs, consultations and monitoring on our website.

Responsibility and accountability

Our Chief Executive, David Marchant, has overall responsibility for making sure that we carry out the actions in this Equality Scheme. Actions have been allocated to the relevant Heads of Service across the Council and they are responsible for carrying these out and reporting on progress. We have identified responsible post holders for each target outcome in the action plan. Our Equality Working Group will monitor progress.

Publication of our 2019-2023 Equality Scheme and progress reports

The 2019-2023 Equality Scheme is available on our website. The Equality Scheme will be reviewed annually. Progress reports will be published annually on our website shortly after the completion of each review process.

Our Equality Scheme and progress reports can be made available in another language or format (such as Braille, audio CD, data CD, “easy

read” or large print). Please visit our website or contact us using the details below.

How to give us feedback

We welcome feedback on our Equality Scheme so that we can continue to improve. You can do this by contacting us using the information below:

Equalities
Castle Point Borough Council
Council Offices
Kiln Road
Benfleet
Essex SS7 1TF

Telephone: 01268 882200

Email: equalities@castlepoint.gov.uk

Section 5 – Our action plan

The actions set out in this plan relate to what we do as an organisation. We promote and enforce equality legislation on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

These are our main functions:

- We provide statutory Council services
- We have a duty to consult citizens and encourage citizen participation in local decisions
- We continually develop and improve partnership working to the benefit of our citizens

To help us carry out our functions, we:

- Employ people
- Involve and consult people
- Procure goods, works and services
- Screen and impact assess how we work and how we provide services
- Publish and review our Equality Scheme

Draft

Equality Scheme – Action Plan

Health and Community Safety

Outcome	Action	Meeting our Equality Duties	Timescale	Lead Responsibility
Assisting people to remain in their own home	Promotion of Disability Facilities Grants (DFGs)	Advancing equality of opportunity between persons who share a “protected characteristic” & those who do not by developing services for older people including a wider range of community services to help deal with issues related to living alone and health issues such as dementia	Annually	Simon Llewellyn Mel Harris
	Increased take up of DFGs and Better Care fund			
	Developing public health initiatives within the borough focusing on areas of healthy lifestyles particularly aimed at those living alone			
	Refreshing the Castle Point & Rochford Health & Wellbeing Strategy identifying priorities in relation to overweight and obesity, improving mental health & wellbeing, supporting people to lead independent lives to stay in their own homes for as long as possible			
	Working with Castle Point & Rochford Dementia Action Alliance		Subject to separate action plan	

Outcome	Action	Meeting our Equality Duties	Timescale	Lead Responsibility
Increase in diverse usage of our leisure/recreational facilities & community halls and parks and open spaces	<p>Promoting our leisure/recreational facilities, community halls and parks and opens spaces to encourage inclusivity and more diverse usage by:</p> <ul style="list-style-type: none"> • To increase disabled usage by working in partnership with the Sport for Confidence Group at Waterside and Runnymede Leisure Centres to increase disabled usage by 10%; • Implement activities and offerings to increase by at least 200 the number of older people participating in leisure and social activities • Publication of activities to promote use of parks, open spaces, seafront and woodland walks involving those from voluntary groups to promote guided walks measured by the number of participants increasing year on year 	<p>Eliminating discrimination, harassment and victimisation</p> <p>Advancement of equality of opportunity</p> <p>Foster good relations between people who share a protected characteristic and those who do not</p>	<p>31/3/2023</p>	<p>Shane Williams</p>

Environment

Outcome	Action	Meeting our Equality Duties	Timescale	Lead Responsibility
A new Paddocks which offers access to the whole community	Consideration of options for delivery of a new Paddocks which is fully DDA compliant and offers a full range of events and opportunities for use by all the community	Eliminate discrimination Advance equality of opportunity	31/3/2023	Trudie Bragg
Master planning of Canvey Island Seafront ensuring accessibility improvements for those with disabilities	Consideration of options for Canvey Island Seafront that improves the accessibility for those with disabilities	Eliminate discrimination, harassment and victimisation Advance equality of opportunity Foster good relations Increasing and improving accessibility to the	31/3/2023	Trudie Bragg/Ian Butt

