

CABINET AGENDA

Monday, 29th November 2021 at 7.15pm

**Council Chamber, Braintree District Council, Causeway House,
Bocking End, Braintree, CM7 9HB**

This meeting is open to the public - This meeting will be available to view via the Council's
webcast and YouTube channel

<http://www.braintree.gov.uk>

<http://www.braintree.gov.uk/youtube>

**Members of the Cabinet are requested to attend this meeting to transact the business
set out in the Agenda.**

Overall Strategy

Councillor G Butland (Leader of the Council)

Innovative Environment

Finance and Corporate Transformation

Councillor J McKee

The Environment

Councillor Mrs W Schmitt

Connecting People, Places and Prosperity

Economic Growth

Councillor T Cunningham (Deputy Leader)

Housing, Assets and Skills

Councillor K Bowers

Planning and Infrastructure

Councillor Mrs G Spray

Supporting Our Communities

Health and Wellbeing

Councillor P Tattersley

Communities

Councillor F Ricci

Cabinet Support Members:

Councillor J Wrench (Connecting People, Places and Prosperity)

Councillor Mrs I Parker (Supporting Our Communities)

Invitees: Councillors J Abbott, Mrs J Pell and D Mann are invited to attend as Group
Leaders

Members unable to attend the meeting are requested to forward their apologies for absence
to the Governance and Members Team on 01376 552525 or email
governance@braintree.gov.uk by 3pm on the day of the meeting.

A WRIGHT
Chief Executive

INFORMATION FOR MEMBERS – DECLARATIONS OF MEMBERS' INTERESTS

Declaration of Disclosable Pecuniary Interests (DPI), Other Pecuniary Interests (OPI) or Non-Pecuniary Interests (NPI).

Any Member with a DPI, OPI or NPI must declare the nature of their interest in accordance with the Code of Conduct. Members must not participate in any discussion of the matter in which they have declared a DPI or OPI or participate in any vote, or further vote, taken on the matter at the meeting. In addition, the Member must withdraw from the Chamber where the meeting considering the business is being held unless the Member has received a dispensation from the Monitoring Officer.

Public Question Time – Registration and Speaking:

The Agenda allows for a period of up to 30 minutes for Public Question Time.

Members of the public wishing to participate are requested to register by contacting the Governance and Members Team on 01376 552525 or email governance@braintree.gov.uk by midday on the second working day before the day of the Committee meeting. For example, if the Committee meeting is due to be held on a Tuesday, the registration deadline is midday on Friday, (where there is a bank holiday Monday you will need to register by midday on the previous Thursday).

The Council reserves the right to decline any requests to register for Public Question Time if they are received after the registration deadline.

All questions or statements should be concise and should be able to be read within 3 minutes allotted for each question/statement.

The Chairman of the Committee has discretion to extend the time allocated for public question time and to amend the order in which questions/statements are presented to the Committee.

Public Attendance at Meetings:

Public attendance is welcomed, but is subject to restrictions due to the Council's arrangements for keeping Causeway House Covid secure and visitors safe.

Public attendance is limited and will be on a first come first served basis with priority given to Public Registered Speakers. In order to maintain safe distances, the Council may have to refuse entry to members of the public. The public will not be able to sit in the Council Chamber, but will be permitted to observe the meeting from a public gallery through a large screen. Alternatively, the Council meetings are webcast and are available via the Council's YouTube Channel and can be viewed by the public as a live broadcast, or as a recording following the meeting.

Public speakers and public attendees are required to attend on their own, and where possible only one representative of any community group, family household or Company should attend. Members of the public intending to come to Causeway House to observe a meeting are recommended to watch the meeting via the webcast, or to contact the Governance and Members Team to reserve a seat within the public gallery.

Health and Safety/COVID:

Causeway House is a Covid secure building and arrangements are in place to ensure that all visitors are kept safe. Visitors are requested to follow all instructions displayed at Causeway House or given by Officers during the course of their attendance. All visitors will be required to wear a mask or face covering, unless an exemption applies.

Anyone attending meetings is asked to make themselves aware of the nearest available fire exit. In the event of an alarm you must evacuate the building immediately and follow all instructions provided by staff. You will be directed to the nearest designated assembly point until it is safe to return to the building.

Documents:

Agendas, Reports, Minutes and Public Question Time questions and statements can be accessed via www.braintree.gov.uk

Data Processing:

For further information on how the Council processes data, please see the Council's Privacy Policy.

https://www.braintree.gov.uk/info/200136/access_to_information/376/privacy_policy

Mobile Phones:

Please ensure that your mobile phone is switched to silent during the meeting in order to prevent disturbances.

Webcast and Audio Recording:

Please note that this meeting will be webcast . You can view webcasts for up to 6 months after the meeting using this link: <http://braintree.public-i.tv/core/portal/home>. The meeting will also be broadcast via the Council's YouTube Channel.

Comments and Suggestions:

We welcome comments to make our services as efficient and effective as possible. If you have any suggestions regarding the meeting you have attended, you can send these to governance@braintree.gov.uk

PUBLIC SESSION

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1 Apologies for Absence

2 Declarations of Interest

To declare the existence and nature of any Disclosable Pecuniary Interest, other Pecuniary Interest or Non-Pecuniary Interest relating to items on the agenda having regard to the Code of Conduct for Members and having taken appropriate advice where necessary before the meeting.

3 Minutes of the Previous Meeting

To approve as a correct record the minutes of the meeting of the Cabinet held on 18th October 2021 (copy previously circulated).

4 Public Question Time

(See paragraph above)

5 OVERALL STRATEGY

5a Bouncing Back Together – Our Plan for the District: October 2021 to March 2023 **5 - 17**

Note: This Plan was approved by Cabinet on 18th October 2021. However, due to the events which took place in Southend on 15th October 2021, it was considered not appropriate for additional discussions to take place at that time and it was agreed that Members would expand on their aspects of the Plan at a future meeting.

5b Second Quarter Performance Management Report 2021/22 **18- 49**

6 THE ENVIRONMENT

6a A Joint Parking Partnership for North Essex **50 - 59**

PRIVATE SESSION

There is no business for private session

Report Title: Bouncing Back Together – Our Plan for the District: October 2021 to March 2023	
Report to: Cabinet	
Date: 29 th November 2021	For: To Note
Key Decision: No	Decision Planner Ref No: DP/2021/25
Report Presented by: Councillor Graham Butland, Leader of the Council	
Enquiries to: Tracey Headford, Business Solutions Manager	

1. Purpose of the Report

1.1. Bouncing Back Together is our Annual Plan covering the period October 2021 up to March 2023 and proposes our actions and performance measures to support the delivery of the Corporate Strategy 2020 – 2024. The actions and performance measures are aligned to each corporate strategy theme as follows:

- Connecting People and Places
- Enhancing our Environment
- Supporting our Communities
- Promoting Prosperity
- Delivering and Innovating

1.2. The Plan also provides the performance framework for managing the delivery of the actions and priorities by regularly reviewing the activity and achievements against it and reporting on the progress on a quarterly basis to Cabinet.

1.3 The plan was approved at Cabinet on 18th October 2021 and the intention was to expand on various aspects of the plan and for Cabinet members to talk about the priorities that fall within their portfolio. However, due to the events which took place in Southend on the 15th October that led to the death of Sir David Amess MP, it was not appropriate for additional discussions to take place at this time and it was agreed that Members would have an opportunity at a further Cabinet meeting to expand on their aspects of the plan.

2. Recommendations

2.1 The 'Bouncing Back Together' document has been returned to Cabinet for noting and to provide members with the opportunity to expand on their priorities within the plan.

3. Summary of Issues

- 3.1 Due to the pandemic, our approach to the Annual Plan has changed. There have been a number of challenging circumstances over the last 18 months and the Council has shown how agile and adaptable it can be in responding to the needs of our residents, communities and businesses.
- 3.2 Our business planning process needed to be flexible to account for the changes and the challenging circumstances of the last 18 months. The previous Annual Plan was extended to the end of September 2021 to allow services adequate time to fully take stock and consider what actions they are able to deliver over the coming months and years to deliver the priorities of the Corporate Strategy 2020-2024. At the time of extending the previous Annual Plan, it was agreed to follow with a further 18 month Plan to take us through the recovery process from October 2021 up to March 2023.
- 3.3 Within the 18 month timeframe of the new Plan, there will be additional budgets agreed, new legislation introduced and reviews of services and service plans taking place.
- 3.4 The Plan will therefore be subject to regular review to take into account any changes required and will remain flexible enough to include additional actions on an ongoing basis throughout the duration of the Plan. New actions will be reviewed and introduced through quarterly Corporate Management Team meetings.
- 3.5 Performance targets cannot yet be set for all performance indicators due to the disproportionate impact the pandemic had on some areas of performance. Targets will be reviewed on a quarterly basis along with the actions and as we start to recover from the pandemic, we will strengthen our targets to ensure they remain challenging and achievable. Targets for the performance indicators will be identified in our quarterly performance reports.
- 3.6 The Plan sets out the delivery ambitions of the Council. The public will be able to see how the Council intends to deliver services and can be held to account for its performance against the priorities of the Corporate Strategy 2020 – 2024.
- 3.7 The recommendations set out in this report will help the Council to deliver the following corporate objectives
- Connecting People and Places
 - Enhancing our Environment
 - Supporting our Communities
 - Promoting Prosperity
 - Delivering and Innovating

4. Options

- 4.1 There are no options to consider as a result of this report.

5. Financial Implications

- 5.1 The projects in the Plan have been or will be considered as part of the annual budget setting process. Budgets were approved in February 2021 and will be approved again in February 2022 and any subsequent projects added at a time when the Plan is reviewed.
- 5.2 Each project will have its own budget which will be monitored as part of the project management process by the project manager and sponsor. Budget issues will also be reviewed as part of the quarterly reporting process.

6. Legal Implications

- 6.1 There are no identified legal implications arising from the approval of the Plan. As part of the project management process for each project, there will be an assessment of any legal implications.

7. Other Implications

- 7.1 Any other implications to the Council, residents and businesses will be detailed as part of the business case as it is developed or the project management process for each project.

8. Equality and Diversity Implications

- 8.1 Section 149 of the Equality Act 2010 creates the public sector equality duty which requires that when the Council makes decisions it must have regard to the need to:
- (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act
 - (b) Advance equality of opportunity between people who share a protected characteristic and those who do not
 - (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.
- 8.2 The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).
- 8.3 Equalities and diversity issues are considered fully and where appropriate, an equality impact assessment is prepared and considered for any key projects identified.

9. List of Appendices

Bouncing Back Together – Our Plan for the District: October 2021 to March 2023

10. Background Papers

Corporate Strategy 2020 to 2024

Bouncing back together

Our Plan for the District



October 2021 to March 2023



Welcome

Welcome to Braintree District Council's plan for the District up to March 2023

The past 18 months have been particularly difficult for everyone not least because of the new challenges we have all had to negotiate and the uncertainty we have all faced.

Throughout the pandemic, we have worked hard to offer as much support as we can to our residents and businesses. From administering business grants quickly, to calling and checking on vulnerable residents and helping to keep our town centres and businesses safe – all while keeping our frontline services running.

As we carefully transition into a time of recovery, we are keen to build on the community spirit which shone throughout the pandemic. We want to build on the sense of community we all experienced. We want to encourage more residents to get involved in their communities to strengthen the places we call home. We are committed to listening to what our communities need and we will work to strengthen and support them. Ultimately, we want to bounce back together.

Throughout our plan you will see a number of threads running through the work we want to accomplish and those threads can be distilled into four priorities: sustainable growth and prosperity, strengthening our communities, unlocking more chances for all residents and protecting our environment for future generations.

We will make sure that ours is an inclusive district where people have access to good homes and good jobs. A district where people are supported when they need it the most.

Our district is a wonderful place in a well-connected location. Over the next few years we want to unlock our district's potential further. Opportunities which come from many of our projects for example the creation of our Horizon 120 Business and Innovation Park will make a real difference to the life chances of our residents and businesses. This flagship development exemplifies our ambition for sustainable growth and having skilled jobs, businesses and opportunities on our doorstep will make a difference as we come out of the pandemic.

Although town centres are changing, they are still the heart of our communities. We will continue to support the safe return to our town centres and help them bounce back better from the pandemic. We are looking forward to doing our bit to create thriving town centres for everyone to enjoy. The completion of The Victoria Square development and the pedestrianisation scheme in Braintree is centre to that as is delivering physical improvements to Witham and Halstead town centres.

Like many people and organisations, much of our focus over the coming years will be on tackling climate change. We are committed to doing our bit to reduce our impact on the environment and working with the community to do the same. Our long term aim is a huge one: to become a carbon neutral district.

We will continue to invest in the open spaces we have and improve them. We will provide more inclusive play facilities, keep our outside areas free of litter and involve our communities in schemes such as community tree and bulb planting.

We know we can do much more when we work together with our partner organisations so you will see throughout this plan just some of what we aim to achieve with the support of other agencies such as Community360, Braintree District Community Safety Partnership, Essex County Council and many more.

