
21 May 2020

New regulations came into effect on 4 April 2020 to allow Councils to hold meetings remotely via electronic means. As such, Council and Committee meetings will occur with appropriate Councillors participating via a remote video link, and public access via a live stream video through the [Mid Sussex District Council's YouTube channel](#).

Dear Councillor,

A meeting of **CABINET** will be held **VIA REMOTE VIDEO LINK** on **MONDAY, 1ST JUNE, 2020** at **4.00 pm** when your attendance is requested.

Yours sincerely,
KATHRYN HALL
Chief Executive

A G E N D A

	Pages
1. Virtual Meetings Explanation	
2. To receive Declarations of Interest from Members in respect of any matter on the Agenda.	
3. To receive apologies for absence.	
4. To confirm Minutes of the previous meeting held on Monday 16th March 2020.	3 - 6
5. To consider any items that the Leader agrees to take as urgent business.	
6. Impact of Coronavirus on the Council.	7 - 14
7. Financial Outturn 2019/20.	15 - 42
8. Performance Outturn 2019/20.	43 - 74

To: **Members of Cabinet:** Councillors J Ash-Edwards (Chair), J Llewellyn-Burke (Vice-Chair), J Belsey, R de Mierre, S Hillier, A MacNaughton and N Webster

**Minutes of a meeting of Cabinet
held on Monday, 16th March, 2020
from 4.04 pm - 4.29 pm**

Present: J Ash-Edwards (Chair)
J Llewellyn-Burke (Vice-Chair)

J Belsey
S Hillier

A MacNaughton
N Webster

Absent: Councillors R de Mierre

Also Present: Councillors A Bennett, P Brown, P Chapman, R Clarke and I Gibson

Also Present: Kathryn Hall (Chief Executive), Judy Holmes (Assistant Chief Executive), Tom Clark (Head of Regulatory Services), Simon Hughes (Head of Digital and Customer Services), Peter Stuart (Head of Corporate Resources), Emma Sheridan (Business Unit Leader for Community Services, Policy and Performance), Terry Stanley (Business Unit Leader for Democratic Services) and Alison Hammond (Democratic Services Officers)

1. TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS IN RESPECT OF ANY MATTER ON THE AGENDA.

Councillor Hillier declared a non-pecuniary interest in item 5 and 6 as he is a Member of West Sussex County Council.

2. TO RECEIVE APOLOGIES FOR ABSENCE.

The Leader noted that apologies had been received from Councillor Ruth de Mierre.

3. TO CONFIRM MINUTES OF THE PREVIOUS MEETING HELD ON 10 FEBRUARY 2020.

The minutes of the meeting held on 10 February 2020 were agreed as a correct record and signed by the Leader.

4. TO CONSIDER ANY ITEMS THAT THE LEADER AGREES TO TAKE AS URGENT BUSINESS.

None.

5. STRATEGIC RISKS 2020-21.

Emma Sheridan, Business Unit Leader for Policy and Performance introduced the report. It was noted that emerging risks regarding the coronavirus would be developed and the Risk Register updated.

With regards to the Coronavirus, the Leader confirmed that the Council must follow advice issued by central government.

The Cabinet Member for Community noted the emergency and contingency plans of the Sussex Resilience Forum. He advised that any action by the forum would follow advice from Public Health England. He suggested that people should only accept help from known neighbours and organisations within the charity sector.

The Deputy Leader noted that the WSCC strategic risks were incorporated in several developments in the Burgess Hill growth area, funding was in place and had been agreed. The programme planning was in progress, and further funds would be applied for when required. She highlighted the good relationship with the Chief Executive and Leader of WSCC and that a strong partnership would be required to achieve the programme.

The Cabinet Member for Housing and Planning noted the potential impact of the coronavirus on contractors completing projects on time.

The Leader took the Members to the recommendations contained in the report, which were agreed unanimously.

RESOLVED

Cabinet agreed:

- (i) The MSDC Strategic Risk Management Policy, as set out in Appendix A; and
- (ii) The strategic risks for 2020-21 and management plans set out at Appendix B and C.

6. TEMPORARY ACCOMMODATION REVIEW AND THE CONSIDERATION OF ADDITIONAL RESOURCES.

Judy Holmes, Assistant Chief Executive introduced the report. She confirmed the purchase of 14 properties, with another purchase to be finalised shortly, and the estimated saving of £240,000 per annum on guest house accommodation. An increased demand of 80% for temporary accommodation was noted the majority of whom were single vulnerable adults. Cabinet was advised that the additional funds requested in the report would provide an additional 5 properties for families to meet demand and 10 units to meet the specific needs of single homeless people with mental health or complex health needs.

The Assistant Chief Executive noted that recommendation (i) should read “agree to recommend to Council to provide additional resources of £4.2 m as a specific reserve to acquire temporary accommodation in order to meet the Council’s statutory responsibilities under the Homelessness Legislation.

The Cabinet Member for Housing and Planning welcomed the report and highlighted that more had been achieved with the initial funding than anticipated. He noted that

additional work is required to identify the appropriate facilities for vulnerable adults and this is a new venture for the Council.

The Cabinet Member for Community noted that neighbouring local authorities were not able to invest in temporary accommodation. That keeping households within their community, family and jobs is important.

The Cabinet Member for Economic Growth praised the officers for their work and welcomed the opportunity to expand the project. He asked for clarification on the deficit for the leasing of public sector properties and whether this included remedial works for damage by tenants. The Assistant Chief Executive confirmed that housing benefit is capped and this can lead to a deficit between the amount the Council has to pay the owner and what the council can charge any tenants. She confirmed that the deficit also included remedial works.

The Cabinet Member for Environment and Service Delivery agreed with the proposal to buy more properties and asked if the properties for those with mental health issues or complex needs would be co-located where there are support services.

The Assistant Chief Executive confirmed that the Council has a well-tested service for providing support to vulnerable households in temporary accommodation and that this would be extended to include tenants in the 10 new units if required.

The Leader confirmed supporting the homeless is an important service and the Council must provide the best support when people are most vulnerable. He was pleased that the Council has the ability to make the necessary investments to keep homeless people in their locality, as guest house accommodation is out of the District.

As no other Members wished to speak the Leader took Cabinet to the recommendations contained in the report, which were agreed unanimously.

RESOLVED

Cabinet recommended to Council approve:

- (i) the additional resources of £4.2 m as a specific reserve to acquire temporary accommodation in order to meet the Council's statutory responsibilities under the Homelessness Legislation.
- (ii) to initially make available £1.4m to purchase 5 properties. The additional funds reserved to be accessed in stages as funds become available.

The meeting finished at 4.29 pm

Chairman

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IMPACT OF CORONAVIRUS ON THE COUNCIL

REPORT OF: CHIEF EXECUTIVE
Contact Officer: Marius Kynaston, Corporate Programmes Manager
Email: marius.kynaston@midsussex.gov.uk Tel: 01444 477088
Wards Affected: All
Key Decision: No
Report to: Cabinet
1st June 2020

Purpose of Report

1. This report offers a summary of the impact of the coronavirus pandemic (C-19) on the Council to date. It provides an overview of the management response to the virus, the way the Council has met the challenges arising from national government direction and the shift in local demand for services and support. It highlights the financial challenges which have arisen as a result of C-19 and planned next steps.

Recommendations

2. **Cabinet is recommended to note the impact of coronavirus on the Council and the response to date.**
-

Introduction

3. On 23rd March 2020 the Prime Minister announced the Government's response to Coronavirus and the start of 'lockdown'. Since that time, the nature of the response required by a range of public bodies has developed reflecting the spread of the virus. As a Category 1 responder under the Civil Contingencies Act, the Council and its staff has a role, along with other public bodies like the Police and NHS, to lead the local response to the pandemic. This report gives an overview of the Council's response and the impact of the pandemic to date.
4. In addition, the Covid-19 pandemic (C-19) has had a significant and continuing impact on the Council's financial position, resulting from increasing demand for services and a substantial reduction in income. This report gives an overview of this financial impact to date.

Managing the response to the pandemic

5. The Council used its business continuity plans to manage the initial response to C-19 in the early weeks. This work focused particularly on maintaining critical services and enabling staff to work safely and in line with Government requirements. Comprehensive communication plans supported this work.
6. From 16th March, the Management Team began to meet daily to consider its actions to respond to C-19 and new government guidance as it was published. From 23rd March, the work included a series of workstreams to ensure a co-ordinated response in key areas including:
 - Support to business
 - Hubs and shielding the vulnerable

- Housing & Homelessness
 - Waste and recycling
 - Communications
 - Sussex Resilience Forum
 - Staff welfare, safe working practices (including remote working and digital support)
 - Business Continuity
7. A daily situation report was adopted by each business unit to escalate service issues and to monitor business continuity including staff sickness, wellbeing and work location. The Management Team has documented its actions and decisions in a log shared with all business unit leads to ensure cascade; between 16th March and 6th May, 138 items have been recorded.
 8. In this period, the Government has issued over 113 pieces of guidance to local government relating to the C-19 response. Some of this guidance has been revised several times; the guidance on key worker testing has been revised 14 times; guidance on employees, employers and businesses 18 times; and guidance on infection control 25 times. This indicates the highly dynamic nature of this crisis and the demands being placed on public bodies like the Council.
 9. The Council has received daily briefings from the Ministry for Housing, Communities & Local Government (MHCLG) as well as numerous other bodies such as the daily update from the Local Government Association. The West Sussex chief executives have met at least weekly and the Leader and Chief Executive have participated in many national, virtual meetings hosted by a range of bodies, including the Secretary of State for local government and other ministers.
 10. This demonstrates the sheer volume of advice, guidance and information to which the Council has needed to respond. At all times, the Council has focused on responding in a timely way to the Government's guidance, additional requirements and the needs of its workforce, local communities and businesses. Where possible, consistency with other partners has been sought and the Council has participated fully in the work of the Sussex Resilience Forum (SRF).
 11. The Sussex Resilience Forum (SRF) is a multi-agency partnership whose members have statutory responsibilities under the Civil Contingencies Act 2004, to work together to prepare, respond to and recover from emergencies and major incidents.
 12. Since the start of the crisis, gold command of the SRF has been meeting daily (7 days a week). The SRF has a lean but comprehensive structure and a range of sub groups. The Council is contributing fully, along with all its partners.

Changes to the workplace and working arrangements

13. Government guidance on social distancing in the workplace has required a significant shift in the working arrangements for staff and the management of the workplace. Since the start of the pandemic, the Council has focused on reducing the number of staff in the office and enabling home working to ensure the safety of staff.

14. The digital and technology team accelerated the implementation of Office 365 in a few weeks to enable staff to access software and documents, and to collaborate from home. Remote Desktop Services have been developed for core/ line of business systems. This means staff can access these systems securely on their own devices. In addition, the team has deployed 174 mobile devices to staff since the start of the pandemic, covering 83% of the workforce. In April, 205 online meetings were held, 365 calls, and 17,000 messages all delivered through Microsoft Teams which had been deployed six weeks earlier to the staff team.
15. As a consequence, the average attendance at the office is now at a minimum.
16. Generally, productivity has been good in this period and levels of sickness have been below average.
17. Measures were also put in place in the Council offices to ensure social distancing, additional cleaning and access to sanitiser. Each business unit has adopted rotas to manage the number of staff in the building. There are protocols in place for response when staff report symptoms/test positive for C-19.
18. In order to maintain social distancing and comply with Government requirements the Council's reception restricted access from 24th March but has continued to support many vulnerable groups including homeless people and households. The telephone customer service has been fully maintained and significant additional information provided on the [website](#) to give specific updates on C-19. Like many organisations nationally, the Council has seen significant channel shift with increased use of the website and other virtual channels and very significantly reduced direct contact and some reduced telephone contact.
19. Public communications activity has focussed on sharing key messages about the COVID-19 response and service changes. Targeted campaigns concerning bonfires, business support grants and social distancing arrangements in parks and open spaces have reached over 200k people.
20. Council meetings were suspended from 20th March and the Council has been working on arrangements for virtual meetings using video conferencing technology. A training session with all Members took place on 29th April. Cabinet will be aware that virtual Council meetings nationally have been very mixed in terms of their success. Some have experienced security issues or legal challenges following the conduct of meetings. Consequently, this Council is working diligently to learn from these issues whilst also ensuring key services, like planning, are continuing.

Service performance and adjustments to service offer

21. The Council's performance when measured using the performance indicators in the corporate plan has remained reasonable but there are already clear signs of the impact of the crisis on the Council's activities. For example:
 - The number of households in nightly paid temporary accommodation rose sharply reflecting the impact of the crisis on homeless people / households (see paragraphs 29 to 32);
 - The number of visitors to leisure centres and civic halls ceased altogether reflecting Government requirements to close these facilities;

- The volume of waste sent to landfill was above target (39 kg per household against a target of 34) reflecting the impact of lockdown and families being at home permanently;
 - Health and wellbeing interventions were below target as face to face interventions were postponed and alternative ways of providing the service developed;
 - The speed of processing of new housing benefit claims was averaging 23 days in April when compared with the target of 20 days, reflecting increasing workloads, new claims levels and staffing levels affected by the crisis;
 - 8.7% of non-domestic rates collected against a target of 10.7%, reflecting the impact of the crisis on business.
22. As Cabinet will be aware, the Council has needed to pause some services in order to comply with Government guidance on social distancing, as well as to support local people during the pandemic:
- Car parking charges were suspended on 30th March.
 - Leisure centres closed on the evening of 20th March.
 - Playgrounds closed on 24th March.
 - Bulky waste collections paused on 27th March, though core waste and recycling collections have been maintained.
 - Green waste collections, a subscription service, paused on 13th April but restarted on 11th May.
23. The Council's contractors have, in general, been responsive and flexible in responding to C-19. For instance, SERCO has worked closely with the Council on its business continuity plan and adjustments required to minimise disruption; Places Leisure has enabled the use of part of the Dolphin Leisure Centre by the NHS.