Outcome	Action	Meeting our Equality Duties	Timescale	Lead Responsibility
		seafront at Canvey Island		
Safety of residents during times of emergency affecting the whole or part of the community	Emergency Planning and rest centre arrangements are reviewed on a regular basis to ensure meet diverse needs of the community	Eliminate discrimination	31/3/2023	Andrew Smith

Housing and Regeneration

Outcome	Action	Meeting our Equality Duties	Timescale	Lead Responsibility
Provision of good quality housing in the Borough including affordable housing, market housing and social housing	Developing a strategic approach to dealing with homelessness to include: <ul style="list-style-type: none"> ➤ Developing a Housing Strategy ➤ Development of tenancy sustainment advice for tenants in the private sector ➤ Expansion of access to private sector housing provision 	Eliminating discrimination by providing affordable housing for everybody in the Borough	31/3/2023	Craig Watts

Outcome	Action	Meeting our Equality Duties	Timescale	Lead Responsibility
	<p>Ongoing engagement with developers and other housing providers to maximise delivery of affordable housing and homes for those with disabilities</p> <p>Continue construction and acquisition of new affordable housing stock</p>			
Addressing deprivation and poverty	<p>Annual Review development of Local Council Support Scheme</p> <p>Undertake Debt Recovery Policy Review</p> <p>Addressing outcomes of Welfare Reforms by providing advice to residents in managing their finances</p>	<p>Advancement of equality opportunity between persons who share a protected characteristic and those who do not</p> <p>Eliminate discrimination harassment & victimisation</p>	<p>31 March each year</p> <p>Ongoing</p>	<p>Craig Watts/Eddie Mosuro/Gary Burns</p>
Meeting the housing and employment needs for the Borough	<p>Adoption of new Local Plan in accordance with milestones set out in the Local Development Scheme (LDS)</p>	<p>Eliminate discrimination, harassment and victimisation</p>	<p>Milestones set in LDS</p>	<p>Ian Butt</p>

Outcome	Action	Meeting our Equality Duties	Timescale	Lead Responsibility
		Advance equality opportunity Foster good relations		

A Commercial and Democratically Accountable Council

Outcome	Action	Links to Improvement Programme	Timescale	Lead Responsibility
Annual gender pay reporting	Analysing pay data across the Council by gender.	Eliminate discrimination	By 31 March each year	Barbara Cree
Improve access to services	Redesign the Council's website to ensure it meets access guidelines Maintaining pass mark for Accessibility Guidelines (AA and AAA standard from Web Accessibility guidelines (WAG) currently 65/100	Eliminate discrimination Advance equality of opportunity	31/3/2020 Subject to separate action plan	Barrie Delf/Stuart Jarvis

Outcome	Action	Links to Improvement Programme	Timescale	Lead Responsibility
Disability Confident Scheme The working environment is accessible for all staff	Contact all disabled employees annually to offer review of workplace adjustments and support	Eliminate discrimination, harassment and victimisation	Oct 2019	Barbara Cree
	Maintain annual accreditation as a Disability Confident Committed Organisation	Advance equality of opportunity	Nov 2019	
		Foster good relations		

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We publish and review our equality scheme

Outcome	Action	Meeting our Equality Duties	Timescale	Lead Responsibility
Implementation of our equality scheme. Monitoring our equality scheme Report findings	Review and report annually to the corporate management team. Produce and publish an annual progress report.		31 March Annually Annually	Fiona Wilson
The PSED is imbedded within the organisation	E learning on equality is utilised across the organisation Awareness of equality issues are raised through CMT and OMT Review of Equality training for all staff		Annually & new joiners Half yearly or more frequently as required	Barbara Cree/Fiona Wilson

ⁱ “The information that you hold (or will collect) about people with protected characteristics and the impact of your decisions and policies on them”