Given the nature of where we are and what we have all been through and how we need to recover and grow over the next few years, this plan will be reviewed and refreshed as we progress so it can remain flexible enough to support the people who need it most.

Overall our aim is to make our district a happy and healthy place to live, work and play. A place where residents and businesses can reap the rewards of our investment, services and support and together we can bounce back stronger, healthier, greener and more prosperous than ever.




Councillor Graham Butland
Leader of Braintree District Council




Andy Wright
Chief Executive



Connecting People and Places

Priorities:

- Grow the district in a sustainable way supported by the required services such as health, leisure and community facilities
- Develop our infrastructure leading to improved journeys in and across the district
- Deliver good quality affordable homes for local people
- Create thriving Town Centres for everyone to enjoy
- Improve the districts digital connectivity and harness innovation in technology to meet future digital needs



We will:

- Adopt the Braintree District Local Plan providing a vision for the future growth of the district
- Rejuvenate Braintree town centre by completing the Victoria Square development providing a Livewell health hub, 35 apartments, a hotel, bus interchange and public open space
- Continue to support the safe return to our town centres and help build back together from the pandemic using the Welcome Back fund and other available funding
- Deliver events in Braintree town centre to increase footfall and support local retailers taking advantage of the newly pedestrianised town centre
- Deliver physical improvements to the town centres of Witham and Halstead
- Enable the delivery of 500 affordable homes across the district from April 2021 until March 2023
- Develop a new Housing Strategy setting out how the Council will support the availability of good quality homes which best meet the needs of the current and future residents

Working with others we will:

- Continue to work with our partners on the planning decisions of strategic highway schemes for the A12, A120 and A131 Chelmsford Bypass
- Work with partners including Essex Highways on the delivery of our Cycling Strategy and implementation plan which includes developing integrated, high quality cycle routes that are safe to use and connected across our district
- Introduce the new Digital Demand Responsive Transport service, linking Horizon 120, with a fleets of electric mini-buses, to surrounding areas and central Braintree
- Continue to support and monitor Superfast Essex in the delivery of Superfast Broadband across the district
- Facilitate the delivery of a purpose-built medical centre in Sible Hedingham



Enhancing our environment

Priorities:

- Ensure our district is clean and well maintained with high quality parks and green spaces
- Encourage others to change their behaviour to protect and enhance the environment
- Minimise pollution by promoting sustainable energy sources, construction and transport
- Ensure Braintree District Council reduces its own environmental impact and be carbon neutral where practical by 2030
- Support residents and businesses to reduce, re-use and recycle



We will:

- Carry out air quality reviews in known air pollution hot spots across the district to improve the knowledge of local air quality and the proposed actions to take
- Provide replacement litter bins along the A120 and A12 to keep laybys litter free and our district clean and tidy
- Continue to deliver campaigns and work with our communities to:
 - Reduce litter, keeping our district clean and tidy
 - Reduce waste and increase recycling
 - Improve awareness and understanding of climate change
- Carry out drainage works at Braintree cemetery to eliminate flooding and increase burial capacity
- Carry out refurbishments to eight play areas across the district providing improved facilities for young people to enjoy
- Consult with local residents and users of our skate parks at Weavers Park in Braintree and Spa Road in Witham around replacement of facilities
- Create a garden of remembrance at Bocking cemetery providing a peaceful environment for families to visit

Working with others we will:

- Deliver actions set out in our Climate Change Strategy and Action Plan to achieve our long term aims of being a carbon neutral district
- Involve residents and communities in tree and bulb planting across the district
- Complete our trial of anti-litter signage and continue to deter people from littering along highway verges





Supporting our Communities

Priorities:

- Build on the strengths of our communities and what they can do to support themselves and help each other
- Help people to make positive lifestyle choices, increasing their physical and emotional wellbeing
- Focus on prevention and early intervention so residents can lead independent and active lives
- Provide support and protection to our most vulnerable residents, their families and carers
- Support and inspire young people to raise their aspirations and reach their full potential



We will:

- Replace the artificial grass pitch at Braintree Sports and Health Club
- Carry out physical improvements to Braintree Sports and Health club and Halstead Leisure Centre**
- Revitalise our Community Transport scheme and increase the number of volunteers
- Deliver the Braintree District Volunteer Awards to recognise the contribution volunteers make in our district
- Continue to work with communities to influence the planning of the area in which they live through the development of local neighbourhood plans
- Set up a young people's panel to encourage more young people to have their say on things that matter to them
- Continue to deliver our LiveWell programme, focussing on:
 - Supporting children and their families to have the best start in life
 - Supporting older people to age well
 - Supporting children and adults to have good mental health
 - Tackling obesity in adults and children
 - Reducing hip fractures in over 65's

Working with others we will:

- Work with Community360 and Active Essex to provide support to children and families who need it during school holiday periods through the provision of activity sessions
- Continue to work with Community360 to promote volunteering opportunities and support the voluntary sector
- Continue to develop a range of initiatives to address social isolation and loneliness across the district
- Continue to work with Essex County Council on the Governments 'Next Steps Accommodation Programme' on initiatives to prevent rough sleepers returning to the streets
- Continue to raise awareness through the Community Safety Partnership of hidden harms such as exploitation and domestic abuse
- Work with the integrated care system and Health and Wellbeing panel to understand local health inequalities and develop the role of Primary Care Networks to support and improve the health of our communities
- Work with our leisure providers to get people back into activity improving their physical and mental health
- Engage with school age children and young adults through careers, jobs and apprenticeship fairs to inspire young people to raise their aspirations

**subject to approval of capital bids



Promoting prosperity

Priorities:

- Make use of the competitive advantage of our location to attract new business
- Support the growth of key employment sectors
- Enable businesses to thrive with access to business support and key networks
- Ensure skills and training provision is aligned to meet the needs of the local economy now and in the future
- Develop our culture and heritage offer in shaping opportunities for tourism and investment



Credit: The Marshgate Group



We will:

- Continue with the development of Horizon 120 Business and Innovation Park creating up to 2,000 high quality jobs
- Complete the Horizon 120 Enterprise Centre providing space for conferences and events as well as serviced offices, café and public plaza for startup companies and SME's
- Develop the Witham Enterprise Centre providing small industrial units for startup companies and SME's **
- Complete the I-Construct innovation centre supporting the development of SME's in the construction sector
- Refresh our Plan for Growth to identify future priorities and deliver the outcomes of the associated Action Plan
- Deliver campaigns to promote Braintree District as a place to invest in, live in and visit
- Support individuals back into employment by addressing barriers and providing tailored support and access to training



Working with others we will:

- Rise to the economic challenges by working in partnership with members of the North Essex Economic board to provide support to businesses and create opportunities to boost growth
- Continue to develop the business support offer for the construction sector as part of the I-Construct innovation centre
- Continue to provide signposting to business support, advice and suitable grants
- Ensure residents have access to the skills programmes and education they need to access employment opportunities including in new and expanding sectors

** Subject to approval of the business case



Delivering and Innovating

Priorities:

- Listening to our residents and businesses more and using this information to improve our services
- Involving communities in the design, development and delivery of services
- Building strong, effective partnerships across the public, private, voluntary and community sector taking a place based approach to achieve more for the district
- Modernising the way we work to ensure we continue to deliver high quality services
- Considering new ways to generate income achieving financial self-sufficiency



We will:

- Through our Investment and Development Programme, continue to develop and implement a pipeline of projects focussed on reducing costs, improving efficiency, generating income and becoming more commercially focussed to deliver against the £1.6m financial gap over the next four years
- Refresh our Digital Strategy and action plan to address future demand and improve the way we use technology to deliver services
- Encourage residents to transact with us on line by developing our website to allow customers to make bookings, track requests and sign up to receive council tax bills electronically
- Develop a plan of community engagement to better understand the needs of our local communities
- Use customer information and feedback to improve services whilst working towards retaining the accreditation for customer service excellence
- Review the criteria for the discretionary business rates scheme for charitable and non-profit organisations
- Monitor changes to various legislation to understand the impact on services including but not limited to the Domestic Abuse Act 2020, Environmental Bill 2020 and Planning reforms

Working with others we will:

- Work with Fusion to recover and develop leisure services following the pandemic ensuring the district has the right type and level of leisure provision to meet resident's needs



Measuring success

In addition to the projects and actions described in this plan, we also measure the following performance indicators. The majority of the indicators focus on what the Council is directly delivering, whilst some will focus on broader priorities and how delivery of our actions contribute to the overall picture of what is happening in the district.

Connecting people and places

- Number of affordable homes delivered
- Percentage of superfast broadband coverage across the district
- Number of homes granted outline and full planning permission



Enhancing our environment

- Percentage of household waste sent for reuse, recycling and composting
- Kilograms of residual household waste collected per household
- The percentage of land that falls below cleanliness standards for litter
- The percentage of accessible non-hazardous fly tips on public land cleared within 24 hours of being reported
- Number of residents assisted in installing energy saving measures (annually reported)

Further work is currently being undertaken to develop a monitoring plan for the Climate Change Strategy which could identify further performance indicators

Supporting our Communities

- Average waiting time for applicants on the Disabled Facilities Grant (calculated in days from point of referral to approval)
- Participation levels across all our sports centres
- Percentage of adults being active for 150 minutes per week
- Number of customers using our Handyman scheme
- Number of homelessness cases prevented

Promoting prosperity

- Percentage of people in the district claiming out of work benefits rate (aged 16 - 64)
- Number of new business startups across the district
- Number of businesses that have contacted us for business support

Delivering and innovation

- Percentage of calls resolved at first point of contact in the Customer Service Centre
- Percentage of invoices paid within 30 days of receipt
- Number of people transacting with us online
- Time taken to process housing benefit/council tax benefit new claims
- Time taken to process housing benefit claim changes
- Percentage of stage 1 complaints responded to within 7 working days
- Collection rate for Council Tax
- Collection rate for Business Rates
- Customer satisfaction with the Council (reported at the end of consultation period)

Comments and feedback

We always welcome comments, suggestions and feedback (critical or otherwise) on our plans and improvements and in the way that we write our documents and communicate them.

- You can go online and make a comment at **www.braintree.gov.uk/comment**
- You can e-mail our Customer Service Centre at **csc@braintree.gov.uk**
- You can drop written comments off at our main office - Causeway House, Braintree
- You can telephone our Customer Service Centre on **01376 552525**
- You can speak to your local Councillor who will be able to pass your comments back if you wish. Contact details for your Councillor can be found on our website: **www.braintree.gov.uk**

Report Title: Second Quarter Performance Management Report 2021/22	
Report to: Cabinet	
Date: 29 th November 2021	For: To Note
Key Decision: No	Decision Planner Ref No: DP/2021/28
Report Presented by: Councillor Graham Butland – Leader of the Council	
Enquiries to: Tracey Headford, Business Solutions Manager	

1. Purpose of the Report

The purpose of the report is to summarise the performance of Braintree District Council (the Council) at the end of the second quarter (July 2021 to September 2021).

2. Recommendations

- 2.1 Cabinet to note the performance of the Council for the second quarter (July 2021 to September 2021).

3. Summary of Issues

- 3.1 The Council keeps a record of its performance which is reported to Cabinet every quarter for consideration and noting.
- 3.2 In the second quarter as restrictions started to be lifted, good progress has been made in delivering the actions of the Annual Plan which comes to an end in September 2021.
- 3.3 As at the end of September, a total of 27 projects are complete with 24 projects on track and progressing well. Two projects have an amber status due to construction delays pushing end dates back. As a new plan takes effect from October 2021 through to March 2023, for those projects that are not complete, they will either be carried over for delivery through the next plan 'Bouncing Back Together' or will continue to be delivered through business as usual activity.
- 3.4 Targets have not been set for all our performance indicators due to the disproportionate impact of the pandemic. For the targets that remain, seven performance indicators have met or exceed target and six performance indicators have missed their target. Two have missed target by less than 5% and four missed their target by more than 5%. The areas of underperformance are in relation to the percentage of invoices paid within 30 days (<5%), the collection rate for Council Tax (<5%), recycling rates (>5%), Percentage of land that falls below cleanliness standards for litter average (>5%), waiting time for disabled facility grants (>5%), average call answering time in the

Customer Service Centre (>5%) and the collection rate for Business rates (>5%).

3.5 The Finance section of the report provides an updated review of the financial position for the year. It examines the latest forecast for spending on day-to-day service provision compared to the budget for the year. Also included is a summary of treasury management activities; projected movements on the General Fund balance; and a summary of spending to date on capital projects. An update is also provided on the financial impact arising from the current COVID-19 pandemic.

3.6 The outturn financial position for the quarter is as follows:

- Taking into account the projected impact of Covid and variations to the base budget, the net budget position forecast for the year is a positive variance of £383,000.
- The estimated budget impact of the pandemic in 2021/22 is £915,000. This is expected to be offset by funding received from government currently leaving a balanced position.
- The forecast position regarding the base budget is a positive variance of £383,000.
- After taking into account other planned movements in balances, the projected change in General Fund unallocated balances is a reduction of £253,000
- Expenditure of £15.525m on capital projects during the first half year, with spending mainly being incurred on: Horizon 120 business park infrastructure, now completed; the new Horizon 120 Enterprise Centre; I-Construct; Manor Street regeneration scheme; Town Centre improvements and the Halstead Leisure Centre artificial grass pitch.