Key areas of challenge

24. In some of the Council's service areas, the level of demand has been exceptional. In addition, the Council has needed to respond to new service needs and direction from central government. Some of these are shown in more detail below.

Local Support Networks – Protecting the Vulnerable

25. On 20th March the Government announced its intention to require approximately 1.5m people to be shielded from the pandemic for 12 weeks. This complemented its advice to over 70s to limit their exposure to situations where they may be exposed to the virus. Local government, the NHS and central Government have worked together to support these vulnerable groups. For those shielded, this means ensuring people have access to food, medicines and support. For those groups who are Covid vulnerable (but not shielded) the support needed varies enormously from shopping and errands to personal support and reassurance.
26. There are 5,194 Mid Sussex residents in the NHS shielded group and around 2,300 have registered for support.

27. This is a demanding area of work and it is unclear when the support being provided will reduce or cease. This will be a challenge for all the agencies involved and will impact on the Council's capacity. While some services have a statutory role to play, for instance on housing and benefits, the Council has focused on working with and through others to ensure the necessary support is provided by experienced and qualified providers.
28. To help authorities target and support vulnerable people, the Government has given certain freedoms in terms of how personal data is used. This has enabled many Councils, including this one, to target its work and help to ensure vulnerable people and families do not fall through the net. Following recent changes to those considered to be especially vulnerable (inclusion of cancer patients) and the partial relaxation of some aspects of 'lockdown', this Council is undertaking further work to check that vulnerable people are getting the help they need, not least because it is possible that, following eight weeks of lockdown, support networks for some may be weakening. This work will involve over 4,000 people in the District.

Housing and homelessness

29. In response to the crisis on the 26th of March 2020, the Government brought forward a package of measures designed to protect vulnerable households from becoming homeless during the pandemic. This guidance directed all housing authorities to:
 - House all rough sleepers;
 - Extend the provision of temporary accommodation to all homeless households even where there is no longer a legal requirement to do so.

At the start of the lockdown the Council also experienced an increase in requests for housing from people who were living in insecure accommodation such as shared lodgings or with friends and families. In addition to this the Council has received requests for help from families unable to remain in their home during lockdown. Some Government funding has been made available but it is uncertain whether this will meet the full costs.

30. In addition to this, housing associations, due to the Government's restrictions, were initially unable to let properties which impacted on the Council's ability to move people out of temporary accommodation. This has created an unprecedented bulge in the numbers of households in temporary accommodation. In April 2019 there were 63 households in temporary accommodation, 34 of whom were in bed and breakfast. In April 2020 this had risen to 90, 51 of whom were in bed and breakfast.
31. This situation will be exacerbated by pent up demand created by further Government guidance to landlords which was also issued on the 26th of March. This guidance prevents new eviction proceedings for a three-month period for private and social housing tenants, it also suspended housing possession action in the courts for 90 days. This means that when these restrictions are lifted the Council will experience an increased demand for housing services.
32. Historically economic recession has resulted in increased demand for help with housing. We are therefore anticipating an increase in demand from households who are experiencing economic hardship, particularly from home owners and private sector tenants. This will create even more pressure on the Council's housing services.

Council Tax Support / Hardship Support

33. There has been a big increase in the number of local people requiring financial support as a result of C-19. The Council had a new Council Tax Support Scheme in place from 1st April. Comparing April 2020 with April 2019, there has been a 16% increase in the number of working age people applying and being entitled to support (from 3,223 to 3,723) and a 13% increase in the Council Tax support expenditure (from £6.4m to £7.1m).
34. The Department for Work and Pensions (DWP) reported in early May that nationally 'since the pandemic began, around 1.8 million claims have been made to Universal Credit and almost 700,000 advance payments made to people.' It is likely, though there is no confirmatory data as yet, that there has been an increase in those claiming universal credit in Mid Sussex; this will have an impact on the benefits service.
35. The Government has given the Council £695,753 as part of a £500m Exceptional Hardship Fund. This will automatically grant Council Taxpayers in receipt of Council Tax Support during this year an additional amount up to £200. This will leave a balance of the Government funding, which will be used to pay up to £200 to Council Taxpayers suffering from COVID19 not in receipt of Council Tax Support. An application will be needed for this.

Support for local economy

36. The Council has been in close liaison with the Coast to Capital Local Economic Partnership and the Greater Brighton Economic Board and has been in discussion with the three business associations in order to understand the regional and local implications of C19 on the economy. In addition, the Leader held a round table discussion with businesses from across the District to help inform the range of actions and interventions which the District Council can undertake in order to help support and stimulate the economy. The Economic Development Strategy and Action Plan is being reviewed to ensure the Council's support and resources are appropriately targeted.
37. The housing market and development industry play a key role in underpinning the economy and the Council, in closely following government guidance, has ensured that the planning system has responded to help this market continue. Pre-application meetings, site visits, the Design Review Panel and determination of planning applications all continue. In addition, the Council has led on a Protocol, now established and used across West Sussex, to help renegotiate triggers for payment of S106 financial contributions to provide support to developers who are experiencing cash flow issues.
38. As part of its national response to the crisis, the Government has developed a number of direct interventions to support business. Local government has been required to administer a new regime of business grants as part of this package.
39. As of 15th May, the Council has paid 1,740 business grants to local businesses based on the government's support schemes and paid grants to the value of over £22m. It is estimated that around 80% of eligible businesses have received grants. This is steadily increasing as more businesses apply. It is proving difficult to get all eligible businesses to apply and so the Council has undertaken a range of measures to trying to encourage qualifying businesses. It has written to eligible businesses, used social media, telephoned and emailed. The Council Leader has provided a video to help to promote the business grants and Members have contributed to virtual meetings with business associations.

40. In addition, the Council has awarded £21.3m Expanded Retail Discount for business rates relief to date in 2020/21, compared with £1.4m awarded for Retail Discount in the previous year. It has also approved £340k Nursery Discount. Rate relief is funded by the government.

Financial Impact on the Council

41. The biggest impact on local government expenditure as a result of C-19 has been for councils with social care responsibility. District and Borough councils nationally are experiencing some increases in expenditure, but the overwhelming impact is on their income levels. Districts and Boroughs receive very little grant funding from government and are therefore highly dependent on the income they can generate in order to fund services. Approximately two thirds of MSDC's net budget is derived from income sources other than Council Tax receipts and government grants.
42. As a consequence, the impact of the C-19 lockdown has been severe: the Council is currently losing between £600k and £700k per month in its income. The Council is forecasting that it may lose £6.5m of its £14m net annual budget by the end of the financial year if significant intervention is not forthcoming from the government.
43. The Council has to date received two tranches of funding from the government, the first of just under £38k and the second £1.5m. This only covers income lost in April and May 2020. Significant further support is required if the Council is to deliver services as planned for 2020/21.
44. If further support from the government is not forthcoming, it is likely the Council will have to significantly reduce the services it is able to provide, with the consequent impact on local people. This is particularly worrying given the impact of Covid-19 on business and vulnerable groups.
45. Officers are currently reviewing this situation in detail and will be reporting to Members in July on the matter. Currently, the aim is to bring forward a revised corporate plan and budget for agreement in September. Clearly, the revised plans will not only have to address the impact of these significant shortfalls in income but also the increased demand for some services which have arisen as a result of C-19 (described above), particularly as they are likely to continue for some time.

Conclusions

46. The C-19 pandemic has seen unprecedented demands on the Council. The work has been intense, dynamic and extremely challenging. Officers have worked very hard to meet these requirements in a thorough, timely and effective way. Managers and staff have shown exceptional agility in adopting new ways of working while maintaining good service levels in key services and adopting new service requirements too.
47. The Council's resilience to date has been good, but it will require constant attention as the weeks roll on. The demands on staff have been unprecedented and welfare and morale must be protected in order to manage organisational fatigue.
48. There are long term implications of the C-19 pandemic, in particular on the Council's financial position and therefore the span of services it can provide. This will be addressed initially in a revised corporate plan and budget for 2020/21. In the medium term though, it seems likely that there will be significant implications for the Council's work in 2021/22 and beyond. Work to prepare for this will begin now too.

Risk Management Implications

49. The Council's Strategic Risk Register is being updated to reflect the impact of the Covid-19 crisis on the council's work.

Equalities Implications

50. There are no direct equality implications contained within this report. Equality impact assessments will be undertaken within individual services as required.

Financial Implications

51. The financial implications of the crisis to date are outlined in this report. Further detailed work to analyse this is underway and will be brought forward for consideration as outlined in paragraph 45 above.

Background papers

None.

FINANCIAL OUTTURN 2019/20

REPORT OF: Head of Corporate Resources
Contact Officer: Cathy Craigen, Chief Accountant
Email: Cathy.craigen@midsussex.gov.uk Tel: 01444 477384
Wards Affected: All
Key Decision: No
Report to: Cabinet
1st June 2020

EXECUTIVE SUMMARY AND RECOMMENDATIONS

Purpose of Report

1. To inform Cabinet of the outturn position for the 2019/20 revenue and capital budgets. The 2019/20 year saw some early signs of the financial impact on the Council of the Covid-19 crisis. Further detail for the current financial year is provided in a report elsewhere on the agenda.

Summary

2. Following closedown, the year-end position for 2019/20 showed a net underspend of £247,000 before allowing for transfers to Reserves outlined within this report and those previously approved at Council on 25 September 2020, totalling £457,000. However, as these previously approved transfers to Reserves included £300,000 to top-up the JE/VR Reserve of which only £100,000 was required, transfers to Reserves totalling £257,000 have been actioned at year-end. The position after these transfers shows a year-end net overspend of £10,000 which is an increase of £21,000 since the last report to Cabinet 10th February 2020.
3. The main changes in the last quarter of the year relate to reduced income levels in some areas (car parking and outdoor facilities). These were starting to decline in March 2020 as a result of the Coronavirus pandemic. In addition, investment property supplementary rents, tenant service charges, recycling credit income and revenues enforcement income were also reducing and there was increased expenditure for tree maintenance and outdoor facilities.
4. Interest income during the year, totalling £335,222, was £22,778 less than the original estimate of £358,000. This is mainly due to a lower than forecast average balance, due to timing differences between budgeted and actual capital receipts anticipated for the year. Of the total interest received for the year, £531 has been utilised (refer to paragraph 21) leaving a balance of £334,691 to transfer to General Reserve.
5. Dividend income from investments in the Local Authorities Property Fund generated £256,962 in year, which exceeded the 2019/20 projection by £16,962. This overachievement of dividend income received will be transferred to General Reserve.
6. The capital outturn position shows a £3,501,000 increase in approved spending against the revised budget. This includes projects that came forward during the year totalling £4,566,000 which were unbudgeted at the start of the year but approved by Members during the year. An analysis of this is shown in Table 2. The total net expenditure on the Specific Items financed from Specific Reserve and the General Reserve for 2019/20 is set out in Appendix C of this report.

Recommendations

7. **Cabinet is asked to note the contents of this report, and to recommend to Council:**
- (i) that grant income as set out in paragraph 12 of this report be transferred to General Reserve;**
 - (ii) that grant income as set out in paragraph 13 to 18 of this report be transferred to Specific Reserves;**
 - (iii) that requests totalling £38,000 be transferred to Specific Reserves as set out in Table 1;**
 - (iv) that £50,000 be transferred to the Community Development Fund Specific Reserve from General Reserve as detailed in paragraph 20;**
 - (v) that balance of interest totalling £334,691 as set out in paragraph 21 is transferred to the General Reserve;**
 - (vi) that Dividend income totalling £16,962 as set out in paragraph 24 is transferred to the General Reserve;**
 - (vii) that the 2020/21 capital programme be increased by £1,291,000 as a result of slippage of some 2019/20 capital projects as detailed in Table 2;**
 - (viii) that the revenue overspend in 2020/21, totalling £10,000, be met from General Reserve.**
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Background

8. During 2019/20, Cabinet received four Budget Management reports on 8 July 2019, 16 September 2019, 18 November 2019, and 10 February 2020. The last Budget Management report in February highlighted a potential underspend of £11,000, after allowing for the transfer of £457,000 to Specific Reserves approved at Council on 25 September 2019.
9. However, since the last report to Members, the position has moved to a small revenue overspend. These service budget outturns have been discussed with the appropriate Cabinet Members and Officers. Members should note that this budget outturn links with the service performance outturn. Full details of service performance outturn for 2019/20 will be reported to the first meeting of Scrutiny Committee for Leader, Finance and Performance on 17 June 2020 in the usual way, and will then be considered by Cabinet at its meeting on 6 July 2020.

Revenue Spending 2019/20

10. Over the year the budget has continued to be carefully managed to ensure, as far as possible, that financial targets are met without compromising service performance. Whilst the first three quarters of the year showed an underspend, this position has now changed. The outturn for 2019/20, is an overspend of £10,000, after allowing for transfers of £257,000, rather than £457,000, to Specific Reserves as detailed in paragraph 2 of this report. This £10,000 Outturn overspend is £21,000 more than the latest forecast underspend position of £11,000, reported to Cabinet on the 10 February 2020. The outturn position is further detailed in Appendix A.

11. The main variances were the result of reduced income in a number of areas together with increased expenditure in the last quarter of the year.