ⁱⁱ EHRC guidance suggests it would usually expect publication of employee information: race, general disability and age distribution of employees at different grades, recruitment & promotion; numbers of part time and full time staff; pay and remuneration; training; return to work of women on material leave; return to work of disabled employees following sick leave relating to their disability; appraisals; grievances; disciplinary action etc

CABINET

16th October 2019

Subject: Development of a Tourism Strategy for the Borough

Cabinet Member: Councillor Johnson – Youth and Tourism

1. Purpose of Report

This report was deferred from the meeting held in July. The report is to inform the Cabinet of proposals to develop a strategy for tourism for the Borough following the appointment of a Cabinet Member for Youth and Tourism.

2. Links to Council's Priorities and Objectives

The information provided in this report is directly linked to the Council's "Transforming our Community" priority, incorporating objectives for a sustainable future.

3. Recommendations

- 1. That Cabinet note the new role of Cabinet Member for Tourism.**
 - 2. To seek Cabinet approval to proceed with the development of a comprehensive strategy for Tourism in our Borough.**
 - 3. That Cabinet receive further reports on the progress of this new portfolio as the role of Cabinet Member for Tourism evolves.**
-

4. Background

The Borough of Castle Point is an area of contrasts and opportunities for visitors. We have a strong heritage and areas of outstanding natural beauty which is clear to see in the great locations and buildings we have to offer visitors to the area. From the coastal areas to our inland country parks there are many attractions and facilities which form the basis of an environment that encourages and attracts visitors from both within and outside of our Borough.

Castle Point Borough Council has an important role to play in tourism, as we are essentially the stewards of many of the assets we have in this area which

are strong attractions for visitors. It is therefore important that the Council adopts and utilises a clear strategy for tourism to ensure it maintains its responsibilities for the existing attractions and facilities and those which will be created through the regeneration processes.

It is important to note that tourism is widely seen as an industry which constitutes a wide variety of sectors which enables the capture of the whole visitor experience. It not only covers locations and buildings, but also a range of other things that attract visitors to an area such as, accommodation, events and conferences, food and beverage. It is also inclusive by definition to include infrastructure - the road systems, signage and parking and also the level of service given to visitors

Other critical elements of tourism are the economic, social/cultural and environmental benefits that it can bring to an area. These benefits can be wide-ranging and include the creation of local jobs and business opportunities, the generating of revenue to stimulate the local economy, as well as improvement to the community both from a wellbeing and environmental perspective.

The Council believes that it has a crucial part to play in encouraging and promoting all aspects of tourism within our Borough and strategically manage the impact of visitors by ensuring the promotion of the Castle Point as a tourist destination, enhancing the image of the area and

5. Proposals

The role of Cabinet Member for Tourism will be to develop the following Council Strategy for Tourism including:-

- A commitment to promoting the expansion of tourism within our Borough while safeguarding and enhancing our natural environment and heritage
- Increase the awareness and promotion of all the tourism-based attractions we have in the Borough
- Work in partnership with South Essex Development Regeneration Partnership to ensure that we create and maintain the right level of investment in tourism for Castle Point
- Work with key stakeholders in a collaborative manner to ensure that those impacted by the strategies and plans for tourism are adequately considered and consulted
- Encourage and promote sustainable tourism where the concept of visiting somewhere as a tourist is also making a positive impact on our environment

- Seek to develop digital and social media tools to help promote tourism within our Borough
- Ensuring that the Council works in partnership with stakeholders to increase the contribution of tourism to the economy of the Borough

6. Corporate Implications

(a) Financial Implications

None to be addressed by this report.

(b) Legal Implications

None to be addressed by this report.

(c) Human Resources and Equality Implications

None to be addressed by this report.

(d) IT and Asset Management Implications

None to be addressed by this report.

7. Timescale for implementation and Risk Factors

None to be addressed by this report.

8. Background Papers

None

Report Author:

Councillor Wayne Johnson