4. Options

4.1 There are no options to consider as a result of this report.

5. Next Steps

5.1 The performance report will go to Performance Management Scrutiny Committee for consideration on the 2nd February 2022

6. Financial Implications

6.1 The report provides an update as to the financial position as at the end of the September 2021 covering the revenue and capital outturn for this period.

7. Legal Implications

7.1 There are no legal implications arising from this report

8. Other Implications

8.1 There has been some impact due to the Covid-19 pandemic and the report will include detail of the Council's response. Information is included on how we

intend to support residents, communities and businesses moving forward. A summary of complaints received each quarter, analysed by outcome (justified, partially justified or not justified) is provided.

- 8.2 The Enhancing our Environment priority has a number of actions that are designed to have a positive impact on the environment and climate change.

9. Equality and Diversity Implications

- 9.1 Section 149 of the Equality Act 2010 creates the public sector equality duty which requires that when the Council makes decisions it must have regard to the need to:

- (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act
- (b) Advance equality of opportunity between people who share a protected characteristic and those who do not
- (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.

- 9.2 The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).

- 9.3 Equalities and diversity issues are considered fully in the Council's key projects. Where appropriate, an equality impact assessment is prepared and considered for any key projects identified.

10. List of Appendices

- 10.1 Appendix 1 – Second Quarter Performance Management Report 2021/22

11. Background Papers

- 11.1 Previous performance reports are published on our website once noted by cabinet. They are published at <https://www.braintree.gov.uk/directory/30/our-performance/category/577>

SECOND QUARTER PERFORMANCE MANAGEMENT REPORT

1ST JULY 2021 TO 30TH SEPTEMBER 2021

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Section 1: Introduction and Summary

Purpose of the Report

The purpose of the report is to demonstrate the performance of the Council at the end of the second quarter and the end of the financial year in relation to the publication of the 'Annual Plan 2020/21' which has been extended until September 2021. This sets out the key activities and measures used to check our performance for the year and along with the Corporate Strategy 2020-2024 sets out the priorities we are working towards. Further detail is given in relation to a set of business performance indicators covering finances, customer focus, our people and health and safety.

This report does not contain details of the numerous activities ongoing in each service area that also contribute to delivering what is important and will make a difference to all in the District. Full details of all projects and performance indicators used to measure the outcomes are available upon request.

Summary of the Corporate Projects current position for the end of the second quarter

The following table provides updates for the end of the second quarter in relation to our key activities

Corporate Priorities	Status of projects and actions				
					
Connecting People and Places	3	5	2	0	0
Enhancing our Environment	5	4	0	0	0
Supporting our Communities	6	8	0	0	0
Promoting Prosperity	7	3	0	0	0
Delivering and Innovating	6	4	0	0	0
TOTAL	27	24	2	0	0

KEY:

-  Project completed
-  Project on target
-  Project scope/target date requires attention
-  Project requires amendment
-  Project aborted/closed

Summary of the Performance Indicators position for the end of the second quarter

The following table shows the performance for the end of the second quarter in relation to the quarterly reported Performance Indicators as defined in our Annual Plan.

Corporate Priorities	Status of indicators			
				Data Only
Connecting People and Places	2	0	0	1
Enhancing our Environment	2	0	2	0
Supporting our Communities	0	0	1	3
Promoting Prosperity	0	0	0	5
Delivering and Innovating	3	2	2	0
TOTAL	7	2	4	9

KEY:

-  Performance Indicator has achieved target
-  Performance Indicator is up to 5% below target
-  Performance Indicator is 5% or more off target

Summary Position

In the second quarter as restrictions started to be lifted, good progress has been made in delivering the actions of the Annual Plan which comes to an end in September 2021.

As at the end of the September, a total of 27 projects are complete with 24 projects on track and progressing well. Two projects have an amber status due to construction delays pushing end dates back. As a new plan takes effect from October 2021 through to March 2023, for those projects that are not complete, they will either be carried over for delivery through the next plan 'Bouncing back together' or will continue to be delivered through business as usual activity.

Targets have not been set for all our performance indicators due to the disproportionate impact of the pandemic. For the targets that remain, seven performance indicators have met or exceed target and six performance indicators have missed their target. Two have missed target by less than 5% and four missed their target by more than 5%. The areas of underperformance are in relation to the percentage of invoices paid within 30 days (<5%), the collection rate for Council Tax (<5%), recycling rates (>5%), Percentage of land that falls below cleanliness standards for litter average (>5%), waiting time for disabled facility grants (>5%), average call answering time in the Customer Service Centre (>5%) and the collection rate for Business rates (>5%).

In the past 18 months, there has been a significant amount of work across all services in dealing with and responding to the pandemic such as providing advice to businesses and support to re-open, providing support in the community from delivering food parcels to assisting vulnerable people to their vaccination appointments, partnership working on setting up covid testing centres and the local test and trace system, processing numerous grant applications paying out over £55.8m to local businesses as well as administering the self-isolation payments for individuals. At the same time, we embraced new ways of working to ensure day to day service continued and key regeneration schemes moved forward with significant milestones being reached.

Section 2: Delivering our Corporate Strategy



Actions carried out by Braintree District Council

Project description and comments	Status
Develop the Braintree District Local Plan and provide a vision for the future growth of the district	
The hearings for Section two of Local Plan took place in July. The Council are currently awaiting the views of the inspectors and any further works that may be required.	
Complete the pedestrianisation of Braintree Town Centre improving the attractiveness of the area and creating a safer and healthier environment	
The majority of construction work is now complete with the exception of the resin to Market Place where we are waiting on UKPN, who provide local electrical infrastructure, to finish their connection works before the resin is laid in this area. There are also various areas the contractor need to finalise and improve upon prior to handover. The planting of trees and installation of street furniture will take place during November/December alongside a series of new wayfinding signs and the final, permanent access gate at Bank Street and permanent bollard at the end bottom of the High Street. Information on progress can be found on our website at www.braintree.gov.uk/pedestrianisation	
Progress construction of the Victoria Square development creating a vibrant hub for the Braintree Town centre	
Work on the inside of the building has begun and completion of the project is set to be phased over the next few months. Construction delays have pushed the end date of the project back. A revised end date will be established at the next meeting of the project assurance team.	
Continue to work on the redevelopment of the entrance of Witham Town Park providing greater accessibility and improved public realm	
The redevelopment of the entrance of Witham Town Park has now been completed providing improved accessibility and public realm.	
Enable to delivery of 150 affordable homes across the district	
A total of 220 affordable homes were delivered in 2020/21. In the second quarter of the 2021/22, a further 99 affordable homes have been delivered bringing the total so far for 2021/22 to 190.	
Support our town centres to open for business safely and recover from the impact of the Covid-19 pandemic	
Ongoing support is being provided to businesses in the town centres under our Safer Places working group. The shop local campaign is ongoing and street markets returned to	

Braintree in August and September. For national heritage day in September, venues across the district opened their doors to visitors for free providing a chance for people to see and experience places that are not normally open and take part in activities. We are currently undertaking a number of procurement exercises to fund projects to be undertaken by March 2022 from the Welcome Back fund and the remaining re-opening high streets safely fund. We have already purchased additional marquees to support the traders at the street markets.	
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Actions carried out in partnership with others

Project description and comments	Status
Invest in resource and connectivity to support business growth and expansion including the planning and delivery of highway schemes across the district	
This is a long term action and there are a number of highway schemes planned across the district and Braintree District Council and Essex County Council meet regularly to discuss delivery of the schemes. The scheme to extend the A120 to the A12 is included in the Governments latest Road Investment Strategy as a pipeline project that will undergo further analysis and design work for consideration for potential future investment. The proposals for improving this stretch road were initially developed by Essex County Council. This project has now been passed over to Highways England who continue to carry out a validation exercise of all the work that has been done. Once completed, the validation will establish if further work needs to be done in order to progress the scheme. In respect of the A12 widening scheme between junction 19 and junction 25 to ease congestion and cope with increasing traffic demands, Highways England are now reviewing the public consultation results on the proposed improvements on this stretch of road and the likely significant environmental effects. The responses will help to shape the proposed improvements before Highways England submit the development consent order application intended for submission in the spring/summer of 2022.	
Continue to support and monitor Superfast Essex in the delivery of Superfast Broadband across the district	
Braintree district is currently at 95% of premises able to access superfast broadband. The district wide take up of superfast broadband is currently at 30%. A communications plan has been developed to encourage residents and businesses to utilise the installed broadband to increase take up figures.	
Continue to support NHS England to improve health facilities across the district	
The Council has been working with Mid Essex Clinical Commissioning Group and Heddingham Medical Centre to evaluate options for the medical centre at Sible Heddingham. It has been agreed that UK based One Medical Group, a specialist in the development of health care properties should take the project forward and on to the next stage. New River Retail have submitted a pre-application to the Planning Service regarding the health facilities in Witham.	
Support our residents and businesses to develop the skills needed to support the economy	
Throughout the year, we have signposted enquiries to the schemes that have been set up to support skills development including support to Essex County Council on schemes including Kickstart, apprenticeships and virtual job fairs. Following a review of the Climate Change Strategy, we will be looking to work with training providers, and further education establishments to increase skills and employment opportunities associated with this sector – green skills for green jobs. Braintree District Council is also updating the Plan for Growth using research data on the current district economy. Once revised, this may also highlight some areas of priority for supporting businesses in the green economy as well as other specific sectors.	

ENHANCING OUR ENVIRONMENT



Actions carried out by Braintree District Council

Project description and comments	Status
Carry out improvements to our recreational open spaces including the provision of all-inclusive play facilities for young people to enjoy	
Improvements works are now complete in all four play areas: Albert Moss Recreational Gardens in Rivenhall, Braintree and Bocking public gardens in Braintree, Notley Community Hall play area in Notley Green and Bramble Road in Witham.	✓
Investigate the provision of an eco-friendly woodland alternative to traditional burials at Braintree Cemetery in London Road	
A feasibility study has been carried out which concluded that an eco-friendly woodland alternative to traditional burials is not suitable at Braintree Cemetery. However, the feasibility study has identified that there is additional capacity at the cemetery for traditional burials subject to drainage works being carried out.	✓
Create gardens of remembrance at some of our cemeteries providing peaceful environments for families to visit	
The concept design posters looking at people's needs and how to meet them has been displayed in Bocking cemetery and on our website allowing people to provide feedback. The concept design includes a children's area, a willow dome where you can tie a ribbon in memory of a loved one, a memorial feature, planting of memorial shrubs and an area for bereaved parents that is more secluded and private.	▶
Protect further areas of public open space against unauthorised encampments	
Works are now completed in all four areas identified to install protection measures against unauthorised encampments	✓
Respond to requirements from the Environment Bill in relation to waste and resources efficiency whilst supporting our climate change objectives	
The Council provided responses to recent government consultations and continues to keep a close eye on the Bill which has continued its passage through the House of Lords and now returns to the Commons in October for consideration of the Lords amendments.	▶
Research and trial alternative fuel vehicles for some of our front line services	
Quotations are being sought from UK power networks for the green infrastructure required to support electric vehicles. Further research on electric vehicles will be undertaken as part of the waste management review happening later this year.	▶
Raise awareness of duty of care and fines in relation to litter and waste offences through targeted campaigns	
The Council has continued to raise awareness through targeted campaigns on our social media channels regarding litter as people start to spend more time outside.	✓

Actions carried out in partnership with others

Project description and comments	Status
<p>Trial anti-littering signage along some of our strategic routes across the district to discourage roadside littering.</p>	
<p>The 12 month trial that commenced in November 2020 continues and is on track to evaluate towards the end of the year. The signs are being trialled in five locations and monitored by litter-picks, to see if they deter people from littering.</p>	
<p>Review and update the Climate Change Local Strategy for the next four years focusing on the areas below to support the delivery of our 2030 targets through the Climate Change Working Group.</p> <ul style="list-style-type: none"> - Resources - Energy Use - Planning and Development - Transport - Council Assets and Operations - Natural Environment - Adapting to climate change 	
<p>Following analysis of the public engagement that took place between May and July 2021, a revised strategy that builds on the work Braintree District Council has already undertaken over the years to help the environment and address climate change was discussed and unanimously approved at an Extraordinary Council meeting on 20th September 2021 alongside the Cycling Strategy. The hard work now starts in delivering what has been set out in the action plan. In addition to approving the strategies, the Council launched the new community tree and bulb planting scheme enabling the planting of 18,600 native trees and 73,000 bulbs across the District.</p>	