Requests to Reserves for Grants received in Quarter 4 of 2019/20

12. On 26 March 20 the Council received a non ring-fenced grant totalling £2,446 from the Ministry of Housing, Communities and Local Government (MHCLG) in respect of Brownfield Register. This is a not ring-fenced grant and Members are requested to approve the transfer to General Reserve.
13. On 26 March 20 we received a not ring-fenced grant totalling £15,000 from MHCLG in respect of Self Build and Custom Housebuilding Grant. Members are now requested to approve that this sum be earmarked in Specific Reserve for the development work to be undertaken by Housing Services in relation to this.
14. On 27 March 20 we received a not ring-fenced grant totalling £37,729 from the MHCLG in respect COVID-19 Emergency Funding Grant. Members are requested to approve that this sum be earmarked in Specific Reserve to meet the costs arising.
15. In March, we received a grant payment of £8,103 from the Department for Work and Pensions to meet the costs of new burdens relating to Transparency code. Members are requested to approve the transfer of this sum to Specific Reserve to meet this additional cost.
16. Recently we have received a grant payment of £18,486 from Department of Work and Pensions in respect of the 2019/20 Council Tax Discount grant. Members are requested to approve the transfer of this sum to Specific Reserves to meet this additional cost.
17. On 31 March 2020 we received a £7,187 Levy account surplus final allocation for 2019/20, in respect of a redistribution from the business rates levy account, based on the local authority's 2013/14 Settlement Funding Assessment. Members are requested to approve the transfer of this sum to Specific Reserve.
18. On 3 March 2020 we received a £5,000 grant from the Improvement and Development Agency for Local Government to undertake work to improve cyber security as part of the LGA Cyber Security Programme Phase 3. Members are requested to approve the transfer of this sum to Specific Reserves to meet these costs as they arise.

Requests to transfer unused budgets to Specific Reserves

19. During the year a number of budgets were underspend and Table 1 of this report details a number of requests to Members to earmark these unutilised budgets in Specific Reserve for the reasons outlined below:

	£	<i>Notes</i>
Community Safety Reserve	16,000	1
Emergency Planning Reserve	5,000	2
Community Volunteer Service (CVS) Reserve	5,000	3
"Icon" Upgrade Costs Reserve	12,000	4
Total	38,000	

Notes:

- 1 Additional funding required for additional CCTV cameras to be installed in 2020/21 from the Community Safety underspend.
- 2 Request to create a new reserve for Covid-19 response and recovery process from the Emergency Planning revenue underspend in 2019/20.
- 3 Request to create a new reserve to support additional grant requests resulting from the Covid-19 pandemic, using the revenue underspend in grants to organisations and sponsorship.
- 4 Additional funding required, to help meet the mandatory "Icon" upgrade costs of £54,000 in 2020/21, to be partly funded from the Finance Consultants underspend in 2019/20.

20. In addition to the requests set out above, Members are also requested to approve the transfer of £50,000 from General Reserve to the Community Development Fund to replenish this reserve that grant aids many voluntary organisations and community groups.

Total Interest (Treasury Management, Personal Loans and Mortgage)

21. Interest receipts for the year are £335,222, £22,778 less than the original estimate. Of the total, £531 has been transferred to the Specific Reserve in accordance with existing practice to part pay professional subscriptions. The remaining balance of £334,691 can then be transferred to General Reserve.

Treasury Management Interest

22. This report details the Treasury Management interest earnings for the year to be £333,793 at an average interest rate of 1.064%. This compares with a budgeted figure of £357,230 at 1.062%, which is £23,437 less than the original estimate. This is an improvement on the last reported position, which was £29,000 under target. The main reason for the variance was due to a lower than forecast average balance, due to timing differences between budgeted and actual capital receipts anticipated for the year. Further detail will be set out in a separate report to Audit Committee on 21 July 2020.

Local Authority Property Fund Dividends

23. Members will recall that £6m is invested in the Local Authorities' Property Fund administered by the CCLA. Dividends on these investments are paid to the Council on a quarterly basis.
24. Dividends received for 2019/20 totalled £256,962 against a budget of £240,000 which is required to finance the 2019/20 Revenue Budget. This additional Dividend income of £16,962 will be transferred to General Reserve.

General Reserve 2019/20

25. Reserves and cash balances are amounts held for future revenue or capital expenditure and are also held to ensure the Council has sufficient cash resources for any unforeseen demands. The actual end of year cash position and the contributions and use of reserves are shown in Appendix C. Members will remember the change in strategy adopted in 2009/10 to protect reserves, when the projections were that the Council's position would be below the minimum holding of £1.5m at March 2011. Since that time we have worked hard to rebuild the Council's Reserves and the year-end position reflects the success of that work and is a significant improvement in financial standing.

Specific items

26. Specific Items are sums which are the responsibility of individual Heads of Service and identified for specific purposes. Whilst they do not directly influence Council Tax levels, their proposed utilisation is included in the Corporate Plan. The balance on the reserve for each Business Unit at the beginning of the year, together with the increases during the year (i.e. Contributions), how amounts have been applied (i.e. utilised) and explanations for the changes in year are shown in Appendix C. The total of Specific Items financed from the Specific Reserve and the General Reserve was £7,171,000.

Capital Spending

27. Actual capital spending for the year was £9,754,000. This was £3,501,000 more than the updated 2019/20 programme totalling £6,253,000 and is due to service specific and other projects which were not budgeted at the start of the year but were approved within the year and now require financing. Details of spending for each service area are shown in Appendix D, together with reasons for variations over £10,000. A summary of the reasons for these differences is also shown in Table 2 below.
28. The variances within the programme include £1,291,000 not spent in 2019/20. This includes £894,000 relating to Corporate Estates and Facilities projects including Major Capital Renewals schemes, £204,000 in Planning Policy for Burgess Hill Place and Connectivity Programme, £53k for Cleansing Services, Landscapes and Leisure, and £140,000 relating to Disabled Facilities Grants. Further detail can be found in Appendix D of this report.
- 29.

<i>Category</i>	<i>£'000</i>	<i>£'000</i>
2019/20 Revised Budget		6,253
A Slippage to 2020/21	(1,291)	
B Projects completed and underspent	(160)	
C Projects overspent	386	
D Projects brought forward in the year	4,566	
Total difference		3,501
2019/20 Outturn		9,754

Category:

- A. Some projects, in whole or in part, have not been able to be progressed as originally intended. Unspent monies have therefore been rolled forward in order to ensure the completion of the projects.
- B. The final cost of projects was less than the revised budget.
- C. The final cost of projects was more than the revised budget.
- D. Projects that did not form part of the planned Capital Programme but which were agreed in-year, authorised under delegated authority and/or financed from S106s.

POLICY CONTEXT

30. The outturn for 2019/20 shows actual financial performance against the original budget, which was approved within the context of the Financial Strategy. The 2019/20 budget was compiled in line with the Council's priorities. This policy context was explained in sections 1 and 2 of the Corporate Plan and Budget 2019/20 that was approved by Council on 27 February 2019. The Financial Procedure Rules require Heads of Service to assume operational responsibility for the Budget, and to make recommendations so that corrective action is taken, whilst ensuring changes from the original budget are reported in a way that makes sure any variations are both clear and transparent.

FINANCIAL IMPLICATIONS

31. This report is concerned in its entirety with the outturn financial position for each service area for 2019/20

RISK MANAGEMENT IMPLICATIONS

32. This report has no specific implications for risk management. The recommendations are concerned primarily with the movement of reserves and slippage in the capital programme; neither of which change the risk profile of the authority.

EQUALITY AND CUSTOMER SERVICE IMPLICATIONS

33. There are none.

OTHER MATERIAL IMPLICATIONS

34. There are no legal implications as a direct consequence of this report.

Background Papers

Revenue Budget 2019/20

Final Accounts Working Papers for 2019/20.

Summary Of Revenue Spending Outturn for 2019/20					
Business Unit	Original	Revised		Outturn	
	budget	Budget*	Outturn	Variation	Notes in
	2019/20	2019/20	2019/20	from	Appendix
	£'000	£'000	£'000	Revised	
				Budget	
				£'000	
Housing	1,231	1,232	1,447	215	1
Planning Policy & Economic Development	1,079	1,103	897	(206)	2
Development Management	650	650	547	(103)	3
Cleansing Services	3,105	3,105	3,025	(80)	4
Parking Services	(1,127)	(1,127)	(1,195)	(68)	5
Landscapes and Leisure	1,049	997	1,065	68	6
Community Services Policy and Performance	1,261	1,355	1,319	(36)	7
Corporate Estates and Facilities	(2,426)	(2,464)	(2,385)	79	8
Finance Accountancy	0	0	44	44	9
Finance Corporate	1,505	1,505	1,359	(146)	10
Revenues & Benefits	2,394	2,394	2,407	13	11
Customer Services and Communications	0	0	27	27	12
ICT	129	100	20	(80)	13
Human Resources & Payroll	0	0	52	52	14
Legal Services	0	0	(25)	(25)	15
Democratic Services	981	981	958	(23)	16
Land Charges	143	143	87	(56)	17
Planning & Building Control Support	0	0	0	0	18
Environmental Health	1,122	1,122	1,104	(18)	19
Building Control	298	298	368	70	20
Strategic Core	1,148	1,148	1,174	26	21
Benefits	(119)	(119)	(119)	0	22
Drainage Levies	1	1	1	0	
Balance Unallocated	62	62	62	0	23
Council Net Expenditure	12,486	12,486	12,239	(247)	**
Total Revenue Spending (before approved reserve transfers)	12,486	12,486	12,239	(247)	
Contribution to the Development Plan reserve	100	100	100	0	
Contribution to the Rate Relief Equalisation reserve	200	200	200	0	
Contribution to ICT reserve	400	400	400	0	
Contribution to Burgess Hill Growth reserve	60	60	60	0	
Contribution to Orchards reserve	425	425	425	0	
Transfer to Specific Reserves (previously reported)	0	0	257	257	
Total Revenue Spending	13,671	13,671	13,681	10	***
			0	0	
				0	
Total	13,671	13,671	13,681	10	

* includes approved variations including any utilisation of Balance Unallocated

** Before transfers to Specific Reserves approved during 19/20 (£257k).

*** After transfers to Specific Reserves approved during 19/20 (£257k).

Forecast Budget Variations for 2019/20

	<i>Changes since last report in 2019/20</i>	<i>Notes</i>
	<i>£'000</i>	
Apr to Dec net savings Cabinet	(468)	
Approved Transfers to Specific Reserve (Council 25 Sept 19)	457	
	<hr style="width: 100%; border: 0.5px solid black; margin-bottom: 5px;"/> (11)	
<i>Final Quarter Variations:</i>		
Temporary Accommodation	11	1
Housing minor variations	7	1
Economic Development Initiatives	(84)	2
Planning Policy staffing	(27)	2
Planning Policy minor variations	5	2
Development Management staffing	(25)	3
Planning Fee Income	28	3
Planning Consultants	(94)	3
Recycling credit Income	40	4
Garden Waste Income	24	4
Cleansing minor variations	(11)	4
Parking Season Ticket Income	15	5
Parking Financial Transaction processing	14	5
Parking Fixed Plant contracts	(9)	5
Car Parks gritting and snow clearance	(7)	5
Tree maintenance contract	187	6
Outdoor Facilities premises costs	43	6
Outdoor Facilities Income	20	6
Landscapes Grounds Maintenance	(98)	6
Landscapes Playground Repairs	(21)	6
Landscapes Civil repairs	(27)	6
Illegal Encampments Damage	(14)	6
Landscapes and Leisure Staffing	(57)	6
Community Services, Policy & Performance - salaries	2	7
Corporate Estates and Facilities – Investment properties	401	8
Corporate Estates and Facilities – Operational properties	(57)	8
Corporate Estates and Facilities – salaries	13	8
Corporate Estates and Facilities – minor variations	8	8
Finance Accountancy minor variations	3	9
Finance Corporate – Treasury Management	19	10
Finance Corporate – insurance recovery	(20)	10
Finance Corporate – audit fees	6	10
Finance Corporate – minor variations	8	10
Revenues and Benefits staffing	(87)	11
Revenues and Benefits consultants	21	11
Revenues Enforcement Income	46	11
Revenues and Benefits bank charges	21	11
Customer Services and Communications	9	12
Digital & Technology – salaries	17	13
Digital & Technology - maintenance	(91)	13
Digital & Technology – printers	(17)	13
Human Resources and Payroll consultants	25	14
Human Resources and Payroll salaries	8	14
Human Resources and Payroll minor variations	9	14
Legal Service - Income	(71)	15
Legal Services - Salaries	39	15
Legal Services – Minor variations	7	15
Democratic Services – Members Allowances and Expenses	(19)	16

Appendix A

	<i>Changes since last report in 2019/20 £'000</i>	<i>Notes</i>
Democratic Services – Electoral Registration	(4)	16
Land Charges – Scanning contract	(11)	17
Land Charges – Salary savings	(3)	17
Planning & Building Support – Salary savings	(3)	18
Environmental Health minor variations	(9)	19
Building Control minor variations	6	20
Strategic Core consultants	16	21
Strategic Core minor variations	9	21
Part Reversal of Transfers to Specific Reserve (Council 25 Sept 19)	(200)	22
	<u>10</u>	

Summary and explanation of Key Variances set out in Table above

The Summary of Revenue Outturn Table above shows the full year variance for each Business Unit. Explanation of variances identified for the first three quarters of the year have been reported to Cabinet in previous budget management reports received by Cabinet during 2019/20. Members should note that some of these variances have also been addressed as part of the Budget Process for 2020/21, and where budgets have been adjusted, the 2019/20 underspends are not expected to reoccur. However, now that the final accounts procedure has been completed a number of final variations have arisen. Explanations for these variances are detailed in the paragraphs below.