SUPPORTING OUR COMMUNITIES



Actions carried out by Braintree District Council

Project description and comments	Status
Improve the sport facilities at Braintree Sports and Leisure Centre, creating high quality amenities for the community to use	
The refurbishments to the athletics track at Braintree Sports and Leisure Centre are now completed. Tabor Academy were unable to provide funds towards the replacement of the artificial grass pitch this year. This part of the project will be moved to the next financial year and the works will take place in the summer holidays 2022 as the pitch is used during term time.	✔
Provide a new footpath and resurface the rear of Rivenhall village hall to improve accessibility to a much used community building	
The works to provide a new footpath and to resurface the rear of Rivenhall Village Hall are now complete.	✔
Upgrade the CCTV in Halstead and Braintree using new technology to improve the effectiveness of the systems	
Open reach have installed the new fibre optic links and the new digital cameras were installed in March 2021.	✔
Upgrade to CCTV in Braintree is being carried out as part of the pedestrianisation work which is currently ongoing. The camera in Market Square has recently been repaired.	▶
Commence development of the 3G pitch at Halstead Leisure Centre	
The artificial football pitch was completed ahead of schedule and is now open for bookings. The football pitch is not only a full sized pitch but has 9, 7 and 5 a side pitch markings. The pitch provides improved facilities for residents and local clubs and will be used by students of Ramsey Academy through a joint use agreement. Following discussions with stakeholders, it was agreed for the new pitch to be named the 'Calum Leys Memorial Pitch' in tribute to the former Ramsey Academy PE teacher, Head of School and much admired member of the Halstead Community.	✔

Actions carried out in partnership with others

Project description and comments	Status
Continue with Livewell Child initiatives to support families to live healthier lives and become more active	
The Livewell Child project has been running a number of years now and has been successful in raising awareness of obesity in children and introducing initiatives to help	✔

children and their families lead healthy lifestyles. 10 schools across the district will be continuing with programmes such as daily mile, BlitzFitMe and Embers the Dragon. The officer team in the Council met in September to determine the direction of work for the forthcoming years which will be around supporting children and their families to have the best start in life and supporting children to have good mental health. New projects around our Livewell programme will be set up.	
Improve awareness of mental health services, identifying gaps in service provision and potential opportunities for partnership working	
During the second quarter, the Health and Wellbeing panel provided funding to secondary schools across the district to identify and deliver low level interventions for mental health using arts and culture. The recovery for growth working group continue to have discussions with partners around establishing a community garden to improve mental health as well as tackling isolation. The Braintree District Mental Health Workshop will be taking place on the 21 st October where partners will provide updates on areas of work and plans moving forward to identify areas where partners can work together. A range of events are also planned for World Mental Health Day on 10 th October 2021 including walk and talk for men, mindful art sessions and a dog walk.	
Work with communities to influence the planning of the area in which they live through the development of local neighbourhood plans	
The Coggeshall Neighbourhood Plan has now been adopted following a positive referendum and Council decision in July 2021 adding to the completed plans at Bradwell with Pattiswick, Hatfield Peverel and Cressing. A referendum for the Salings Neighbourhood Plan took place in September with 85% of those who voted being in favour of the plan for the Salings to help decide future planning applications. The plan will now go to Full Council in October for formal approval before it can be officially adopted. There are currently a further eight neighbourhood plans going through the process.	
Reduce the number of rough sleepers across the district by developing a range of support services	
Projects are progressing to provide additional supported accommodation to rough sleepers especially in relation to units available to deal with complex needs. This also includes the 'next steps accommodation programme' on further initiatives to prevent rough sleepers returning to the street. Day to day, we continue to prevent people from becoming homeless and our mental health navigator is engaging with rough sleepers with more complex needs to help them sustain a tenancy.	
Continue to develop a range of initiatives to address social isolation and loneliness across the district	
As part of the on-going community engagement events we continue to talk to people about whether they feel lonely or socially isolated and signposting them to Community 360 or other befriending services or activities that are now opening up. We are also supporting the Colne Valley Primary Care Network at their bi-weekly drop-ins held at Queens Hall, Halstead. The Meet Up Monday at Cafe in the Park, Braintree has re-started and we are in discussions with other venues regarding opening up and restarting the meet ups. The Braintree District Social Isolation and Loneliness forum met in September to discuss existing activities and to develop a plan of future partner projects and activities.	
Continue to work with Community 360 to support volunteers across the district harnessing the energy of new volunteers	
Additional volunteers have been recruited to support the covid booster sites across the district. We are currently working with Community 360 to organise social media and marketing training for voluntary and community groups which will take place in the coming months.	
Provide support and assistance to the most vulnerable people across our district in response to Covid-19 through the Community Hub	
Over the 2020/21 year the community hub dealt with 413 referrals for a variety of support including food shopping, collection and delivery of food parcels, prescription delivery, mental health calls and befriending. We made contact with 3121 individuals deemed clinically extremely vulnerable and 127 people identified as shielding. Ongoing support is	

now being provided by Community 360.	
Support our communities and local organisations to respond to issues that have emerged from the Covid-19 pandemic increasing long term strength and resilience	
We continue to provide funding to Community 360 enabling them to build on the work they have been doing in supporting vulnerable people in the district during the pandemic. During the second quarter, volunteers across the district have supported 314 people through our befriending service and food collection and delivery service referring 78 individuals on to other services or support	▶
Since the start of the financial year, the Councillor Community Grant scheme has awarded a total of 33 grants to the value of £27,058.	▶



Actions carried out by Braintree District Council

Project description and comments	Status
Commence construction of the Horizon 120 Business and Innovation Park	
The main infrastructure is now complete providing two access roads from the A131 and a central spine road. The business park is also connected to power, data, water, sewage and gas systems. Landscaping is also complete with the creation of a pond and wildlife habitat shrubs, tussock grassland, wildflower meadows and 321 trees. Dark sky friendly street lighting has also been installed to reduce light pollution. Building on the commercial units is already underway.	✔
Commence the build of the I-Construct Innovation in Construction Hub at the Braintree Enterprise Centre	
Building work is nearing completion with just the glass and louvres left to be fitted. The hub is an exceptional example of a modern, environmentally friendly building benefiting from innovative construction techniques and modern materials. The hub consists of a technology suite, exhibition space, conference facilities and informal meeting areas. It will become home to a team offering business support a, grant schemes and advice to firms connected to the construction industry.	▶
Carry out restoration works to the Bocking Windmill to preserve the building for future generations to enjoy	
The sails on the windmill have been re-instated following repairs due to damage caused by storm Ciara in February 2020. In celebration of the Windmills 300 th birthday this year, there will be an open event on 10 th October allowing visitors to see the windmill up close and tour the inside.	✔

Raise the profile of the Braintree District as a place to do business	
The shop local campaign is ongoing with a high number of businesses now signed up to 'click it local'. The website provides details of local stores and Essex wide stores to support local businesses. Street Markets relaunched in the second quarter with the first market taking place in August. The markets will continue to take place on the last Saturday of each month as covid restrictions have now lifted. The Council will gradually start inviting more traders back to encourage more people back into the town centre, to spend time, socialise and help boost trade for local businesses. Plans are underway for the town centres Christmas lights switch on event which will coincide with a street market. Dates for this event will be announced in October.	
Provide business and employment support and advice for those affected by the Covid-19 pandemic	
Support has been provided to businesses and individuals throughout the year through our business newsletters, closed Facebook page, over the phone or through patrols of the town centres and interactions with businesses. This includes providing advice and information on the business grants available for those affected by the pandemic and ensuring grant payments were paid out quickly.	
Minimise the barriers to economic growth and support the needs of businesses to start up, innovate and grow.	
Over the year, the Council has provided support to businesses and signposted those looking to start or to grow to schemes to advice and support that will aid their businesses. This includes the young entrepreneur grant scheme, developing the business support offer for the construction sector as part of the new space at I-Construct and the Horizon 120 hub which will provide space for businesses to utilise.	
Continue to work with businesses to make physical improvements to industrial areas in the district	
Ten businesses across six industrial estates in the district have secured the funding needed to improve the external appearance of their premises. Grants of up to £5,000 were offered to businesses willing to match the funds.	

Actions carried out in partnership with others

Project description and comments	Status
Help to strengthen economic recovery across the district working towards the shared vision in the North Essex Economic Strategy	
Working in partnership with colleagues in other authorities, the Council has secured 1.7million pounds to spend on business support across the area up to March 2022. Discussions have taken place as to how best allocate the funds and business support has been procured. We are now awaiting the Boards approval to enable us to proceed.	
Identify education and retraining programmes and actively promote these enabling access new work opportunities	
Throughout the year, officers have actively promoted and referred people to local and national education and retraining schemes. As part of the North Essex Economic Board work, a virtual Job Fair took place in July which was viewed by more than 3000 residents Further virtual fairs are being planned providing opportunities for people to speak to local employers and find out about vacancies and further learning and retraining opportunities.	
Maximise opportunities for businesses in the district to access grant funding	
All grant funding information has been provided to businesses on a regular basis through the Braintree district business facebook page and business newsletter. Through the various business grant schemes that have been launched throughout the pandemic, the Council has processed 10.647 grants issuing more than £55,800,000 in grants.	

DELIVERING AND INNOVATING



Actions carried out by Braintree District Council

Project description and comments	Status
Address the challenges of reduced income from Government funding and as a result of Covid-19, by working collectively across the organisation to reduce costs and improve services without impacting on service delivery by being efficient, effective and commercially focussed.	
It is still expected that the majority of reduced income will be covered by support received from Central Government. The Government has provided the Council with Emergency Funding of £0.68m in 2021/22 to help meet the impact of the Covid pandemic on the Council's finances and has also confirmed the continuation of the income losses compensation scheme for the first quarter of 2021/22. The scheme provides compensation at the rate of 75p in £ for losses above a threshold of 5% against budget. Applications for this compensation are required to be submitted to the Government by no later than 22nd October 2021. The Investment and Development Programme set up to address the budget gap is now embedded within the organisation and a manager's conference held in July focussed on the £1.6m challenge. Over 120 ideas were submitted and all are being reviewed to see what can be taken forward. Commercial insights training has also been offered to staff providing the opportunity to learn more about how we can deliver our services in a more commercial way.	▶
Address the challenges and recognise the opportunities of the changing work environment as a result of Covid-19 for the whole organisation including steering staff and members through the recovery journey	
The Council are progressing with a hybrid working model of staff predominantly working from home and working in the office to meet the needs of the business in line with the offices re-opening to the public. This allows for new ways of working to be taken forward.	▶
Upgrade our website to comply with the web accessibility regulations enabling residents, visitors and businesses to transact with us easily	
The Council's website has been upgraded and the new version went live at the end of November 2020 to comply with the web accessibility regulations.	✔
Review our Asset Management Strategy to ensure Council assets are fit for purpose, managed effectively and provide a valuable income stream for the Council	
The Asset Management Strategy has been reviewed and will be incorporated into the overarching Corporate Investment and Development Strategy.	✔
Use customer information and feedback to improve services ensuring they remain customer friendly whilst working towards retaining the customer service excellence standard for the authority	
The Customer Service Excellence Assessment took place in April 2021 and the Council have successfully retained the accreditation for the sixth year in a row. The assessor	✔

applauded the Council for its approach to the pandemic and the work to ensure services continued to be delivered and meet the needs of its customers. Seven areas of the assessment were awarded compliance plus.	
Continue to develop relationships with Town and Parish Councils	
Meetings have taken place on a monthly basis with Town and Parish Clerks, and the agenda is determined by all parties based on emerging issues. In the last quarter, items discussed were play areas, procurement, employment support, governance issues and climate change including electric vehicle charging. Weekly newsletters were also provided updating on the latest district news, Covid related issues and emerging priorities.	

Actions carried out in partnership with others

Project description and comments	Status
Consider and determine the future approach of our leisure services	
At Cabinet on 6th September, they approved a 5 year extension of the leisure contract with Fusion with a 3 year break clause. We will now be working with Fusion to recover and develop leisure services following the pandemic.	
Look to develop health priorities in various localities within the district in partnership with the newly formed NHS Primary Care Networks	
Officers from the Council are working with Colne Valley Primary Care Network on a population health management development programme looking at people under 40 years old who have alcohol or substance misuse related issues and addressing their needs using a multi-service approach to help improve their quality of life. Two doctors from the Colne Valley Surgery will be presenting a low carb project to the Health and Wellbeing panel with a view to understanding how we can work closer together.	
Continue to improve health and wellbeing across the district through our work with Health and Wellbeing partners	
We continue to work with the Health and Wellbeing Panel to deliver the Covid response to residents in our District. The Health & Well-being Panel have been reviewing their terms of reference and the priorities of health and wellbeing partners in light of the Covid pandemic and a number of meetings will be taking place to understand the work required around new areas identified.	
Continue to protect local communities and tackle priority problems with the Community Safety Partnership	
The community safety hub has continued to meet on a monthly basis throughout the pandemic dealing with a range of ASB issues including closure notices and cases linked to mental health. The partnership has also provided a range of information to the community around the use of nitrous oxide, fraud and scams. A local exploitation group has been established to look at the growing number of cases of young people being exploited either on-line or in the community with a multi-agency approach around early intervention and prevention. The action plan for 21/22 is being developed with a focus on hidden harms such as exploitation and domestic abuse.	

Section 3: Managing the Business

Our Performance Indicators in Detail

Performance Indicator	2021/22						Comments
	Q1 Outturn	Q2 Outturn	Q3 Outturn	Q4 Outturn	Target for the Quarter	Status at the end of the Quarter	
CONNECTING PEOPLE AND PLACES							
Number of affordable homes delivered	91	99			37		
Percentage of superfast broadband coverage across the district	95%	95%			n/a	n/a	
Cumulative number of homes granted planning permission (outline and full)	654	709			540		<i>This indicator reports cumulatively on the outline and full planning applications granted permission. Figures will fluctuate each quarter depending on the size of the applications. In the first quarter, one outline application counts towards 575 homes The breakdown between full and outline permissions since April through to the end of September are as follows: Full – 99 Outline 610</i>
ENHANCING OUR ENVIRONMENT							
Percentage of household waste sent for reuse, recycling and composting	53.63%	52.57%			60%		<i>The outturn for the second quarter needs to be confirmed by ECC and may be adjusted in a future report. The target is an aspirational target set by the Essex Waste Partnership. We continue with promotional work around waste reduction and increasing recycling to encourage change in attitudes and behaviours. This includes relabelling our bring bank sites to accept mixed glass as recycling glass no longer needs to be sorted by its colour.</i>
Kilograms of residual household waste collected per household	117kgs	117kgs			117kgs		
Percentage of land that falls below cleanliness standards for litter	n/a	7%			6%		<i>Recorded three times a year – July, November and March. The main issues with littering have been on the main roads particularly the A120 and A12 where we continue to see high deposits around slip road locations. We are liaising with Highways England to look at collaborative working on clearing this litter up and considering new methods of enforcement through Littercam</i>
Number and percentage of accessible non-hazardous fly tips on public land cleared within 24 hours of being reported	100% (198)	100% (205)			100%		
Number of residents assisted in installing	Annually reported						

Performance Indicator	2021/22						Comments
	Q1 Outturn	Q2 Outturn	Q3 Outturn	Q4 Outturn	Target for the Quarter	Status at the end of the Quarter	
energy saving measures							
SUPPORTING OUR COMMUNITIES							
Average waiting time for applicants on the Disabled Facilities Grant (calculated in days from point of referral to approval)	211 days	205 days			90 days		<i>The restrictions imposed during lockdowns continues to impact on the larger and more complex grants as they could not be progressed quickly during the pandemic and we are now experiencing delays with obtaining building materials. These cases remain the focus of the team and we should start to see improvements in the average waiting times over the coming quarters.</i>
Participation levels across all our sports centres	91,643	135,223			n/a	n/a	<i>Leisure centres across the district were able to increase capacity from the 19th July in a phased approach to their gyms, group exercise programmes, spaces in swimming pools and swim school programmes. Some restrictions still apply.</i>
Participation of adults being active for 150 minutes per week	Annually reported						
Number of customers using out Handyman scheme	25	19			n/a	n/a	
Number of homelessness cases prevented	64	54			n/a	n/a	
Achieve at least a 1% increase in adults being active for 150 minutes per week	Annually reported						
PROMOTING PROSPERITY							
Percentage of people in the district claiming out of work benefits rate (aged 16 – 64)	4.3%	3.7%			n/a	n/a	
Number of new business start-ups across the district	259	217			n/a	n/a	
Number of businesses that have contacted us for business support	191	451			n/a	n/a	
Number of business grants processed	1205	174			n/a	n/a	
Amount of business grants paid out	£7.5m	£583k			n/a	n/a	
DELIVERING AND INNOVATING							
Average call answer time in the Customer Service Centre	36 seconds	39 seconds			15 seconds		<i>The CSC have handled 26,435 calls in the second quarter with 74% of these calls being resolve at first point of contact in the CSC. The call answering time has been impacted by a number of</i>

Performance Indicator	2021/22						Comments
	Q1 Outturn	Q2 Outturn	Q3 Outturn	Q4 Outturn	Target for the Quarter	Status at the end of the Quarter	
							<i>reasons: July was a particularly busy month with election letters and Council Tax summons increasing the number of enquiries into the CSC. The service continue to be busy with bulky waste calls and the team are experiencing issues in transferring calls through to services. Calls are now warm handled so call back messages can be taken for calls that are not transferred. An apprentice has been recruited and it is hoped that the call answer time will reduce when they are fully trained and taking calls.</i>
Percentage of invoices paid within 30 days of receipt (cumulative)	97.08%	95.77%			99.25%		<i>This indicator is now reported cumulatively to provide a better understanding of the position with paying invoices. Since the start of the financial year, 214 payments out of 5060 are paid later than 30 days of receipt of the invoice. The new system introduced in April 2021 puts a greater emphasis on services receipting goods and this change in the process is taking time to embed across the organisation. Refresher training is being provided to all services with further measures to be implemented in the future.</i>
Number of people transacting with us online	39,311	32,278			n/a	n/a	
Time taken to process housing benefit/council tax benefit new claims	16.48 days	14.33 days			20 days		
Time taken to process housing benefit claim changes	5.59 days	4.64 days			6 days		
Percentage of Stage 1 complaints responded to within 7 working days	93.51%	94.83%			90%		<i>165 out of 174 stage 1 complaints dealt with in timescale</i>
Collection rate for Council Tax	30.10%	57.48%			58.80%		<i>The target is based on the pre-Covid collection performance recorded in 2019. Recovery processes including the application for liability orders from the Magistrates Court started in the second quarter and it is hoped that it will enable payment plans to be agreed with those that have not made any payment against their liability. Currently Braintree has the highest collection rates amongst Essex Authorities and it is hoped that target will be achieved at the end of the year.</i>
Collection rate for Business Rates	25.80%	51.57%			57.95%		<i>The target is based on the pre-Covid collection performance recorded in 2019. Percentage down on pre-pandemic and last year. The rebilling of accounts required due to the reduction in the expanded retail and nursery reliefs from 100% to 66% from July 2021 means that payment plans for the remainder of the year had to be readjusted. It is expected that performance will correct itself as we get nearer to year-end</i>

Complaints

The quarterly complaints analysis for the first quarter of 2021/22 is detailed below. This is compared with 2020/21 figures shown in brackets. The figures represent all three stages of the complaints process.

Complaint Category	Q1 2020/21	Q2 2020/21	Q3 2020/21	Q4 2020/21	TOTAL
Justified	51 (43)	67 (51)	(53)	(50)	(197)
Not Justified	82 (55)	68 (56)	(43)	(73)	(227)
Partially Justified	26 (19)	46 (22)	(19)	(28)	(88)
Not known	0 (0)	4 (0)	(0)	(1)	(1)
Total	159 (117)	185 (129)	(115)	(152)	(513)

Comments

There has been a slight increase in the number of complaints received in the second quarter compared to the first quarter.

The majority of complaints continue to be in relation to the Operations service, in particular, complaints around missed waste collections. There are various reasons for missed collections such as missing assisted collections, temporary staff not being familiar with collection points, bins being too heavy for the vehicle machinery (common in missed green bins where soil is put in the bins), vehicle breakdown, contaminated recycling bags and access issues due to parked cars and road closures.

To ensure minimal disruption to service, agency staff are used who are not as familiar with the routes and collection points. Due to staff having to self-isolate in the second quarter, it has not always been possible to put crew members with agency staff who are familiar with the collections. The majority of missed collections are collected within 48 hours of being reported to us.

All complaints are reviewed by services in team meetings to help identify improvements to processes and the service provided.

In the second quarter of 2021/22, of the 185 complaints received:

- 174 are stage one complaints
- 7 are stage two complaints
- 4 are stage three complaints

A summary of Local Government Ombudsman (LGO) cases:

In the second quarter of 2021/22, the LGO has received one new complaint enquiry in respect of planning (certificate of Lawfulness). The LGO declined to investigate as there is an alternative right of appeal to the Planning Inspector.

A complaint from the previous quarter in relation to the discretionary test and trace support scheme has been allocated an investigator and we are awaiting further contact from the LGO on this matter.

Our Organisation

The following is a selection of our people performance measures:

People: Indicators of Performance	Q1 21/22	Q2 21/22	Q3 21/22	Q4 21/22	Change on previous period	Yearly Target
Total headcount	495	492			- 3	-
Total staff FTE	446.07	441.97			- 4.1	-
Level of employee turnover	3.03%	2.24%			- 0.79%	-
Number of leavers	15	11			- 4	-
Number of starters	11	8			- 3	-
Working days lost to sickness per employee	1.4 days	1.72 days			+ 0.32 day	8.0 days
Percentage of staff with nil sickness	84.8%	71.95%			N/A Cumulative	-
Number of learning hours	1365.5	1556			190.5	-
Number of delegates	189	169			- 20	-
Number of apprentices **	16	14			- 2	-

Year on Year Headcount Analysis	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
	470	464	466	481	492	499

** BDC's apprenticeship programme runs throughout the year. The figures reflect various apprenticeships ranging from level 3 through to a degree level 6

Health & Safety

The following is a selection of our health and safety performance measures. The data is for information purposes only.

Health and safety is a crucial responsibility of everyone within the organisation. This information is used to improve the management of health and safety of staff, our customers, residents and other non-employees we come into contact with. Monitoring is undertaken by the corporate health and safety committee and action plans will be put in place where necessary.

Health & Safety: Indicators of Performance	Q1	Q2	Q3	Q4	
	(2020/21 figure in brackets)				
Total number of reported accidents/ incidents, calculated from:	8 (10)	7 (13)	(10)	(12)	
<i>Accidents/ incidents to employees</i>	6 (8)	6 (11)	(8)	(9)	<i>The most common reported accidents in the second quarter are injuries to hands or feet. One staff member in our Operations service broke their wrist.</i>
<i>Accidents/ incidents to contractors</i>	2 (2)	1 (2)	(1)	(3)	<i>A contractor bumped their head when removing equipment from a van</i>
<i>Accidents/ incidents to non-employees</i>	0 (0)	0 (0)	(1)	(0)	
Time lost in days due to employee accidents/ incidents	0 (0)	10 (5)	(18.5)	(16)	<i>Majority of time relates to the operative with a broken wrist as they were unable to carry out their duties</i>
Number of reported verbal/ physical incidents to employees	2 (2)	1 (4)	(1)	(0)	<i>A refuse driver was verbally assaulted by a member of the public in their vehicle</i>
Number of near miss incidents	0 (0)	0 (0)	(0)	(1)	
Number of Accidents/ incidents registered resulting in insurance/ compensation claim	2 (0)	1 (2)	(3)	(2)	
Number of claims settled	1 (1)	0 (1)	(1)	(1)	

Financial Performance

Executive Summary

- Taking into account the projected impact of Covid and variations to the base budget, **the net budget position forecast for the year is a positive variance of £383,000.**
- The estimated **budget impact of the pandemic** in 2021/22 is **£915,000.** This is expected to be offset by funding received from government currently leaving a **balanced position.**
- The forecast position regarding the **base budget** is a **positive variance of £383,000.**
- After taking into account other planned movements in balances, **the projected change in General Fund unallocated balances is a reduction of £253,000**
- **Expenditure of £15.525m on capital projects** during the first half year, with spending mainly being incurred on: Horizon 120 business park infrastructure, now completed; the new Horizon 120 Enterprise Centre; I-Construct; Manor Street regeneration scheme; Town Centre improvements and the Halstead Leisure Centre artificial grass pitch.

Background

The Service Budget for 2021/22 is £15.433m. This amount was to be financed from a combination of: general government grants (£0.362m); business rates (£4.979m); and Council Tax (£10.092m). During the year service budgets may be updated in accordance with the Council's Budget and Policy Framework Procedure.

General Fund Revenue Spending

The table below shows the projected outturn by service as forecast at the end of Quarter 2.

Service	Updated Budget £'000	Actual Spend £'000	Adverse (Positive) variance against Budget				RAG Status
			Staffing	Other Exp.	Gross Income	Total	
			£'000	£'000	£'000	£'000	
Asset Management	(2,477)	(2,542)	-	(4)	(61)	(65)	G
Community Services	489	510	(4)	(17)	42	21	A
Corporate Management	1,496	1,511	(18)	23	10	15	A
Economic Development	216	216	-	-	-	-	G
Environment & Leisure	1,037	1,291	(23)	97	180	254	R
Finance	1,511	1,642	(136)	237	30	131	R
Governance	1,210	1,169	5	(30)	(16)	(41)	G
Housing Services	956	889	(33)	(32)	(2)	(67)	G
Human Resources	358	355	(1)	(2)	-	(3)	G
ICT & Facilities	1,712	1,751	51	(12)	-	39	A
Marketing and Communications	614	582	2	(9)	(25)	(32)	G
Operations	6,341	6,149	(58)	92	(226)	(192)	G
Strategic Investment	23	23	-	-	-	-	G
Sustainable Development	1,024	1,166	(65)	53	154	142	R
Service Total	14,510	14,712	(280)	396	86	202	A
Corporate Financing	1,223	1,253	(8)	(34)	72	30	A
Efficiency target	(300)	-	300	-	-	300	
Total Budget	15,433	15,965	12	362	158	532	A
Covid-19 general grant						(666)	G
Covid-19 specific grants & income compensation						(249)	G
Net Total General Fund						(383)	G

RAG Status: G = favourable or nil variance, A = up to 5% adverse variance or <£50k, R = > 5%

Analysis of the Total Budget Variance

Except where specific expenditure is being incurred, it is difficult to be precise about the extent to which the budget variances set out above have arisen solely as a result of the Covid pandemic, therefore judgement has been used. As the pandemic has continued and society has had to adapt, it is recognised that there will be lasting consequences which will impact on the Council's activities and finances. It is likely that there remains economic implications that have yet to be realised as government support to individuals and businesses is withdrawn.