Housing

1. The service previously reported a £197K pressure. In the last quarter a further pressure of £18K has been identified. This is mainly due to an increase in the cost of Temporary Accommodation of £11K, due to increased guest house usage reflecting the increase in homelessness for which the council has a statutory responsibility. A further £7K pressure is due to a number of variations below £10K, resulting in a final outturn pressure of £215K.

Planning Policy & Economic Development

2. £100K saving was previously identified for the service. There has since been a further saving of £106k. This is mainly due to an underspend of £84K in economic development, particularly the commissioning of work regarding marketing and promotion of the District and available employment sites, particularly the Science and Technology Park, which needs to align with the progress of work on the Site Allocations Development Planning Document. A further £27K saving was achieved through staff vacancies in year. These savings are offset by a £5K pressure, due to a number of minor variations below £10K, resulting in a final outturn saving of £206K.

Development Management

3. The last forecast position identified £12K net saving for the service. Since then there has been a further saving of £91K. Due to the number of Planning Inquiries, the last forecast identified a pressure of £94k on the planning consultants/counsels fees (reported within the £12k net saving). All the fees for planning inquiries have now been met from specific reserves (£105k). A further staff saving has been achieved of £25K due to vacant posts. These savings are partly offset by a reduction against profile for Planning Fee Income in the Fourth quarter of the year by £28K. Together this resulted in a final outturn saving of £103K.

Cleansing Services

4. The last reported year-end forecast was a £133K saving. An additional pressure of £53K has been identified in the last quarter, resulting in a final outturn saving of £80K. The recent variations are the result of:
 - £40K shortfall of Recycling Credit income from West Sussex County Council. This is due to savings made by the County Council which changed to a 'statutory minimum' payment mechanism for 2019/20, with no bonus payment for recycling quality;
 - £24K reversal of a previously reported forecast of additional income in respect of Garden Waste. The level of projected growth was not achieved in-year due to the need to introduce a temporary waiting list for the service while additional collection capacity was identified. The service was re-opened to new customers in February 2020.
 - (£11K) saving resulting from a number of minor variations below £10K.

Parking Services

5. The service was previously forecasting a saving of £81K. Since then a further pressure of £13K has occurred due to the following: £15K shortfall in Season ticket Income due to a change of season ticket purchasing profile and refunds as a result of Covid-19; £14K pressure in Financial Transactions processing due to increased take up of cashless parking facilities; offset by (£9K) saving in Fixed plant contract costs due to savings from the new machines warranty in 18/19 resulting in a credit; and (£7K) saving in Gritting and snow clearance costs due to milder winter weather, resulting in a final outturn saving of £68K.

Landscapes & Leisure

6. The last forecast position identified a £35K net pressure. Since then there has been a further pressure of £33K, resulting in a final outturn pressure of £68K. The variation in the last quarter is due to the following:
 - £187K Additional Tree Maintenance work;
 - £43K Additional premises utility costs including £17K Electricity due to two new nurseries in operation for 2019/20; 15K Water pressure due to water leaks (credits are potentially due in 2020/21); and £11K NNDR pressure due to revaluations for 2019/20.
 - £20K Outdoor Facilities Income pressure relating to credits due for sporting income which were cancelled due to wet winter weather and the suspension of all football and other sports due to Covid 19;
 - (£146K) Repair savings including: (£98K) Grounds Maintenance; (£21K) Playground Repairs; (£27K) Civil repairs. These savings are the result of reprioritisation of repairs and maintenance budgets to help manage the tree pressure in year.
 - (£14K) saving in Illegal Encampments repair budget. This cost has been reduced by preventative works investment in respect of Illegal Encampments.
 - (£57K) Staff saving due to vacant posts

Community Services, Policy and Performance

7. The last forecast position identified a salary saving of £40K. This figure has decreased by £2K, due to minor unbudgeted one-off staffing costs at year end.

Corporate Estates and Facilities

8. The last reported forecast position was a saving of £286K; this has now changed to show a pressure of £365k. This is mainly due to a pressure of £401k for Investment properties of which the Market Place supplementary rent is the most significant. In this case, the tenant has made deductions from the rent which are the subject of a long-standing dispute. Given this has not yet been resolved, the arrears have been allowed for as a bad debt although we are still seeking a mutually agreeable solution, very possibly via mediation.

Finance Accountancy

9. Since the last reported position there has been a pressure of £3K resulting from minor variations.

Finance Corporate

10. The last reported position was a saving of £159k. The final quarter is showing a pressure of £13k. Part of this is due to Treasury Management costs totalling £19k of which £12k is for credit/debit card bank charges following an increase in the number of transactions. There has also been a saving of £20K for insurance recovery which has been partly offset by a pressure of £6k for audit fees and £8k for minor variations.

Revenues & Benefits

11. Outturn is showing a final net underspend of £13K. A net pressure of £12K had been reported previously. Since then a further net pressure of £1K is shown and is made up of some large offsetting pressures and savings: (£87K) staff saving due to vacant posts; offset by £46K shortfall in Enforcement income due to action being stopped in March due to COVID19; £21K Credit/Debit card bank charges due to an increase in the number of transactions using this method; £21K consultancy costs as a result of additional rateable value finder and appeal costs.

Customer Services and Communications

12. Since the last reported position there has been an additional pressure of £9k relating to staffing costs within the Communications team.

Digital & Technology

13. The overspend of £37k for salaries has resulted from the departmental restructure of the Digital and Technology Department. The increase in salaries reflects MSDC's continued commitment to reaching efficiency savings across the business by investing in capable and knowledgeable staff to help business units take full advantage of modern technology and working practices. The business case identified that by investing in the right skills, the overspend could be offset and this has been done by finding significant savings of £91K from the maintenance spend. This has been achieved by simplifying, modernising and consolidating outdated and costly infrastructure. A jointly procured printing contract between HDC, MSDC and CBC has also resulted in a saving of £17K.

Human Resources & Payroll

14. Consultants were used to provide additional support in terms of resilience for the transition of the payroll service to an external provider. Consultants also carried out an external review of resilience across management within the Council. Salaries overspend mainly due to the additional cost of providing cover whilst a member of the team was on maternity leave.

Legal Services

15. Two consultants were used during the year to cover vacant posts, causing an overspend on salaries of £39k. This has been more than offset by the over achievement of Legal income by £71k. There have been other minor variations resulting in a pressure of £7k. This results in a final outturn saving of £25K.

Democratic Services

16. There has been a saving on Members Allowances and Expenses totalling £19k due to a reduction in the number of Planning Committees, from three to two, and therefore Special Responsibilities Allowance (SRA) paid. Also due to the District election in 2019 there was a gap in payments of SRAs between the election date and Annual Council. Minor savings of £4k in Electoral Registration, resulted in an overall outturn saving of £23K.

Land Charges

17. Since the last reported position there has been a further saving of £14K. This relates to an £11K reduction in the cost of the scanning of data contract and £3k underspend on salaries.

Planning & Building Control Support

18. Since the last reported position there has been a saving of £3K due to a salary underspend.

Environmental Health

19. The last reported year-end forecast was a £9K saving. Since then a further saving of £9K has occurred, resulting in a final outturn saving of £18K. The additional saving is the result of a number of minor variations below £10K.

Building Control

20. The service previously reported a £64K pressure. Since then a further pressure of £6K has been identified due to a number of minor variations, increasing the outturn pressure to £70K.

Strategic Core

21. Since the last reported position there is a pressure of £25k of which £16k is the cost of consultants and £9k is due to minor variations.

Transfer to/ (from) Reserve

22. Refer Paragraph 2 of main report.

Benefits

No variation. (Refer Appendix B of this report).

Balance Unallocated

No variation.

Benefits Outturn 2019/20				
(using Academy subsidy claim figures)				
	2019/20 Original Budget	2019/20 Outturn	Variation from Budget	
Non HRA rent rebates				
	£	£	£	
<i>gross expenditure</i>	446,000	877,491	431,491	
net expenditure at standard subsidy	0	0	0	
effect of reduced subsidy	270,000	515,789	245,789	
effect of overpayments	(37,000)	(75,148)	(38,148)	
Total Rent Rebates	233,000	440,641	207,641	1
Rent Allowances				
	£	£	£	
<i>gross expenditure</i>	31,964,000	27,175,496	(4,788,504)	
net expenditure at standard subsidy	0	0	0	
effect of reduced subsidy	824,000	507,278	(316,722)	
effect of overpayments	(982,000)	(582,625)	399,375	
Total Rent Allowances	(158,000)	(75,347)	82,653	2
Discretionary Local Scheme				
Council Tax Benefit	0	0	0	
Rent Allowances	17,000	12,125	(4,875)	
Subsidy 75%	(13,000)	(9,094)	3,906	
Total Discretionary scheme	4,000	3,031	(969)	
Total Support	79,000	368,325	289,325	
Less: LA Error Subsidy	(95,000)	(44,121)	50,879	2
Expenditure above the cap recoverable from Housing Services	(227,000)	(433,229)	(206,229)	1
Less: Funding to / (from) Benefits Equalisation Reserve	124,000	(9,975)	(133,975)	3
Cost to MSDC	(119,000)	(119,000)	0	

Reasons for variation:				
<p>(1) In an effort to maximise the amount of Benefits received for Temporary Accommodation cases, the Benefits team have been using the full rent payable to assess the claim rather than the Local Housing Allowance (LHA) rate previously used. Non-HRA expenditure has therefore increased to reflect the full rent, of which expenditure above the cap/(LHA) rate is identified, and is recoverable internally from Housing Services.</p>				
<p>(2) Rent Allowances Subsidy allows for a percentage of overpayments to be claimed back from Central Government in the form of Benefits Subsidy, as well as recovery of these overpayments from Benefit recipients, resulting in a net income for the council. The budget was based on historic volumes of overpayments, however, the volume has decreased since budgeting, reducing the net income from overpayments in respect of Rent Allowances.</p>				
<p>(3) The benefits equalisation reserve is made up from prior year's surplus' and was set up to reduce the variances on the revenue budget caused by fluctuations in Benefits subsidy volumes. An adjustment is made to/(from) the reserve to bring the outturn position back to the required budget. An amount of £9,975 has been funded from the equalisation reserve, compared to the £124,000 budgeted contribution to the reserve, a variation of £133,975. This is the result of reduced Rent Allowance overpayment volumes.</p>				

Use of Specific Reserve in 2019/20					
Description	Balance at 01/04/2019 £'000	Contributions In Year £'000	Utilised In Year £'000	Balance at 31/03/2020 £'000	Notes
Housing					
Recyclable loan fund	(21)	0	21	0	1
Housing Needs Survey	(19)	0	0	(19)	2
Gypsy and Traveller feasibility Studies	(13)	0	0	(13)	3
County court desk	(14)	0	0	(14)	4
CPO Fund for Empty Homes	(50)	0	0	(50)	5
Self Build and Custom House building	(81)	(15)	9	(87)	6
Flexible Homelessness Support SR	(328)	(281)	186	(422)	7
Preventing Homelessness Grant	(11)	(28)	0	(39)	8
Overhauling Statutory Homelessness data	(9)	0	0	(9)	9
Rough Sleepers Partnership Outreach	(0)	(10)	0	(10)	10
Temporary Accommodation reserve	(1,817)	0	1,471	(346)	11
Planning Policy & Economic Development					
Specialist Advice studies - Gatwick	(25)	(137)	71	(91)	12
Neighbourhood Planning Non Frontrunners	(116)	0	16	(100)	13
Development Plan Reserve (Studies and EIP costs)	(356)	(100)	425	(31)	14
SAMM Fees	(1,634)	(286)	0	(1,919)	15
Burgess Hill Growth	(854)	(60)	376	(539)	16
Martlets Relocation	(165)	0	31	(133)	17
Planning Performance Agreement	(14)	0	0	(14)	18
Independence Retail Programme	(23)	0	6	(17)	19
Business digitalisation	(16)	0	0	(16)	20
Burgess Hill Station Qtr Project	0	(90)	34	(56)	21
Development Management					
Development Management Temporary Staff	(1)	0	0	(1)	22
Brownfield Register	(20)	0	0	(20)	23
Cleansing Services					
Waste TEEP Assessment	(34)	0	0	(34)	24
A23 Highway Cleansing	(15)	0	0	(15)	25
Communal Recycling Quality	(18)	0	0	(18)	26
Waste and Recycling Projects	(83)	0	12	(72)	27
Community Street Clean	(26)	0	23	(3)	28
Parking Services					
CPE Investment Fund	(29)	(0)	12	(18)	29
Car Park Strategy	(85)	0	8	(77)	30
Landscapes and Leisure					
Outstanding Insurance Claims	(2)	0	0	(2)	31
Invest to Save -Pavilions	(5)	0	0	(5)	32
Parks Improvement	(143)	(82)	8	(217)	33
Leisure Reserve	(86)	0	3	(83)	34
Illegal Incursions Preventative Works	(131)	0	116	(15)	35
Tree Works	(59)	(100)	159	0	36
Anscombe Wood Regeneration	0	(69)	11	(58)	37
Sang Maintenance	0	(27)	0	(27)	38
Community Services, Policy & Performance					
Capital Grants	(17)	0	0	(17)	39
Community Development Fund*	(168)	(50)	118	(101)	40
CCTV Fund	(39)	0	0	(39)	41
Community Safety - Funding for All*	(100)	(16)	0	(116)	42
Performance and Partnerships staffing	(22)	0	0	(22)	43
Community Services Policy	(30)	0	30	0	44
WSCC Pool Business Rates Bicycle Funding	(70)	0	0	(70)	45
Emergency Planning*	0	(5)	0	(5)	46
Community Volunteer Service (CVS)*	0	(5)	0	(5)	47

Use of Specific Reserve in 2019/20					
Description	Balance at 01/04/2019 £'000	Contributions In Year £'000	Utilised In Year £'000	Balance at 31/03/2020 £'000	Notes
Corporate Estates and Facilities					
Asset management	(100)	0	100	0	48
WSCC Watercourse delegated function	(17)	0	0	(17)	49
Asset Maintenance and Landscapes	(8)	0	0	(8)	50
Planned Asset maintenance Specific Reserve	(50)	0	0	(50)	51
Property Consultants	(14)	0	0	(14)	52
Orchards Repairs and Renewals	(155)	(679)	358	(476)	53
Orchards Improvement Reserve	(5,000)	0	0	(5,000)	54
High-rise Residential Building Data Collection SR	0	(2)	0	(2)	55
Corporate Estates Restructure SR	0	(57)	57	0	56
Finance Accountancy					
FMS to move server costs	(2)	0	0	(2)	57
Icon Upgrade costs	(9)	(17)	14	(12)	58
Finance Corporate					
Insurance Reserve	(61)	0	0	(61)	59
JE and VR Reserve*	(311)	(100)	408	(2)	60
Audit Costs	(16)	0	0	(16)	61
Land and Property Reserve	(16)	0	0	(16)	62
Covid19 Emergency Fund	0	(38)	0	(38)	63
Revenues & Benefits					
Localising Council Tax support admin	(129)	0	0	(129)	64
Revenues and Benefits New Burdens	(15)	(132)	29	(118)	65
Census Partnership Disaggregation	(47)	0	12	(36)	66
Digital & Technology					
Inspire hosted software solution	(7)	0	3	(5)	67
ICT PSN related work	(7)	0	0	(7)	68
ICT reserve	(58)	(400)	443	(15)	69
ICT - Replacement GIS Software	(4)	0	0	(4)	70
Burgess Hill Fibre Exchange	(123)	0	85	(39)	71
Cyber Security	0	(5)	0	(5)	72
Human Resources & Payroll					
Employee Benefits	(0)	(7)	7	0	73
Corporate Training	(1)	0	0	(1)	74
Democratic Services					
District Elections	(150)	(45)	119	(76)	75
Civic Events	(2)	0	0	(2)	76
Individual Electoral Registration Grant	(55)	(25)	10	(70)	77
Land Charges					
Temporary staff for land searches	(2)	0	0	(2)	78
Planning & Building Control Support					
Validation Officer Temporary staff	(25)	0	25	0	79
Environmental Health					
Hackney Carriage Unmet Demand Survey	0	(5)	0	(5)	80
Corporate Funds					
Benefits Equalisation	(1,134)	0	38	(1,096)	81
Rate Retention Scheme Equalisation	(2,454)	(1,414)	719	(3,149)	82
Benefits & Council tax support scheme equalisation	(100)	0	0	(100)	83
LA EU Exit Preparation	(17)	(35)	0	(52)	84
Total Specific Reserves	(16,840)	(4,320)	5,569	(15,591)	

Figures in this table are subject to roundings to nearest £'000

*Subject to approval by Council as set out in recommendations of this report

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1. This reserve was created to augment the existing Housing Rent in Advance and Deposit guarantee scheme to create a recyclable loan fund for eligible households. The balance at the start of 2019/20 was £21,242, which has been fully utilised in year.
2. In 2018/19 £18,873 was transferred from the Repossession and Eviction Prevention fund as reported in the Budget Management report to Cabinet 11 February 19 as it was no longer required and it has been reallocated to the Housing Needs Survey Specific Reserve. The balance at the start of 2019/20 was £19,314. There has been no call on this reserve during 2019/20.
3. The Gypsy and Traveller Feasibility Studies Reserve was created in 2018/19 as detailed in the Budget Management Report to Cabinet 11 February 19, to cover feasibility studies to assess Gypsy and Traveller housing needs. The balance at the start of 2019/20 was £13,089. There has been no call on this reserve during 2019/20.
4. Approved at Cabinet 6th June 11 Outturn Report 2011/12, to fund additional resources to prevent homelessness in the future through defending court proceedings. The balance at the start of 2019/20 was £13,989. There has been no call on this reserve during 2019/20.
5. This CPO Fund for Empty Homes was approved by Council 27th February 2013 to be funded from New Homes Bonus monies. To date this reserve has not been utilised.
6. This reserve was created to hold grants received from MHCLG in respect of Self build and custom house building. At the start of the year the balance in this reserve was £80,850. In March 2020 a further £15,000 grant was received from MHCLG. These monies are for custom build development work to be undertaken by Housing Services. During 2019/20 £8,501 was used to fund Feasibility studies. The balance at year end stands at £87,349.
7. Reserve created in 2017/18, in respect of Flexible Homelessness Support Grant received from MHCLG to support Local Authority efforts in preventing and dealing with homelessness. In 2019/20, £280,925 was received as detailed in Budget Management report to Cabinet 16 September 19. £186,361 has been utilised in year on Flexible Homelessness Support costs leaving a balance of £422,104.
8. Reserve created to hold Preventing Homelessness New Burdens grants received from MHCLG to support Local Authorities in fulfilling their duties under the Homelessness Reduction Act. In 2017/18 it was confirmed that grant totalling £82,706 would be received over a three-year period. In 2019/20, £27,765 was received as reported in the Budget Management report to Cabinet on 16 September 19, being the last of three payments over the three-year period. There has been no call on this reserve during 2019/20.
9. Reserve created in 2017/18, to hold £9,202 received from MHCLG for new burdens in respect of Overhauling Statutory Homelessness Data Grant Determination. This grant will be used to meet the costs of IT equipment to enable mobile working within the team. To date this reserve has not been utilised.
10. Reserve created at Outturn 2017/18 from a contribution received from West Sussex County Council. This has been used for Rough sleeper Outreach work to be undertaken by Housing Services. In 2019/20, £9,916 was received from MHCLG, as reported in the Budget Management report to Cabinet 8 July 19, in respect of a Cold Weather Fund Payment. There has been no call on this reserve during 2019/20.
11. Reserve created at Outturn 2017/18 to acquire and manage properties to improve the quality of services for homeless families and reduce revenue expenditure on the service. £1,471,264 has been utilised as part of Capital Financing, leaving a balance of £346,038.
12. Reserve created in 2013/14 to commission specialist advice studies in respect of noise and other environmental impacts to allow MSDC to provide an informed contribution to any consultation relating to the possible expansion of Gatwick airport. A further contribution totalling £137,000 was reported in the Budget Management report to Cabinet 18 November 2019. Of this, £62,000 was met from balance unallocated and a further £75,000 was transferred from General Reserve this year, to meet the cost of ongoing work related to the Development Consent Order, and to secure robust financial contributions through a potential S106. £70,741 has been utilised in-year on specialist advice costs leaving a balance of £91,258.
13. The reserve shows the remaining balance of a grant received for Neighbourhood Planning. £15,684 has been utilised in-year on grants in relation to Neighbourhood plans, leaving a balance of £100,354.
14. The reserve shows the remaining balance of £355,782 at the start of the year. This Reserve is to help meet the costs of maintaining and preparing Development Plans. A contribution of £100,000 was approved in the Corporate Plan and Budget 2019/20 to Council 27 February 2019. In 2019/20 £424,773 was utilised on Counsels fees and Consultants. A balance of £31,009 remains at 31 March 2020.

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15. This represents contributions collected from developers in respect of the Strategic Access Management and Monitoring tariff (SAMM) which is required to fund migration projects to be delivered by the Conservators of Ashdown Forest. This reserve totalled £1,633,639 at the start of 2019/20. In year, the Reserve has increased by a further £285,730. The balance on this reserve, totalling £1,919,369, is due to be transferred to Wealden District Council, as part of the Joint SAMM Strategy and the pooled funding of the shared service in April 2020.
16. This Reserve was created to help meet the costs of planning and delivering the Burgess Hill growth work. A contribution of £60,000 was approved in the Corporate Plan and Budget 2019/20 to Council 27 February 2019. £375,516 was utilised in 2019/20 on consultant and surveyor costs leaving a balance of £538,976.
17. This Reserve was created to hold contributions from New River Retail Ltd towards any costs relating to the closure of Martlets Hall needed to support the town revitalisation project. In 2019/20 £31,156 has been utilised leaving a balance of £133,355.
18. In December 2017, the Council received a fee of £14,176 in relation to a Planning Performance Agreement with a developer to facilitate delivery of a strategic housing site. Planning Performance Agreements are supported by the Government to promote an improved and more efficient service and is considered to be good practice in supporting delivery of housing. The Planning Performance Agreement Specific Reserve was created to hold the sum, as reported in the Budget Management Report to Cabinet 19th February 2018. To date this reserve has not been utilised.
19. This Reserve was created to deliver a training programme for independent retailers on managing their shopfronts and to provide them with small bursaries to enable improvements to be made. £5,950 has been used for contractor costs in 2019/20, leaving a balance of £17,050 at 31 March 20
20. Business Digitalisation Balance of £15,707 has been re-categorised to Economic Development from ICT at Outturn 2019/20 as it relates to Economic Development activities. There was no call on the reserve during 2019/20).
21. £90,000 received from GBEB in respect of One Public Estate funding, for Masterplanning Burgess Hill Station Quarter Project for which the costs are expected to cover two financial years, as reported in the Budget Management Report to Cabinet 18th November 2019. £34,005 was utilised in 2019/20 on feasibility studies leaving a balance of £55,995 at year-end.
22. This reserve was created at Outturn 2014/15 is to cover the cost of temporary staff for a two-year period to meet the rising number of planning applications. The balance in this Reserve at the start of the year was £790. There was no call on the reserve during 2019/20.
23. This Reserve was created at Outturn 2016/17 to hold grant received from MHCLG in respect of New Burdens funding for the Brownfield Land Register and Permission In Principle (PIP) Legal Agreement. There was no call on the reserve during 2019/20.
24. Reserve created in 2016/17 to meet the full cost of the TEEP assessment of £50,000. The balance in this Reserve at the start of the year was £34,025. There was no call on the reserve during 2019/20.
25. The A23 Highway Cleansing Reserve was created to cover the cost of litter-picking the A23. The balance in this Reserve at the start of the year was £15,213. There was no call on the reserve during 2019/20.
26. This Reserve is to fund a project to improve communal recycling quality and to fund a pilot project with the British Heart Foundation to increase recycling of textiles and small goods as set out in the Budget Management Report to Cabinet 19th February 18. The balance in this Reserve at the start of the year was £17,705. There was no call on the reserve during 2019/20.
27. The Waste and Recycling Projects Specific Reserve of £83,403 is to fund future projects identified in the 2018/19 Service Plan as set out in the Budget Management Report to Cabinet 19th February 18. In 2019/20 £11,618 has been utilised leaving a balance of £71,785.
28. The Community Street Clean Specific Reserve created was approved at Outturn 2018/19 following receipt of £26,005 from MHCLG in respect of National Community Clean up Grant. In year, £23,417 has been used for projects working with community groups to undertake community-led street cleans, leaving a balance at year end of £2,588.
29. This Reserve was created at Outturn 2016/17 as 30% of the Civil Parking Enforcement (CPE) Surplus is retained by MSDC on the condition that it is re-invested in the Service. In 2019/20, £229 was received relating to the current year's surplus and £11,819 was utilised on Parking Enforcement investment costs leaving a balance of £17,768.
30. This Reserve was created to support the Car Park Strategy refresh in 2020/21. In year, £8,320 has been utilised on Parking Strategy consultant costs, leaving a balance at year end of £76,503.