Reason for budget variance:	Adverse/ (Positive) variance against Budget				Net of Covid-19 grants £'000
	Staffing £'000	Other Expenditure £'000	Income £'000	Total £'000	
Covid-19	31	254	630	915	-
Base budget	(19)	108	(472)	(383)	(383)
Total Budget Variance	12	362	158	532	(383)

In some service areas the response to Covid related requirements have been undertaken by staff reprioritising and/ or generally working increased hours. This element of the resource input to Covid is not quantified in the above analysis.

Commentary on the impact on the budget due to the Covid-19 Pandemic

The budget impact from the Covid pandemic is estimated to be £915,000, which is mainly as a result of the following areas:

- Increased costs and reductions in income expected to be incurred whilst providing support to the Council's leisure services to remobilise and recover following the multiple periods of national lockdown and other local restrictions. This includes putting in place measures to ensure that facilities continue to operate in accordance with the appropriate guidance and advice. The financial implications for these measures are reflected in the reported position for Environment & Leisure. Partially offsetting the anticipated additional expenditure is a balance of funds that were received in 2020/21 following a successful bid to the National Leisure Recovery Fund.
- Anticipated reductions in fees and charges, primarily from off-street car parking, but also other services including Community Transport, the Town Hall Centre, and Markets. The Government committed to continue to provide compensation to local authorities at a rate of 75p in the £ for net losses across certain income streams where these exceeded 5% of the amount originally budgeted in 2020/21. At the present time the scheme is only expected to cover the period April to June, and for which a claim submitted for £108,223 has been included in the projections. It is inherently difficult to predict how demand and usage of facilities might continue to recover across the remainder of the year, and this aspect of the projections remain uncertain.
- Estimated reductions in non-fee income. This relates mainly to recoveries from local tax and housing benefit activities. Staff resources have continued to be prioritised towards administering Covid business rate reliefs and grants, and self-isolation payments. Recovery procedures were initially impacted by the limited capacity and availability of the courts to deal with applications for liability orders; however, recovery action has now resumed to some normality. Collection rates for both council tax and business rates remain below pre-pandemic levels, although based on information available at the end of August, collection rates were the highest amongst Essex authorities. The lower collection rate does result in a projected reduction in the amount to be received from the major

preceptors under the Council Tax Sharing Agreement, albeit the position has improved from the previous quarter.

An additional £685,853 of emergency funding was allocated to the Council as part of the Local Government Finance Settlement for 2021/22, of which £666,000 has been taken into account in the projections. Additional funding has been received, including Contain Outbreak Management Funds, which is meeting the costs of various Covid-related activities that, in part, are being carried out by staff within the Environmental Services team with some back-fill arrangements in place. As indicated above, the Council has also made a claim under the Income Compensation Scheme and this has been reflected in the projections.

Taking into account the external funding received, the Covid account is projected to be broadly neutral. This represents an improvement from the deficit position reported at Q1 due mainly to some recovery in anticipated receipts from income generating services, particularly car parking but also from the Town Hall Centre and taxi licensing.

There are still some Covid related costs that might need to be recognised in future reports in relation to construction projects where contractors have indicated that claims may be submitted for increased costs due to time delays and additional expenditure caused by the pandemic and changes in government guidance on site operating procedures. The Council still holds a balance of Covid funds received in 2020/21 and if necessary will have to drawdown on these to meet any claims agreed.

Commentary on Base Budget Variances

Staffing

Staffing budgets include both directly employed staff, and bought-in/ agency staff, the latter being used where additional resources are required to meet increased service demands and/ or the need for specialist skills; to provide cover in cases of absence (e.g. vacancies, holidays, sickness, maternity etc.); or where in-house staff are assigned to work on other projects and priorities.

Across all service areas staffing budgets are projected to be underspent by £280,000, with a further saving of £8,000 under Corporate Financing. The budget includes a corporate efficiency target of £300,000, which is normally achieved from staffing, therefore, after taking this into account, it is currently projected that staff costs will be marginally over budget by £12,000.

The projections are based on known staff changes at the end of Quarter 2 and it is likely that further changes will become evident during the year which will affect the final position.

The main reasons for the projected staffing underspend within services are due to current vacant posts and/ or efficiency savings.

Other Service Expenditure

Excluding the additional £254,000 of costs estimated due to Covid, there is net overspend projected against the base budget of £108,000, which is a combination of variances across all service areas, including:

- Housing Benefits – a complex area involving significant expenditure in benefits paid to claimants but also with subsidy received from government. The level of subsidy is subject to various claim types where the rate of subsidy provided can vary. It is currently projected that there will be a net additional cost to the Council (+£208,000) based on

current claim data. This cost can be subject to significant change and further investigation is being carried out to identify how much of this increased cost may be attributable to temporary factors, as opposed to those that might have a more lasting effect.

- Increased Waste Management costs arising from fuel price increases for the operational fleet and higher charges from haulage contractors due to the fuel price and HGV driver shortages (+£35,000)
- Additional costs are being incurred in relation to planning enforcement where legal costs are being incurred (+£30,000), although there may be some recovery of these costs.
- Recruitment costs in relation to corporate management changes (+£26,000).
- Additional external audit fees (+£52,000) arising, partially from a new 'Use of Resources' requirement placed on auditors by the National Audit Office, and increased costs relating to the 2019/20 external audit (+£52,000).

Within the overall position there are some areas where positive variances are projected:

- Payments to the Essex Pension Fund are lower than anticipated in relation to prior year discretionary benefits (-£52,500).
- Recharges from Eastlight Community Housing for voids and repairs on temporary housing accommodation is projected to be lower than budgeted (-£28,000), and there is a projected overall underspend on the rent support scheme used to assist people to access private rented housing (-£14,000)
- A trial of reducing cuts of rural highway verges is expected to result in lower expenditure in horticultural services (-£22,500), coupled with a lower forecast for expenditure on reactive maintenance spending within parks (-£27,500).
- There is an overall underspend projected within the Governance Service (-£30,000), which is comprised of lower forecast expenditure on Members' allowances and expenses; and cost savings in Electoral Services, which is partially offsetting a reduction in Cabinet Office grant for Individual Electoral Registration.

The main changes from the underspend position reported at Q1 are higher Housing Benefit payments along with increased external audit fees, higher bank charges due to increased levels of electronic payments, and recruitment costs relating to senior management.

External Income

A significant proportion of the Council's budget is reliant on external income. Grants and subsidies from government, alongside income from business rates are major elements. These income streams are normally fairly predictable or fluctuate in response to compensating changes in expenditure. Where uncertainty exists this is managed via earmarked reserves, e.g. the business rate retention reserve. Other income is more susceptible to changes in external factors and service demand, and the projected position at this quarter for the outturn is summarised in the following table:

Service	Updated Budget	Joint Financing & Other Reimburs.	Sales, Fees & Charges	Rents & Service Charges	Other Income	Total	RAG status
		4,450	6,212	3,156	1,444	15,262	
	£000	Adverse (Positive) Variance £000 against Budget :					
Asset Management	3,385	-	4	(65)	-	(61)	G
Community Services	211	(6)	42	-	6	42	A
Corporate Management Plan	10	10	-	-	-	10	A
Economic Development	-	-	-	-	-	-	G
Environment & Leisure	1,200	18	178	-	(16)	180	R
Finance	2,033	126	-	-	(96)	30	A
Governance	197	(10)	(27)	-	21	(16)	G
Housing	40	-	(6)	5	(1)	(2)	G
Human Resources	-	-	-	-	-	-	G
ICT & Facilities	2	-	-	-	-	-	G
Marketing & Communications	116	-	-	-	(25)	(25)	G
Operations	5,467	(176)	(50)	22	(22)	(226)	G
Strategic Investment	300	-	-	-	-	-	G
Sustainable Development	1,741	(24)	178	-	-	154	R
Service Total	14,702	(62)	319	(38)	(133)	86	A
Corporate Financing	560	52	-	-	20	72	R
Total Budget	15,262	(10)	319	(38)	(113)	158	A
Attributable to:							
Covid-19 impact		19	582	23	6	630	R
Base budget		(29)	(263)	(61)	(119)	(472)	G

RAG Status: G = positive or nil variance, A = up to 5% adverse variance or <£50k, R = adverse variance greater than 5% and >£50k at Individual Business Plan level

The commentary above on Covid-19 provides an explanation of the income activities that have been most affected by the pandemic.

Commentary on Base Budget income variances

The reasons for the projected overachievement of income of £472,000 against the base budget include:

- Higher income from the sale of mixed dry recycling material. The price paid to the Council for material is based on a basket of indices which are reviewed each quarter. The budget had assumed a basket price of £29 per tonne based on the position at that time. However, this increased at Q1 to £38 per tonne, rising to £62 for Q2, and has been agreed at the higher amount of £76 for Q3. With such sharp volatility, variances can alter significantly between quarters. Income is predicted to be £355,000 more than budget (up from £207,000 at Q1) but is subject to change when the basket price for Q4 is notified. The market for recycling material is extremely unpredictable and therefore this variance may change substantially when reviewed at Q3.
- During the summer season the amount of green waste collected increased resulting in an additional £42,000 in compost credits for the year being predicted. The outturn position will be affected by the autumn collection tonnages and in particular March when tonnages can vary substantially according to weather conditions at that time.
- A number of administrative grants for Housing Benefits and Local Council Tax Support were not announced until after the budget was approved. The final determinations means that an additional £86,000 of income is now to be received.
- Whilst a number of service areas have continued to see a drop in fees and charges income, the Local Land Charges service is projecting an overachievement against budget of £26,000. Demand for the service remained high during the first half of the year as residential buyers were looking to benefit from savings on stamp duty. Demand for the service in the second half of the year is expected to return to that which applied pre-

Covid. Similarly, the Building Control service has also seen an increase in demand for services resulting in a higher level of income being predicted (+£23,000), albeit some staffing difficulties means that increased costs are having to be incurred on short-term temporary staff.

- A higher level of occupancy within the commercial property portfolio and the effect of rent reviews, along with rental income being generated from two properties in Halstead that were previously part of a proposed land disposal, means that income is projected to be higher than budget (+£65,000)

Partially offsetting this increased income:

- A significant downturn in planning application and pre-application income was experienced in the second quarter and this has resulted in a revised forecast for the year of a net underachievement of income under Sustainable Development of £154,000 (At Q1 a £10k net overachievement was being predicted).

Treasury Management

Investment activity

The Council's treasury management activity to the end of the September is summarised in the table below:

Amount Invested at start of the year	Activity to the end September		Amount Invested at end of the quarter
	New Investments	Investments Matured	
£35.47m	£119.50m	£86.54m	£68.43m
Average amount invested for the period			£55.77m
Highest amount invested			£73.48m

The amount of cash under management during the first half of the year was less than last year which had been elevated by the business grant funding that was passported through the Authority. Significant capital investment expenditure continues to be incurred and this will lead to lower cash balances available for treasury management.

Investments totalling £19million continued to be held across a range of long-term pooled funds with varying exposures to property, equities, and other financial assets. The remaining balance of investments have been held in money market funds and the Debt Management Office Account (UK Government), with liquid cash held in a current account with Lloyds Bank.

Investment income and valuations

Interest and dividends earned to the end of the Quarter totalled £428,680, which is equivalent to an annualised rate of return of 1.53%:

Investments	Average Amount Invested	Interest & Dividends Earned	Annualised Return %
Long-Term Pooled Funds	£19.00m	£423,539	4.45%
Short-Term	£36.77m	£5,141	0.03%
Total	£55.77m	£428,680	1.53%

Investment income of £809,000 is projected for the year, which is £100,000 better than assumed in the budget. The original budget was reduced by £350,000 in light of the sharp falls in interest

rates, expected reductions in dividends from pooled funds, and also taking into account the anticipated reduction in cash balances. This reduction in budget was to be met by using the Treasury Management earmarked reserve in 2021/22, therefore, the projected improvement in income for this year will result in less being required from the reserve.

The market value of shares and units in pooled funds at the end of September 2021, was £21.288m, representing an unrealised gain of £2.288m over the amount originally invested.

Investment portfolio

At the end of the quarter the Council's investment portfolio comprised the following:

- Long-term pooled fund investments £19million (allocated: £3 million property fund; £13 million equity funds; and £3 million in diversified asset funds);
- Low volatility Money Market Funds (MMFs) £15m;
- Variable net asset value MMF £4 million;
- Debt Management Office Account Facility £28.5m
- Lloyds current account £1.93m.

General Fund Balances

General Fund balances are held for the following reasons:

- As a contingency against unforeseen events
- To meet short-term or non-recurrent one-off costs that are not provided in the base budget and/ or are incurred to achieve future savings and efficiencies.

Based on the projected outturn set out above, the estimated movements on the General Fund balances are:

Balance at 1 April 2021	£'000
	5,999
Addition/(deductions):	
Budgeted reduction	(320)
Funding for one-off investment	(1,139)
Pension Fund triennial payment - repayment	823
Projected outturn variance at Q2	383
Estimated Balance at 31 March 2022	5,746

Movements shown on the General Fund balance are in respect of:

- The approved budget included an anticipated reduction in balances of £320,165.
- An allocation from General Fund balances was approved by Full Council in February 2021, to meet one-off budget requirements: £1m to be set aside to deal with the potential impact of Covid on services; £75,000 for the Councillor Community Grant Scheme; £6,500 for a Noise Level meter; and a total of £57,500 as provision for loss of income during the redevelopment of Manor Street.
- A one-off payment was made in 2020/21 to the Essex Pension Fund covering the period April 2020 to March 2023, which was part funded from General Fund balances. A repayment back into balances is being made in 2021/22 and 2022/23.
- The projected outturn variance for the year at Q2 is an overall positive variance of £383,000.

Risks and Assumptions

The forecasts reflect service managers' "best estimate" of the predicted outturn for the year. Whilst the previous year outturn and trends in-year have been considered; the position continues to be uncertain due to the coronavirus pandemic. Whilst restrictions have now been lifted, it will take some time to understand the lasting effects this will have on services. There is also the risk that increasing infection rates during the winter months could lead to the reintroduction of measures that could impact services.

Directors and service managers continue to scrutinise all expenditure commitments in light of the financial challenge required to balance the budget over the medium-term. External income is inherently difficult to predict as it is substantially demand led and impacted by external factors.

Planning application fee projections are based on the best information available regarding when developers are likely to submit planning applications for growth locations within the district. Previous experience has shown that this can change quickly and income can vary significantly. Income will be influenced by both the number and type of planning applications received.

Investment income is influenced by the overall level of cash balances held, which in turn are dependent upon the progress of the strategic investment programme and other capital projects, and the pace at which planned capital receipts are generated. Market sentiment will impact on the value of the long-term pooled fund investments; whereas general economic conditions in both the UK and globally will influence dividend returns. Whilst there are indications that the Bank of England may increase interest rates it is still expected that they will remain at relatively low levels.

The income which is offset from costs incurred for the processing of recycling material collected from households is subject to regular review of the composition of material collected assessed across the whole of the Suffolk Waste Partnership contract, which the Council is party, and market indices for the sale of materials. As this quarter's report demonstrates, the market price for materials can fluctuate leading to significant changes to the budget position.

The original budget assumed that £478,000 of staffing costs can be recharged from the General Fund revenue account to capital projects. The actual amount recharged will depend on the extent to which projects progress and staff are working on activities that can properly be treated as capital under accounting rules, with any shortfall impacting the General Fund.

There are estimated amounts of income included in the projections where the final amounts will only be ascertained once grant and subsidy claims have been subject to post claim assurance reviews.

The projected outturn will be reviewed as part of the process for developing proposals for the 2022/23 budget and update to the Medium Term Financial Strategy.

Capital Investment

The overall planned level of spending in the approved capital programme is currently over £43million. Delivery of a number of significant projects spans a number of years, therefore, the amount profiled to be spent in 2021/22 is almost £38million:

	Profiled Spend 2021/22 £000	Actual Spend at Quarter 2 £000	Actual Spend at Quarter 2 % of Profile
Horizon 120 Business Park infrastructure	4,250	3,012	71%
Horizon 120 Enterprise Centre	11,054	1,924	17%
Manor Street regeneration	13,024	7,068	54%
I-Construct Innovation Centre	1,506	964	64%
Town Centre improvements	1,825	978	54%
Industrial estate improvements	66	3	5%
Property planned maintenance	925	191	21%
Replacement vehicles and plant	256	96	38%
Information technology systems & equipment	513	48	9%
Play areas, parks and open spaces	518	58	11%
Cemetery improvements	100	-	0%
Paths, cycleways, and other infrastructure	159	7	4%
Operational equipment	169	39	23%
Sports and leisure facilities improvements	445	383	86%
Climate change initiatives	190	48	25%
Grants to registered social landlords	100	-	0%
Housing renovation & disabled facilities grants	908	374	41%
Capitalised interest	1,207	-	0%
Capital salaries	678	332	49%
Total	37,893	15,525	41%

The overall programme has been reduced by £2.47million since Q1, mainly in respect of the provision made for a new healthcare facility in Sible Hedingham where the Council has now negotiated terms for this facility to be provided by a specialist third party. There has been no material change to the profiled spend anticipated for the year.

Capital resources

During the quarter the Council completed 2 further sales of serviced land plots of the Horizon 120 Business Park and also received further interim payments in respect of the development of apartments at Victoria Square, which on completion will transfer to Eastlight Community Homes (Eastlight).

Under arrangements in place with Eastlight, 10 right-to-buy sales have been completed in the first half of the year generating circa £1.370million. Eastlight have advised that a further 36 applications are in progress and, therefore, based on past experience this would indicate around 19 sales in total potentially completing this year giving a total amount of receipts for the year of circa £2million. This compares to 11 sales last year that raised £1.323million.

A total of £162,990 was generated by the VAT shelter agreement with Eastlight for the first half of the year.

The Council has also received £1,056,441 grant from the Better Care Fund, which will be used to fund expenditure on disabled facilities grants.

Staged claims are also being made to drawdown approved funding from European Regional Development Funds, which were awarded for the I-Construct Innovation Centre project, and from the government's Getting Building Fund (via the South East Local Enterprise Partnership or SELEP) for the Horizon 120 Enterprise Centre.

Report Title: A Joint Parking Partnership for North Essex	
Report to: Cabinet	
Date: 29 November 2021	For: Decision
Key Decision: Yes	Decision Planner Ref No: DP/2021/30
Report Presented by: Councillor Mrs Wendy Schmitt, Cabinet Member for Environment	
Enquiries to: Samir Pandya, Operations Strategy and Policy Manager	

1. Purpose of the Report

- 1.1 The purpose of this report is to seek Cabinet agreement to continue Braintree District Council's (the Council) membership of the North Essex Parking Partnership (NEPP) Joint Committee from 1 April 2022 and to renew the Service Level Agreement with the NEPP for the provision of off-street parking services.

2. Recommendations

- 2.1 Cabinet is recommended to:-
- 2.1.1 Agree the Council's continued membership of the NEPP Joint Committee with effect from 1 April 2022 up to and including 31 March 2027;
- 2.1.2 Agree that the Cabinet Member for Environment will write to Essex County Council (ECC) to consider an alternative model for dealing with unallocated surpluses in relation to Part 3 of the proposed operating model (paragraph 5.1) that would allow the Local Highway Panels to determine how the funds are spent in their respective areas; and
- 2.1.3 Agree to delegate authority to the Corporate Director (Operational) in consultation with the Cabinet Member for Environment to:
- (a) Approve the new Parking Partnership Joint Committee Agreement; and
 - (b) Approve the new Off-street Parking Service Level Agreement with Colchester Borough Council for services relating to the Council's Public Car Parks with effect from 1 April 2022 in accordance with paragraphs 4.7 – 4.10.

3. Summary of Issues

- 3.1 In April 2011, the Council joined the NEPP whose primary role was to manage the On-street Civil Parking Enforcement arrangements on behalf of ECC via a Joint Committee. The original term of that agreement was for a seven year contract with an extension period of 4 years (11 years in total). On 1 April

2018, the 4 year extension became operational and this is due to expire on 31 March 2022.

- 3.2 Together with the Council, the NEPP consist of Essex County Council, Colchester Borough Council, Epping Forest District Council, Harlow District Council, Tendring District Council, and Uttlesford District Council (the Partner Authorities), with Colchester Borough Council being identified as the Lead Authority.
- 3.3 Over the last six months, discussions have been taking place between officers of the NEPP, the South Essex Parking Partnership (SEPP), Essex Highways and the Partner Authorities, to shape a new contract which builds on the success of the Joint Committee incorporating innovative use of technology to maximise efficiency.
- 3.4 The NEPP will continue to meet both ECC and Partner Authorities objectives, including a high quality of service and value for money. The Partnership also have capacity to continue providing off-street parking services to partner authorities if required under separate service level agreements.
- 3.5 At their meeting on 21 September 2021, ECC's Cabinet approved the new Joint Committee arrangements with NEPP and SEPP from 1 April 2022 for a 5 year period with the option of extending the contract on an annual basis on 3 consecutive occasions (8 years in total to 2030).
- 3.6 The arrangements were considered at the NEPP Joint Committee meeting on 28 October 2021, each Partner Authority agreed to refer the proposals to their respective authorities for formal consideration and to be approved through each respective authority's governance routes.
- 3.7 Subject to approval, Colchester Borough Council will continue as the Lead Authority, and the Partner Authorities will remain the same. A Joint Committee Partnership Agreement will have to be signed by all participating authorities detailing the arrangements of the service and each partner authority's financial and operational responsibilities.
- 3.8 The Joint Committee will consist of one Executive Member appointed from each Partner Authority. The chairmanship will rotate, but the current proposal is that the Lead Authority will have a casting vote if this should be necessary.

Role of the Joint Committee

- 3.9 The Joint Committee will continue to be responsible for all the functions entailed in providing a joint parking service including:-
 - Back-office operations
 - Parking enforcement
 - Strategy and policy development
 - Signage and Lines, Traffic Regulation Orders (function to be transferred, over time, as agreed with Essex County Council)
 - On-street charging policy insofar as this falls within the remit of local authorities (excepting certain fees and charges as set out in Regulations)

- Considering objections made in response to advertised Traffic Regulation Orders (as part of a sub-committee of participating councils)
- Car-Park Management (as part of a sub-committee of participating Councils)

On-street civil parking enforcement and charging

- 3.10 The Joint Committee is responsible for maximising compliance with parking regulations including enforcement to make our streets safer for all road users, particularly those who are vulnerable, to prevent obstruction and delays (especially for buses and emergency vehicles) and to ensure that parking bays are available for their intended use.
- 3.11 Charging levels for residents' parking and on-street pay-and-display are determined at a local level through the Joint Committee, in order to achieve the aim of a balanced budget and in line with legislation. A single financial account is maintained within the NEPP for on-street parking, including resident permits or parking bays (cashless or pay-and-display).
- 3.12 The Joint Committee is also responsible for ensuring funding is available for maintaining signs and lines to ensure effective on-street enforcement and compliance with the various regulations. They also consider new Traffic Regulation Orders (TROs) in accordance with the provisions contained within the Traffic Management Act 2004 and the Road Traffic Regulation Act 1984.

Strategic Planning

- 3.13 The Joint Committee will agree a Business Plan and a medium-term Work (or Development) Plan to form the framework for delivery and development of the service.
- 3.14 They will review proposals and options for strategic issues such as levels of service provision, parking restrictions and general operational policy. As well as consider the Joint Committee's operating arrangements: Operating and engaging in a manner, style and accordance with the Constitution of the Committee, as laid out in the Agreement, in relation to Membership, Committee Support, Meetings, Decision-Making, Monitoring and Assessment, Scrutiny, Conduct and Expenses, Risk and Liability.

Service Delivery and Monitoring

- 3.15 The Joint Committee will be responsible for providing guidance and support to officers as required to facilitate effective service delivery. It will review regular reports on performance, as measured by a range of agreed indicators, and progress in fulfilling the approved plans, and will publish an Annual Report for the Service.