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31. This reserve was created following the contract award for the management of the Leisure centres to Freedom/GLL to cover a few outstanding insurance claims which have not yet been settled by our insurers. There was no call on the reserve during 2019/20.
32. This reserve was originally set up to fund the improvement works to pavilions as set out in the Proposal for in-year investment projects report to Cabinet 16th October 12. There was no call on the reserve during 2019/20.
33. The Parks Improvements Reserve was created to cover the costs of the Parks Asset Management Plan, Recycling Bins in key parks and master planning costs on a number of sites, prior to bringing forwards Capital projects in 2020/21. As reported in the April to December Budget Management Report to Cabinet 10 February 2020, £82,000 was transferred from General Reserve to cover the year 2 costs which include Parks Asset Management Plan (£50k), Recycling Bins in key parks (£16k) and Master Planning costs (£16k). £8,000 was utilised on Consultants and Masterplanning leaving a balance of £217,284.
34. The Leisure Reserve was created to enable investment in the Council's Leisure Centres. The remaining balance at the start of the year was £85,653. During the year £2,941 has been utilised on financing the Dolphin Car Park works leaving a balance of £82,712 at year-end.
35. Illegal Incursions Preventative Works Reserve was created to accelerate the programme of outstanding works across the District's most vulnerable sites. During the year £116,653 has been utilised for this purpose.
36. At Outturn 2018/19, a Tree Works Reserve was created from the Revenue underspend to finance maintenance work on a number of trees which the Council is responsible. As reported in the April to July Budget Management Report to Cabinet 16 September 2019, a further contribution of £100,000 was transferred from the current year's reported Revenue underspend for this purpose. This Reserve was fully utilised in the year.
37. In 2013/14, we received the sum of £68,762 in S106 from Crest Nicholson to meet the costs arising from St. Francis, Haywards Heath – Anscombe Wood Regeneration. This contribution was incorrectly treated as a commuted sum and put into the General Reserve in error. As detailed in the Budget Management Report to Cabinet 18 November 2019, this sum was transferred to Specific Reserve to finance the wood regeneration undertaken by Mid Sussex in 2019/20. During 2019/20 £10,643 was utilised leaving a balance of £58,119 at year-end.
38. SANG Maintenance Specific Reserve was created to hold unspent SANG Maintenance budget totalling £26,943 from SANG contributions ringfenced to fund costs in future years.
39. This reserve represents the Capital grant which was approved by the Cabinet Grants Panel on 11th February 2009 for Ansty Village Hall, but not yet paid over. There was no call on the reserve during 2019/20.
40. The Reserve was set up to help meet the cost of Community Development related activities. The balance in this Reserve at the start of the year was £168,261. £117,675 has been utilised in 2019/20 on Community Development grants in year. A request to add a further £50,000 to this reserve is detailed in paragraph 20 of this report.
41. Reserve created to part-fund the upgrade of the existing CCTV system with additional contributions to be sought from partners. There was no call on this during 2019/20 due to the delay in installation of the new CCTV cameras.
42. The Community Safety - Funding for All Reserve was created at Outturn 2016/17 to meet any future reductions in Mid Sussex Partnership funding. There was no call on the reserve during 2019/20 but a request to add a further £16,000 to fund additional CCTV cameras in 2020/21 is detailed in the Table 1 note 1 of this report.
43. This Reserve was created due to a Revenue Underspend at Outturn 2016/17 to be used for temporary staffing and equipment in Policy and Performance Business Unit. However, to date there has been no call on the reserve
44. Community Services Policy Reserve was set up, as detailed in Budget Management Report to Cabinet 24 September 2018, to cover the cost of consultancy services on the Playing Pitch Strategy (£15,750), the Play & Amenity Green Space Strategy (£33,000) and the Community Building Strategy (£19,949). £30,442 was utilised in year for this purpose.
45. £70,000 contribution relates to grant received from WSCC Business rate pool in March 2019 to support WSCC Walking and Cycling Strategy. The WSCC Pool Business Rates Bicycle Funding Specific Reserve was approved at Outturn 2018/19. There was no call on the reserve during 2019/20.
46. A request to create a reserve for Covid-19 response and recovery process from the Emergency Planning revenue underspend in 2019/20 is included in Table 1 note 2 of this report.
47. A request to create a reserve for the Community Volunteers Service (CVS), to provide additional grant requests resulting from the Covid-19 pandemic, using the revenue underspends in grants to organisations and sponsorship in 2019/20, is included in Table 1 note 3 of this report.

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48. This reserve is to cover the cost of work needed to enable the Council to make best use of its assets. During 2019/20 this reserve has been fully utilised towards the cost of a number of assets including Martlets joint venture (£20k), and feasibility studies for Lower Hollow Copse, Paddockhall Road, Hammonds Ridge and Bedelands.
49. This represents balance of monies received from WSCC for the watercourse delegated function which was earmarked for trash screens at Copthorne Golf Course. There has been no utilisation of this Reserve in 2019/20.
50. Reserve created to fund the cost of purchasing and implementing the new property, asset maintenance and landscapes system. There was no call on the reserve during 2019/20.
51. Reserve created to fund planned asset maintenance works that were not able to be completed during the year it was created. There was no call on the reserve during 2019/20.
52. Approved to help meet the future cost of Property Consultants. There has been no call on this reserve during 2019/20.
53. In 2017/18, this reserve was created to meet expenses that remain the landlord's responsibility and for future investment in the centre. During 2019/20, a budgeted contribution totalling £425,000 has been added to the Reserve. There was also further contribution of £340,000 relating to the Orchards Roof work capital project which was originally funded from this reserve. This contribution representing the amount invoiced to tenants for their share of the service charge. However, this amount has also been reduced by £89,000 provision for uncollected debts in respect of this. The balance of £3,298 relates to the reversal of financing for Orchards Roof Works for 18/19. In 2019/20, £358,219 has been utilised as part of Capital Financing, leaving a balance of £476,080 at year end.
54. Reserve created at Outturn 2017/18 to fund future Orchards improvements. There was no call on the reserve during 2019/20.
55. Reserve created in 2019/20 from grant received from the MHCLG to assist Local Authorities with the costs of completing a data collection exercise to identify external wall materials and insulation on all high-rise residential buildings in their area. This was detailed in the April to December Budget Management Report to Cabinet 10 February 2020. There was no call on the reserve during 2019/20.
56. £57,000 was earmarked from the reported Revenue underspend in the April to July Budget Management Report to Cabinet 16 September 2019 to meet the current year impact of implementing the Estates Team Restructure. This reserve has been fully utilised in year.
57. Reserve created to fund the consultancy costs of moving FMS over to the new server. At the start of the year the balance was £2,016. There has been no call on this reserve in 2019/20.
58. Reserve created to fund the bi-annual Icon upgrade costs of approximately £9,000. In 2019/20, £5,000 represented the annual budgeted contribution. In 19/20 £13,500 has been used for this purpose. At Outturn there is a request to add a further £12,000 to this Reserve as detailed in the Table 1 note 4 of this report.
59. The insurance reserve is to be held for non-planned MSDC liability settlements. There has been no call on this reserve in 2019/20.
60. Reserve created to offset planned redundancy and job evaluation costs. In 2019/20, £300,000 was approved to be transferred to the Reserve to cover additional pressures on this Reserve resulting from the ICT restructure as detailed in Budget Management Report to Cabinet 16 September 2019. However, at Outturn only £100,000 was required to top-up this Reserve for 2019/20. £408,188 has been utilised leaving a balance of £2,408 at year-end.
61. Reserve created to offset unbudgeted costs which may arise due to the uncertainty of the total cost of External Audit services. There has been no call on this reserve in 2019/20.
62. The Land and Property Reserve was created in 2016/17 to enable land and property investments to generate a revenue stream. The balance remaining on this Reserve at the start of the year was ££16,148. There has been no call on this reserve in 2019/20.
63. Reserve created in 2019/20 from grant totalling £37,729, received from the MHCLG, to provide additional support to local Authorities for homelessness and rough sleepers, as well as to help meet pressures from reduced income, rising costs or increased demand as a result of the COVID 19 epidemic.
64. This reserve was set up to meet the additional administration costs in the transition to a Council Tax Support Scheme as reported to Cabinet on 9th July 2013. During 2019/20, there has been no call on this reserve, leaving a balance of £129,199 to be spent in future years.

65. Reserve created in 2018/19 to hold grants received for implementing new burdens, in order to offset the costs as they arose. This was detailed in the Budget Management Report to Cabinet 9 July 18. Further grant payments were received totalling £91,364 as detailed in the Budget Management Report to Cabinet 8 July 2019. Additional grants totalling £9,225 were also reported to Cabinet 18 November 2019, and further £4,702 grants to Cabinet 10 February 2020. A further sum of £18,486 was received in respect of Council Tax Annexe Discount scheme and £8,103 for DWP Transparency code to be approved at Outturn 2019/20. (refer para. 15 and 16 of main report). In 2019/20 £28,786 was utilised, leaving £118,442 remaining at year-end.
66. This reserve was created from reserves reallocated to fund additional costs emerging associated with Census partnership disaggregation, as detailed in Budget Management Report to Cabinet 12 November 18. In 2019/20 £11,600 has been utilised to fund a Single Person Discount review leaving a balance of £35,720.
67. Reserve created in 2013/14 from grant received from DEFRA for local authorities to comply with a European directive to make spatial (GIS) data available. The reserve will meet the costs of purchasing a hosted software solution to fulfil our obligations. In 2019/20 £2,500 has been utilised leaving a balance of £4,631 at year end.
68. Reserve created to fund the on-going Public Service Network (PSN) costs which are an essential requirement for creating the statutory secure government computer network. There was no call on the reserve during 2018/19.
69. Reserve created to enable future development in ICT and related customer service software and the balance remaining at the start of the year was £57,955. A contribution of £400,000 was approved in the Corporate Plan and Budget 2019/20 to Council 27 February 2019. During the year £442,936 was utilised. £128,203 on the installation of a new FMS system revenue project (T1), £304,092 was used to finance the Capital Programme and £10,641 to finance the revenue project Supporting Infrastructure Refresh. A balance of £15,019 remains at year end.
70. This Reserve was set up to fund a fully hosted web-based service. In 2019/20, there has been no call on this reserve.
71. This Reserve was created for the Burgess Hill Fibre Exchange to procure legal, procurement and commercial advice. During 2019/20 £84,610 has been utilised on consultant fees leaving a balance of £38,505 at 31/03/2020.
72. Reserve created at Outturn 2019/20 from grant received at the end of 2019/20 to undertake work to improve cyber security. Refer paragraph 18 of this report for more details.
73. The utilisation in 2019/20 totalling £6,932 is to fund professional qualification subscriptions. Contributions made to this reserve in year represent the annual budgeted sum of £6,000, and an additional amount of £531 which represents the difference between the average interest rates and the interest rate charged on personal loans being transferred to this reserve as a result of the 2019/20 final accounts exercise.
74. This reserve is to meet necessary training requirements over and above the Corporate Training budget. There was no call on the reserve during 2019/20.
75. This reserve represents the annual contribution made from revenue to meet the future costs of District Elections. During the year the Reserve was topped up by the annual budgeted sum of £45,225. £119,135 has been utilised during 2019/20 leaving a balance of £75,639.
76. This reserve is earmarked to offset additional costs for the Chairman's civic events. There was no call on the reserve during 2019/20.
77. This reserve holds the non-ring fenced grants received from the Cabinet Office to cover the cost of the move to Individual Electoral Registration (IER). In 2019/20, £24,737 was received from the Cabinet Office to cover costs associated with the ongoing transition to IER as reported in Budget Management Cabinet 18th November 19. £9,875 was spent in 2019/20 on the digitalisation of the Police and Crime Commissioner election now to be held in May 2021.
78. This reserve was created to cover the increased cost of a temporary Local Land Charges Assistant required due to increased volume of searches. There was no call on the reserve during 2019/20.
79. This reserve is to cover the cost of a temporary Validation Officer required to cover the increased workload in the Planning and Building Control Support Team. There was no call on the reserve during 2019/20 and this reserve has been transferred to General Reserve.
80. Hackney Carriage Unmet Demand Survey reserve created through an annual reserve contribution of £5K to fund the triennial cost of this survey.
81. This reserve is available to smooth out any variations year on year, in the Benefits outturn position, reducing the impact on the Council of any possible adverse effects after the final Benefits claim for the year is audited. £37,725 was utilised in 2019/20. £9,975 was required to cover the shortfall against the budgeted contribution of £119,000, (refer Appendix B of this report for more detail). A further £27,750 was used to cover audit fees for the HB Subsidy claim. The balance remaining at the end of the year stands at £1,095,881.

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82. This reserve is available to smooth out any variations year on year as a result of the actual RRS being less than the budgeted figure for 2019/20. In 2019/20 contributions totalled £1,413,553. Of the total contributions, £200,000 relates to the budgeted 2019/20 Corporate Plan contribution. £1,206,366 relates to MHCLG grants such as the NNDR1 Section 31 Payment on Account, Small Business Rate Relief, and Empty Property Relief. £7,187 is for the Levy Account Surplus Grant. £718,508 has been utilised in 2019/20. £439,324 represents the budgeted figure in the financing of the Corporate Plan 2019/20, £279,184 is the NNDR3 levy calculator adjustment for 2018/19. This leaves a balance of £3,148,739 in this reserve at year end.
83. This reserve is available to smooth out any variations year on year as a result of the actual Council Tax Support scheme income being less than the budgeted figure for 2019/20. In 2019/20 there has been no call on this reserve.
84. Reserve created from grant totalling £17,484 received from MHCLG in respect of funding Local Authority EU Exit preparation, as approved at Outturn 2018/19. Contributions were received in 2019/20 totalling £34,968 as detailed in Budget Management reports to Cabinet 8 July 2019 and 18 November 2019. There has been no call on this Reserve in year.

Use of General Reserve in 2019/20					
Description	Balance at 01/04/2019 £'000	Contributions In Year £'000 y635	Utilised In Year £'000 y636	Balance at 31/03/2020 £'000	Notes
Unallocated Balance:	(85)				
Local Authority Property Fund (LAPF) dividends **	0	(17)	0		1
Windfall income	0	(14)	0		2
MHCLG –Other grants received in year**	0	(3)	0		3
Transfers (from) /to Specific Reserves		(25)	207		4
Interest received / paid in 2019/20**	0	(336)	1		5
New Homes Bonus	0	(3,444)			6
Annual contribution to General Reserve for MCR	0	(229)	0		7
Capital Financing	0	0	1,107		8
Financing of Revenue Projects in Capital Programme	0	0	179		9
Financing of Revenue Overspend 2019/20	0	0	10		10
Total Unallocated Balance	(85)	(4,068)	1,503	(2,650)	
Historic Building Loans	(24)	0	0	(24)	11
Commuted Sums – Cemetery Maint.	(1)	0	0	(1)	
Commuted Sums – Open Spaces Maint.	(2,196)	(413)	99	(2,510)	
Commuted Sums – Culverts Maint	(101)	0	0	(101)	
SANG in perpetuity	(691)	(155)	0	(846)	12
Total General Reserve	(3,098)	(4,636)	1,602	(6,133)	

*Figures are subject to roundings to nearest £'000

**Subject to approval by Council as set out in recommendations of this report

Notes:

1. Refer paragraph 24 of the main report.
2. Allowance for bad debt on works in default whereby debt provided for in a previous year has now been repaid.
3. Refer paragraph 12 of the main report.
4. £207,000 has been moved to Specific Reserve as detailed in Specific Reserve notes 12, 33 & 40 of this report, and as reported in Budget Management on 18 November 2019 and 10 February 2020. This included a £75,000 transfer to the Specialist Advice Studies Gatwick Specific Reserve and a £82,000, contribution from General Reserve to the Parks Improvement Specific Reserve. In addition, paragraph 20 of this Outturn Report recommends £50,000 is transferred to the Community Development Fund. £25,000 has been moved back to General Reserve from the Validation Officer Temporary Staff Specific Reserve as it is no longer required.
5. Total interest received in 2019/20 of £335,222. Of this total £531 was transferred to the Employee Benefits Specific Reserve (refer Specific Reserves note 73 above). There is also a small contribution of £431 relating to reduced PWLB interest.
6. £3,443,804 New Homes Bonus monies have been received in 2019/20. This forms part of General Revenue Reserves.
7. This is the annual contribution budgeted to be paid to General Reserve for Major Capital Renewals (MCR).
8. Being the amount utilised to finance the capital programme.
9. Being the amount utilised to finance the revenue projects in the capital programme.
10. Revenue overspend 2019/20 funded from General Reserve.
11. Relates to transfer to/from General reserve relating to part repayment of Historic building loans.
12. Earmarked reserve to help meet costs of SANG. In 2019/20, £155,453 has been added to this reserve.