Decision-making

- 3.16 The Joint Committee is established for the purposes of discharging ECC executive function in relation to the civil parking enforcement. In doing this the Joint committee will carrying out the specific responsibilities listed in the Agreement for:-

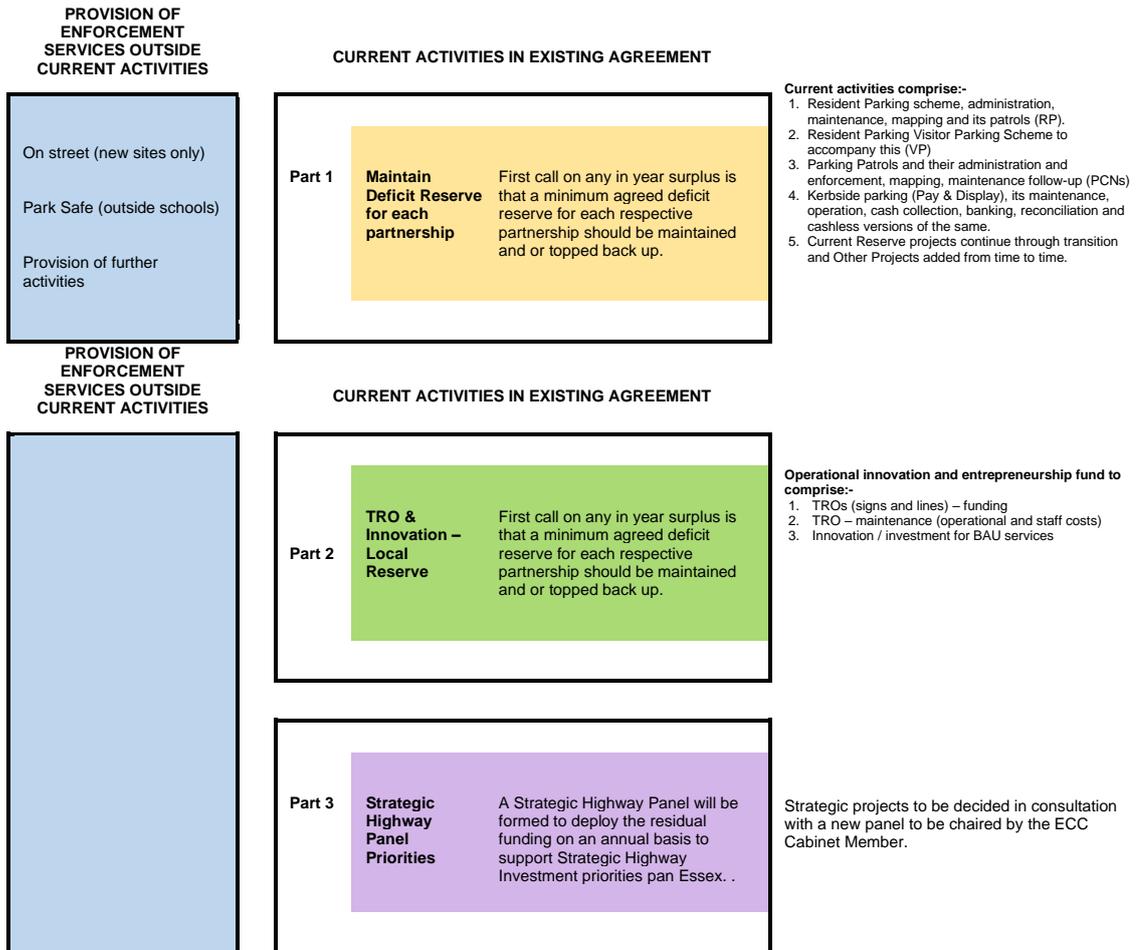
- Managing the provision of baseline services.
- Agreeing business plans and new or revised strategies and processes.
- Agreeing levels of service provision.
- Recommending levels of fees and charges.
- Recommending budget proposals.
- Deciding on the use of end-year surpluses or deficits.
- Determining membership of the British Parking Association or other bodies.
- Approving the Annual Report.
- Fulfilling obligations under the Traffic Management Act and other legislation.
- Delegating functions.

Accountability and Governance

- 3.17 Each Partner Authority appointed Executive Member will be responsible for reporting to its relevant authority according to their respective authorities' separate arrangements, ensuring that each Partner Authority complying with the arrangements for scrutiny of decisions, as laid out in the Agreement.
- 3.18 The following functions are excluded from the Joint Committee and these functions will be retained by the individual Partner Authorities.
- Disposal/transfer of items on car-park sites;
 - Decisions to levy fees and charges at off-street parking sites;
 - Changes to opening times of off-street parking buildings;
 - Ownership and stewardship of car-park assets;
 - Responding to customers who contact the authorities directly; and
 - Responding to the outcome of internal and external audits.
- 3.19 The Council's existing Off-street Parking SLA with Colchester Borough Council expires concurrently with the arrangements in place under the Joint Committee on 31 March 2022. The Council are currently negotiating a new SLA which would allow for the services to continue in line with the current arrangements.

Proposed operating model

- 3.20 As part of the new arrangements the NEPP and Partner Authorities are considering new operating arrangements. These are illustrated below. Parts 1 and 2 are broadly similar to the existing Agreement, however, Part 3 allows for a percentage of any unallocated surpluses to be transferred to ECC to spend on strategic highway priorities. To date, the use of the surplus has been retained under the control of the NEPP and they have spent some of the money on the implementation of new TROs and other parking related activities, which fall within their current authority as a Joint Committee.



3.21 However, the Council are concerned that should the new Joint Committee move forward on this basis, that the Joint Committee will lose control over any identifiable surplus, and that the monies will be spent on projects outside of the District. As a result, it is recommended that the Cabinet Member for Environment write to ECC to request that they consider an alternative model for dealing with unallocated surpluses in relation to Part 3 that would allow the Local Highway Panels to determine how the funds are spent in their respective areas. This would allow for the surpluses to be utilised within the District and would support the funding deficit with Local Highways Panel Projects.

3.22 The recommendations set out in this report will help the Council to deliver the following corporate objectives:

- A sustainable environment and a great place to live, work and play;
- A well connected and growing district with high quality homes and infrastructure; and
- A high performing organisation that delivers excellent and value for money services.

4. Financial Implications

Joint Committee Agreement

- 4.1 The Council does not make a financial contribution to the management and enforcement of the on-street parking provisions under the Joint Committee. This is supported through funding provided by ECC, and through the issuing of fixed Penalty Charge Notices (PCN) etc as part of the enforcement work.
- 4.2 With regards to the Part 1 deficit, the current NEPP Reserve holds funds of c.£1m, of which around £700k is earmarked for projects (although it may not all be required for committed projects). The balance of the Reserve is to be added to a £100k ECC Cashflow Reserve and the total amount of £400k will be transferred into a separate account for the 'new NEPP' as a buffer to minimise the risk of any deficit to the Joint Committee. If there is additional surplus held in the old NEPP Reserves, it will be for the NEPP Joint Committee to determine how that is allocated going forward.
- 4.3 Any 'new NEPP' surplus after the Joint Committee operating costs are taken into account will be split 55%/45% between the NEPP and ECC respectively. Any identified surplus will be available to spend in the following financial year.
- 4.4 The NEPP's 55% will cover the operational and funding costs together with essential maintenance of TROs and parking related signs and lines up to a maximum of £329k in 2022/23, identified in Part 3 above. ECC will make up any shortfall up to that amount and the remaining balance will go to the NEPP as a dividend. The financial contribution for TROs will be agreed on an annual basis between the Joint Committee and ECC.
- 4.5 The current intention is that the remaining 45% of the surplus will be allocated to ECC to fund strategic highway projects across the whole of Essex that would not otherwise be funded, under Part 3 of the operating arrangements.
- 4.6 It is proposed that in some cases new activities may be added to both the NEPP and SEPP. The funding for these will be operated differently with all of any surplus arising from these activities being passed to ECC. The models for these would work as follows:-
- For agreed projects which do not generate income and for which the only funding available is from PCNs, then ECC will provide the investment costs and all PCN income will pass to ECC for both NEPP and SEPP.
 - For projects which generate both revenue and PCN income, the position will be different for the NEPP and SEPP. In NEPP, both revenue and PCN income will pass to ECC, with NEPP taking an agreed management fee; in SEPP, the revenue would pass to ECC and any PCN income will pass to SEPP in lieu of a management fee.

Off Street Agreement

- 4.7 The existing base budget for the Off-Street Parking SLA in 2021/22 is £182k and for 2022/23 the budget will be £185k which allows for an inflationary increase.
- 4.8 The Council is currently reviewing the service requirements in conjunction with the NEPP from 1 April 2022. However, the Council does not envisage a significant change in the operational requirements and consequently the value of the Agreement. Accordingly, over the term of the SLA the total costs will be in the region of £936,500.
- 4.9 The NEPP has indicated that they will be withdrawing from the office at George Yard MSCP which is subject to ongoing discussion, and this may reduce the overall value of the SLA.
- 4.10 The Council has a flexible arrangement with the NEPP that allows for variations in the service requirements and this is discussed as part of the annual review of the SLA and its cost in line with existing arrangements.

5. Options

OPTION 1: Renew the Council's partnership with the NEPP and enter into a new Off-street SLA for services at the Council's Pay and Display car parks. (Recommended Option)

- 5.1 The NEPP has been operating for over 10 years and is considered the best option for the Council as it delivers both the countywide and local policy objectives through an integrated service that joins enforcement, signs and lines maintenance and TRO activity. It has delivered and exceeded the objectives set at the outset of the Agreements.
- 5.2 The NEPP retains the existing delegation of control for local parking policies and the management of the associated functions to the Joint Committee.
- 5.3 The NEPP is a proven working model which delivers the service in a cost neutral manner with any surplus deployed in line with legislation. It also provides the opportunity for investment to save initiatives which meet other countywide and local aims such as helping to create great places to grow up, live and work through the appropriate management of on-street parking e.g. outside of schools.
- 5.4 The new agreement will enable shared income initiatives between the parties and builds on existing successful innovation and collaborative working, facilitating a win-win between the ECC, NEPP and all Partner Authorities.
- 5.5 Remaining a partner will demonstrate the Councils commitment to collaborative working with ECC and other Partners Authorities across North Essex to directly benefit our various communities. In addition it will:

- Improve local governance (ownership and accountability) across political boundaries as well as strengthen the relationships between ECC and Partner Authorities.
- Maintain access to a wider range of skills, knowledge and services and available technology.
- Improve economies of scale resulting in a more efficient and effective and value for money service to the Essex tax payer.

OPTION 2: Withdraw from the NEPP and negotiate a separate SLA with the NEPP for Off-street Parking.

- 5.6 It is considered that there is no value or benefit to the Council in pursuing this option, as it would be withdrawing from a highly successful and proven strategic partnership, with little or no ability to influence and shape the future of on-street parking in the Braintree District.

CONSIDERATIONS

- 6.1 The new Partnership Agreement proposes a slightly different operating model from the existing one, with a percentage of surplus funding going back to ECC for investment in strategic priorities. This is a fundamental element of the new Agreement and one that partner authorities will need to accept if they wish to renew their partnership with the NEPP.
- 6.2 Whilst it may at first seem unreasonable, it should be considered in the wider context of strategic highway issues which affect the whole county, not least the need to increase the number of EV charging points. Partner authorities will be able to petition the new Panel on how the money is spent whether that be within the NEPP area, distributed to Local Highway Panels or used on other transport projects.
- 6.3 It is not possible to quantify what the surplus will be in any given year, but it is worth noting that income generated through the Council's on-street contribution to the NEPP in the current year represents just 7.4% of total on-street income. The proposed arrangements will deliver a good outcome for the Braintree District in relation to the financial contribution it makes to the NEPP.
- 6.4 The model for the new Partnership was considered at a meeting of the Joint Parking Partnership Committee on 28 October 2021. The Council at that meeting suggested that the remaining surplus considered under Part 3, should be distributed to the Local Highways Panels (LHPs) for them to determine how it should be spent. This is a long-established arrangement that has worked well in the past and would continue to deliver benefits to those in the North of Essex. It would also partly mitigate the capital funding previously withdrawn from the LHPs by ECC. It was agreed that the Joint Committee Members would refer the new joint committee proposals to their respective authority for consideration as to whether or not to renew their membership of the NEPP on the terms offered by ECC.
- 6.5 It should be noted that, were it not for the creation of the two Parking Partnerships (NEPP and SEPP), it is highly unlikely that a significant surplus

would have been achieved. Prior to that, ECC had accrued a £1m deficit on its on-street parking function. The deficit was cleared within 3 years of introducing the two Partnerships and so it could be argued that the very existence of the Partnerships is what has delivered the surpluses realised today and those likely to be achieved in the future and it is therefore appropriate that the LHPs determine how the full amount of any surplus is allocated and spent within the respective partner authorities' areas.

- 6.6 If ECC do not agree to the Council's proposal for the surpluses under Part 3 to be transferred to the LHP, the Council would ask that Members agree that the Corporate Director (Operational) is authorised to commence with the joint Committee Agreement on the basis set out within this report.

7. Legal Implications

- 7.1 The NEPP is a joint committee, with responsibility for the delegated functions of on-street civil parking enforcement and charging, relevant signs and lines maintenance and the power to make Traffic Regulation Orders. These were ECC functions, which it, through the Agreement, agreed to delegate responsibility for them to the Joint Committee. None of the other authorities have delegated any functions to the Joint Committee.
- 7.2 In order to discharge the delegation from ECC, each Partner Authority is required to join the NEPP and sign up to the Joint Committee Agreement in order to take advantage of the benefits.
- 7.3 Each Partner Authority will be required to take a proportionate and equitable share of the Partnership's risk.
- 7.4 Each Authority wishing to avail themselves of the off-street service provided by Colchester Borough Council will need to sign up to a separate Service Level Agreement.

8. Other Implications

- 8.1 There are no other implications arising from the recommendations in this report.

9. Equality and Diversity Implications

- 9.1 Section 149 of the Equality Act 2010 creates the public sector equality duty which requires that when the Council makes decisions it must have regard to the need to:
- (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act
 - (b) Advance equality of opportunity between people who share a protected characteristic and those who do not
 - (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.

- 9.2 The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).
- 9.3 The Equality Impact Assessment indicates that the proposals in this report will not have a disproportionately adverse impact on any people with a particular characteristic.

10. List of Appendices

- 10.1 None.

11. Background Papers

- 11.1 Essex County Council Cabinet Report: *"The Future of on-street parking in Essex – Delegation of Civil Parking Enforcement"*.
- 11.2 Letter dated 17/10/21 from Essex County Council confirming new NEPP and SEPP partnerships.
- 11.3 The North Essex Parking Partnership Joint Committee Agreement 2011.
- 11.4 The North Essex parking Partnership Joint Committee Agreement, variation 2015.