Appendix D

Capital Programme Outturn 2019/20						
Scheme Description	2019/20	2019/20	2019/20	Variance on	Category	Notes
	Original	Revised	Outturn	Revised		
	Budget	Budget		Budget		
	£'000	£'000	£'000	£'000		
Housing						
Temporary Accommodation	0	2	0	(2)	B	
Temporary Accommodation	0	10	19	9	C	
Temporary Accommodation	0	26	23	(3)	B	
Temporary Accommodation	0	292	291	(1)	B	
Temporary Accommodation	0	259	259	0		
Temporary Accommodation	0	221	221	0		
Temporary Accommodation	0	378	378	0		
Temporary Accommodation	0	272	280	8	C	
Affordable Housing Unallocated Funding	0	0		0		
Total Housing	0	1,460	1,471	11		
Planning Policy						
Burgess Hill Place and Connectivity Programme	0	394	190	(204)	A	1
Total Planning Policy	0	394	190	(204)		
Commercial services and Contracts - Cleansing Services						
Purchase of Green Bins	0	30	10	(20)	A	2
Total Commercial services and Contracts - Cleansing Services	0	30	10	(20)		
Commercial services and Contracts - Parking Services						
Extension to Heath Road Car Park Haywards Heath	0	1	0	(1)	B	
Total Commercial services and Contracts -Parking Services	0	1	0	(1)		
Commercial services and Contracts -Landscapes and Leisure						
Dolphin Car Park works			3	3	C	
Beech Hurst Gardens paths and landscape improvements			8	8	C	
Padel Tennis Court at the Triangle leisure Centre	110	103	100	(3)	A	
Dolphin Leisure Centre Improvement Works, Haywards Heath	0	198	198	0		
Twineham Playground Improvements	0	0	0	0		
Bolney Recreation Ground(Batchelor's Field) Playground Improvements	0	0	0	0		
John Pears Playground - AshhurstWood, Playground Improvements	0	0	0	0		
Improvement works to Lindfield Common Tennis Courts	0	11	9	(2)	B	
Improvement works to The Haven Sports Fields, Crawley Down	0	20	11	(9)	B	
Playground Equipment at Hickman's Lane Recreation Ground	0	18	18	0		
Petanque Rink construction, Marle Place Recreation Grd, Bhill	0	30	0	(30)	A	3
Total Commercial services and Contracts -Landscapes and Leisure	110	380	347	(33)		
Corporate Estates & Faciliites						
Council Chamber Modernisation	300	584	7	(577)	A	4
St Johns Park BH Playground Imps	30	30	0	(30)	A	5
Drainage capital works	0	44	9	(35)	A/B	6
Upgrade Council Chamber toilets & Reception area, Oaklands	81	0	5	5	C	
Hurst Farm Development Costs	0	71	105	34	C	7
Upgrading Play Equipment at Dolphin Centre Playground HH	21	21	21	0		

Appendix D

Capital Programme Outturn 2019/20						
Scheme Description	2019/20 Original Budget £'000	2019/20 Revised Budget £'000	2019/20 Outturn £'000	Variance on Revised Budget £'000	Category	Notes
Replacement heating distribution system, Oaklands	0	2	3	1	C	
Resurface Queensway car park, East Grinstead	41	41	0	(41)	A	8
Refurbishment Works at Court Bushes Pavilion			15	15	C	9
The Orchards - roof works			(3)	(3)	B	
Finches Field Community Building Pavilion & Car Park	0	65	44	(21)	A	10
Bedelands Farm - improvement to paths	0	4	3	(1)	B	
Worlds End Recreation Ground Play Improvements	0	83	82	(1)	B	
Worlds End Recreation BHTC projects -streetscene	0	15	15	0		
Flat 16 St Wilfred's Way Acquisition		176	177	1	C	
Flat 12 St Wilfred's Way Acquisition			181	181	C	11
Replacement of CCTV system at Oaklands, Haywards Heath	0	5	4	(1)	A	
208-216 London Road (Halfords) Bhill	0	0	3	3	C	
Martlet's Hall demolition and car park creation	0	245	350	105	C	12
Oaklands Window Replacement	183	192	191	(1)	B	
Refurbish West Wing Grd Floor Gents W011	20	20	20	0		
Refurbish East Wing kitchen E104	15	15	12	(3)	B	
Refurbish East Wing Gents	20	20	21	1	C	
Refurbish IT Suite	20	78	82	4	C	
Cuckfield Rec Pavilion Refurbishment	84	0	0	0		
Intruder Alarm Upgrade	30	51	19	(32)	A	13
East Court Nursery	0	36	37	1	C	
Tolgate Car Park Upgrade - Lindfield	22	22	14	(8)	B	
Refurbishment of Sheddingdean Community Centre	0	44	39	(5)	B	
Trinity Road Car Park Upgrade - Hurstpierpoint	45	45	41	(4)	B	
Mount Noddy Pavilion - Extension and alteration	0	0	(4)	(4)	B	
St John's Park - Burgess Hill Pavilion Improvements	0	180	0	(180)	A	14
Disposal of Handcross Car Park	0	0	25	25	C	15
Total Corporate Estates and Facilities	912	2,089	1,518	(571)		
Revenues and Benefits						
Council Tax Support Banded Income Scheme (CTSS)	0	28	28	0		
Total Revenues and Benefits	0	28	28	0		
Digital and Technology Services						
Telephony System Upgrade	120	0	0	0		
Workstation replacement programme	50	50	41	(9)	B	16
Storage Area Network (SAN) Replacement	65	52	51	(1)	B	
Relocation of IDOX UNiform software to Oaklands (19/20)	37	43	14	(29)	B	17
Firewall replacement	25	25	26	1	C	
Supporting Infrastructure Refresh	30	8	10	2	C	
Covid 19 -purchase of laptops	0	0	4	4	C	
Windows 10 update	78	226	226	0		
Total Digital and Technology Services	405	404	372	(32)		
Land Charges						
Modernisation of corporate records	99	99	70	(29)	B	18
Total Land Charges	99	99	70	(29)		

Appendix D

Capital Programme Outturn 2019/20						
Scheme Description	2019/20 Original Budget £'000	2019/20 Revised Budget £'000	2019/20 Outturn £'000	Variance on Revised Budget £'000	Category	Notes
Environmental Health						
Disabled Facility Grants	900	1,368	1,182	(186)	A/B	19
Total Environmental Health	900	1,368	1,182	(186)		
Planning Services						
Goddards Green Sewage Treatment Works	0		3,961	3,961	D	20
Total Planning Services	0	0	3,961	3,961		
Total Programme	2,426	6,253	9,149	2,896		
Capital Programme Outturn 2019/20						
Scheme Description	2019/20 Original Budget £'000	2019/20 Revised Budget £'000	2019/20 Outturn £'000	Variance on Revised Budget £'000	Category	Notes
Projects brought forward in the year						
Lindfield Medical Centre consulting room	0	0	6	6	D	21
East Grinstead Sports Club Fac Imp & Cricket Pitch	0	0	96	96	D	22
East Court Public Toilet - EGTC	0	0	18	18	D	23
Ardingly Rec Car Park -Ardingly PC	0	0	2	2	D	24
Adastra Wheel Park - Hassocks PC	0	0	75	75	D	25
Chapelfields Residents Assn -Imps to Play Area	0	0	13	13	D	26
Handcross Pavilion & Playground Imps- Slaugham PC	0	0	175	175	D	27
Adastra Hall disabled access - Hassocks Comm Assoc - S106	0	0	9	9	D	28
East Grinstead Rugby Football junior clubhouse imp - S106	0	0	28	28	D	29
Speed Indicating Device Lindfield Rural Parish Council	0	0	2	2	D	30
Scaynes Hill Common Footpath Lindfield Rural Parish Council	0	0	7	7	D	31
Lindfield Cricket Club Pavilion Extension	0	0	20	20	D	32
Haven Centre renovationsCrawley Down Community Centre Assoc	0	0	25	25	D	33
Hurstpierpoint Players - auditorium improvements	0	0	5	5	D	34
Sackville School controlled crossing	0	0	101	101	D	35
Bus Shelter in Sayers Common	0	0	10	10	D	36
Church Road HH Pedestrian Crossing WSCC	0	0	13	13	D	37
Total Projects brought forward in the year	0	0	605	605		
Grand Total	2,426	6,253	9,754	3,501		

Notes:

- Burgess Hill Place and Connectivity Programme £204k underspend. There has been a delay in procuring construction project management support and these costs will be incurred in financial year 2020/2021. All spend incurred on the Place and Connectivity Programme will be reimbursed from Local Growth Fund grant funding.
- Purchase of Green Bins have been bought in batches according to available storage. An order will be placed for the balance in May 2020.
- Petanque project delayed due to planning constraints on site. Alternative options are being reviewed to enable progress to be made as soon as possible.
- Since the last Budget Management Report to Cabinet 10 February 2020, the Council Chamber Modernisation (£300k) and Council Chamber toilet facilities and reception areas (£81k) are showing as a combined project totalling £381k. In addition, further funding of £203k was approved for this project at Council 29 January 2020. The budget for this project now stands at £584k. Works on this project are to begin 2020/21. The unspent budget is to slip to next year.

Appendix D

5. St. Johns Park BH Playground Imps £30k underspend – Budget to be slipped to 2020/21 awaiting results of wider playground master plan currently underway.
6. Drainage capital works: £35k underspend: The 2019/20 budget has been spent. However, a £12k scheme for the installation of improved headwall and compliant trash screen at Silver Birches, Haywards Heath, has been delayed and slipped into 20/21. This was due to constant inclement weather of autumn and winter of 19/20, and then working restriction brought about by Coronavirus Pandemic.
7. Hurst Farm Development Costs £34k overspend – further traffic and ecology studies were needed, together with re-designing the school access.
8. Resurface Queensway car park, East Grinstead £41k underspend – Corporate Estates supported Parking Services in the development of a Council Car Park Strategy. Improvement works to this car park are on hold pending decision on mid to long term future of this site.
9. Refurbishment works at Court Bushes Pavilion. £15k overspend –Works complete and retention released. Overspend due to additional works to fire escapes and external ramps requested by Building Control once the main project was complete.
10. Finches Field Community Building Pavilion and Car Park £21k underspend - There are further car park and landscaping works to be completed. Remaining budget to be slipped to 2020/21.
11. Flat 12 St Wilfred's Way, Acquisition -£181k overspend - acquisition of the tenant's leasehold interest in an investment property.
12. Martlet's Hall demolition and car park creation -£105k overspend - increased costs due to the removal of asbestos which needed to be dealt with safely and in accordance with the relevant legislation.
13. Intruder Alarm Upgrade -£32k underspend. Some initial works carried out. Currently finalising updated requirements based on investigative surveys and establishing contractors required to carry out different work areas. Remaining budget to be slipped to 2020/21.
14. St John's Park- Burgess Hill Pavilion Improvements -£180k underspend. The Council has tendered for the works and will shortly appoint a contractor. Start on site is due in the summer. To be slipped to 2020/21.
15. Disposal of Handcross Car Park -£25k overspend – payment to Highways England to secure the release of covenants.
16. Workstation replacement programme -£9k underspend - annual programme of replacing old desktops that are out of warranty. Delivered as part of the Windows 10 project. Project for 19/20 complete.
17. Relocation of IDOX UNIFORM software to Oaklands (19/20) -£29k underspend – underspend due to lower than expected hardware costs. Project complete. Project housekeeping and closedown underway.
18. Modernisation of corporate records £29k underspend -All data capture operations concluded on 31/03/20 with the departure of the remaining member of staff. The Local Land Charges team started operation of their new 'Total Land Charges' case management system on 01/04/20. A decision has been taken not to scan the old Local Land Charge registers, and so no further costs related to the project itself are expected. The Modernisation Project is complete (2012-2020).
19. Disabled Facility Grants: Any unspent funds will be slipped to 2020/21 to meet the cost of renovation works approved in 2019/20 for which the works will not be completed until 2020/21. However, of the £186,000 unspent funds variance shown in the table above, only £140,000 can be slipped to 2020/21. Of the remaining balance, £34,000 has been utilised on DFG Revenue projects in 2019/20 and £12,000 reflects an adjustment to the total budget available which WSCC top sliced from the grant for 2019/20, for a County DFG Manager.
20. Goddard's Green Sewage Treatment Works: Mid Sussex acts as Accountable body for a Grant from the Local Enterprise Partnership. Any overspend shown for works completed in 2019/20 are fully funded by a Coast to capital grant claim.
21. Payment of Local Community Infrastructure contributions (P35/662 £6,034) S106 monies to Lindfield Medical Centre for a consulting room, as agreed by the Cabinet Grants Panel on 30th October 2017 (refer MIS 44 1st November 2017).
22. Payment of Formal Sport contributions (P35/779 £40,991, PL12-000896 £10,741, PL13-000019 £12,412, PL13-000617 £54 & P35/501 £3,057) and Local Community Infrastructure contributions (P35/602e £5,074, P35/694 £15,834, PL13-000617 £3,300, PL13-000680 £532, PL13-000415 £4,125) S106 monies to East Grinstead Sports Club for facility improvements and cricket pitch drainage, as agreed by the Cabinet Member Grants Panel on 14th March 2018 (refer MIS 11 14th March 2018).
23. Payment of Community Buildings contributions (P35/620a £1,200, P35/633b £6,775, P35/671 £2,311, P35/709 £3,545) and Local Community Infrastructure contributions (P35/667 £4,595) S106 monies to East Grinstead Town Council for refurbishment of East Court Mansion gent's toilet, as agreed by the Cabinet Member for Planning on 4th April 2019 (refer MIS 14a 5th April 2019).

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24. Payment of Local Community Infrastructure contribution (PL12-000981 £2,251) S106 monies to Ardingly Parish Council towards Ardingly Recreation Ground Car Park, as agreed by the Cabinet Member for Planning on 26th March 2019 (refer MIS 13 27th March 2019).
25. Payment of Play Space contributions (P35/750 £4,110, P35/503 £185, P35/638b £7,971 & P35/609b £62,734) S106 monies to Hassocks Parish Council towards the Adastra Wheel Park, as agreed by the Cabinet Grants Panel on 19th June 2018 (refer MIS 25 20th June 2018).
26. Payment of Play Space contribution (P35/737 £13,250) S106 monies to Chapelfields Residents Association for the improvements to play area, as agreed by the Cabinet Grants Panel on 26th February 2019 (refer MIS 9 28th February 2019).
27. Payment of Formal Sports contributions (P35/698a £3,565, PL13-000368 £9,694.61, PL13-001524 £9,166.30, PL12-001742 £20,255.76, PL12-002157 £6,630 & PL3-000303 £688.33), Community Buildings contributions (P35/745 £4,704, PL13-000368 £4,211.24, PL13-001524 £3,981.74, PL12-001742 £8,798.86 & PL3-000303 £58,304.16), Playspace contributions (PL13-000368 £8,049.60, PL13-001524 £7,610.93 & PL3-000303 £29,339.47) S106 monies to Slaugham Parish Council to upgrade the pavilion and play area at Handcross Recreation Ground, as agreed by the Cabinet Grants Panel on 16th April 2019 (Refer MIS 16 17th April 2019).
28. Payment of Community Buildings contribution (P35/681 £8,650) S106 monies to Hassocks Community Association to install automated doors at Adastra Hall in Hassocks, as agreed at the Cabinet Grants Panel on 18th June 2019 (refer MIS 25 21st June 2019).
29. Payment of Formal Sport contribution (P35/501c £10,372 & P35/694 £18,163) S106 monies to East Grinstead Rugby Football Club to enable a refit of the junior clubhouse roof and terrace, as agreed by the Cabinet Grants Panel on the 18th June 2019 (refer MIS 25 21st June 2019).
30. Payment of Local Community Infrastructure contribution (PL3-000199 £2,225.67) S106 monies to Lindfield Rural Parish Council to purchase an additional Speed Indication Device, as agreed under delegated authority by the Cabinet Member for Planning in September 2019 (refer MIS 37 11th September 2019).
31. Payment of Local Community Infrastructure contribution (PL3-000199 £6,780) S106 monies to Lindfield Rural Parish Council to extend and enhance the footpath on Scaynes Hill Common, as agreed by the Cabinet Member for Planning on 15th August 2019 (refer MIS 34a 23rd August 2019).
32. Payment of Formal Sport contribution (P35/662 £20,302.50) S106 monies to Lindfield Cricket Club towards the cost of extending the pavilion, as agreed by the Cabinet Grants Panel on 19th June 2018 (refer MIS 25 20th June 2018).
33. Payment of Community Buildings contributions (P35/717 £2.41, P35/728 £0.71, PL12-000170 £1,172, PL12-000367 £10,198.71, PL12-000620 £9,440 & PL12-000562 £3,919.41) S106 monies to Crawley Down Community Centre Association towards improvements to the café bar, outdoor paving and meeting rooms at the Haven Centre, as agreed by the Cabinet Grants Panel on 18th June 2019 (refer MIS 25 21st June 2019).
34. Payment of Community Buildings contributions (PL12-001100 £3,607 & P35/787 £1,393) S106 monies to Hurstpierpoint Players towards the cost of improving the auditorium, as agreed by the Cabinet Grants Panel on 29th October 2019 (refer MIS 44 30th October 2019).
35. Payment of Sustainable Transport TAD contributions (P35/554 £40,950, P35/581 £0.79, P35/602e £2,450, P35/617 £649, P35/623b £13,802, P35/628b £3,026, P35/637 £10,169, P35/642b £18,251.01, P35/664 £2,880, P35/709 £4,912 & PL13-000677 £3,524.20) S106 monies to WSCC to install a controlled crossing at Sackville School, East Grinstead, as agreed under delegated authority by the Cabinet Member for Planning in July 2019 (refer MIS 28 10th July 2019).
36. Payment of Local Community Infrastructure contribution (PL12-000366 £9,955) S106 monies to Hurstpierpoint and Sayers Common Parish Council towards a new bus shelter in Sayers Common, as agreed by the Cabinet Member for Planning on 16th December 2019 (refer MIS 51 19th December 2019).
37. Payment of Local Community Infrastructure contribution (PL12-001035 £12,850) S106 monies to West Sussex County Council for a pedestrian crossing in Church Road, Haywards Heath, as agreed by the Cabinet Member for Planning on 22nd January 2019 (refer MIS 4 23rd January 2019).

PERFORMANCE OUTTURN 2019/20

REPORT OF: HEAD OF CORPORATE RESOURCES
Contact Officer: Neal Barton, Policy, Performance and Partnerships Manager
Email: Neal.Barton@midsussex.gov.uk Tel: 01444 477588
Wards Affected: All
Key Decision: No
Report to: Cabinet
1st June 2020

Purpose of Report

1. This report sets out the Council's outturn performance for the year 2019/20. It provides the Cabinet with an analysis of performance over the past year using the suite of performance indicators previously agreed and sets out an end of year assessment of progress with the flagship activities. The report also sets out proposals for performance monitoring in 2020/21.

Summary

2. Performance during 2019/20 has been good overall, with most services performing at or close to target. In the cases where service targets are not being fully met, the reasons for this are clearly understood and appropriate action is being taken. Good progress has also been made in delivering the flagship activities.

Recommendations

3. **Cabinet is recommended to:**
 - i) **note the Council's performance and progress with flagship activities in 2019/20 and identify any areas where further reporting or information is required;**
 - ii) **note the impact on Council Services of the COVID-19 Pandemic which was begun to be realised in March 2020 but will be seen more clearly in the 2020-21 Quarter 1 report to Cabinet; and**
 - iii) **note the proposals to review 2020-21 Performance Indicators and traffic light parameters, giving consideration to the COVID-19 pandemic response and recovery, with recommendations to be presented as part of the Quarter 1 report.**
-

Introduction

4. Cabinet regularly monitors the performance of the Council's services through quarterly reports. This report forms the culmination of such reporting by providing an overview of performance for the whole year from 1st April 2019 to 31st March 2020.
5. Performance indicator information for 2019/20 is provided at Appendix A. This is set out in tabular form using a traffic light system as explained below:

-  green – on or exceeding target
-  amber – slightly off target (less than 10 percent)
-  red – 10 percent or more off target
-  health check - indicator for information only

6. Cabinet also monitors progress with the flagship activities identified in the Corporate Plan for 2019/20. This again is set out in tabular form in Appendix A using a traffic light system as follows:

-  Green – project is on track
-  Amber – the project is off target and requires action to address this
-  Red – the project is off target and unlikely to deliver as planned, which will require a change in the project's scope.

Performance Indicators

7. Performance has been good across the majority of Council services, with a small number of exceptions. The outturn position in comparison with the previous financial year is summarised below:

Year	 Green	 Amber	 Red	 Health check	Total
2019/20	38 (70%)	12 (22%)	4 (7%)	15	69
2018/19	33 (80%)	8 (20%)	0	19	60

Flagship Activities and Council Priority Projects

8. This report includes reporting on all the flagship activities from the 2019/20 corporate plan. Many of these projects are complete and this is included in the commentary; some will simply be continued as normal business. The report also indicates those activities which are to be taken forward as Council Priority Projects (CPPs) in 2020/21. At the end of the fourth quarter, 17 of the flagship activities were rated at green, 3 at amber and 1 at red. As noted in the commentary, progress with some of these activities has been affected by COVID-19.
9. The new set of 8 Council Priority Projects for 2020/21 was included in the Budget and Corporate Plan agreed by Council on 4th March 2020 and is shown at Appendix B. Cabinet will receive quarterly monitoring reports on progress of these projects. The list of CPPs will be subject to review to consider their continuing priority in the COVID-19 recovery phase.

Performance reporting for 2020/21

10. As with the delivery of Council Priority Projects, COVID-19 has implications for the performance indicator targets for 2020/21. Consequently, the Council's Service Plans and the targets that they contain are being reviewed with the results of this review and any recommended changes proposed to be presented with the Quarter 1 report.
11. The traffic light system used to show performance against targets has been in place for a considerable time and a review is being undertaken to look at alternative options for classifying indicators as green, amber and red. Proposals will be presented to Cabinet with the Quarter 1 report.

Conclusions

12. This report shows that the Council's services have generally performed well in 2019/20. Where performance is below target, corrective action aimed at

improvement has been planned and is being delivered. Good progress has also been made with the delivery of the flagship activities for 2019/20.

Risk Management Implications

13. There are no risk management implications associated with this report.

Equalities Implications

14. There are no direct equality implications contained within this report. Equality impact assessments are undertaken within individual services as required.

Financial Implications

15. There are no direct financial implications contained within this report.

Background papers

None.

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Cabinet Outturn 2019/20 Performance Report

PI Status	
	On target
	Slightly off target (up to 10%)
	Off target (10% or more)
	Data Only

Flagship Activity Status	
	On track
	Off target- requires action
	Off target – unlikely to deliver and requires change in project’s scope

Community Portfolio - Cllr Norman Webster

Building Control

	2018/19			2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
The percentage of plans received by Building Control which are checked within 15 working days	87%	87%		92%	87%		2019/20 = 1,051 plans checked. 2018/19 = 1,195 plans checked.
Building Control Site inspections carried out within 24 hours of date requested.	98%	98%		99%	99%		2019/20 = 7,791 site inspections. 2018/19 = 8,170 site inspections.

APPENDIX A

Community Services, Policy and Performance							
	2018/19			2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
% of resolved anti-social behaviour cases	93%			86%			The Council's Anti-Social Behaviour Officer resolved 176 out of the 205 reports of ASB received in the year. New powers have been adopted under the Anti-Social Behaviour, Crime and Policing Act 2014, including the use of Community Protection Notices and Public Space Protection Orders.
Overall Crime Rate per 1000	45.63			48.72			
Number of health and wellbeing interventions delivered	2,046	1,850		2,312	2,050		The target for the number of interventions delivered was exceeded with the Team expanded to reflect new responsibilities such as the taking on of smoking and alcohol workers. The number of workplace health interventions has also increased.
Proportion of health and wellbeing interventions resulting in health improvement	93%	80%		85%	80%		This indicator involves calling back three months after the intervention to monitor whether it has led to a sustained improvement.
Closed cases of families worked with by the Early Intervention Family Project where outcomes are met or partially met	80%			88%			The Early Intervention Officer closed 8 cases in the year, 7 of which were successful interventions. He is currently working with 11 families.

Environmental Health

	2018/19			2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
Proportion of Environmental Health service requests which are actioned and resolved within 3 months of receipt	98%	96%		97%	96%		2019/20 = 2,942 service requests. 2018/19 = 2,631 service requests.
Percentage of Environmental Health service requests that are responded to within five working days	99%	97%		99%	97%		2019/20 = 4,881 service requests. 2018/19 = 4,203 service requests. Service requests have increased by 16%. Requests for services can be across the range of Environmental Health activities including licensing, housing standards, environmental protection and food hygiene.
Disabled Facilities Grants completed	140			137			Please see the flagship update for further information.

Land Charges

	2018/19			2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
The percentage of Local Authority Searches replied to within 5 working days	100%	96%		100%	96%		2019/20 = 2,804 searches received. 2018/19 = 2,480 searches received. The Council's Land Charges service operates in a competitive market and has achieved a 78% market share. The service is working to digitise their records from the large manual registers.

Legal and Member Services							
	2018/19			2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
The percentage of agendas which are published on the website 5 days before a meeting	100%	100%		100%	100%		Agendas have been published pursuant to statutory requirement.
Number of legal cases which are live as at the end of each month	394			434			Legal services are responsive to new matters following instructions received from client service area departments.

APPENDIX A

Flagship activities						
Project name	Planned Outcome	Lead Officer	Start Date	End date	Status	Commentary
Disabled Facilities Grants	Adopt the County-wide policy and funding for Disabled Facilities Grants by 31 March 2020	Tom Clark	04/19	03/20		<ul style="list-style-type: none"> As at the end of March 2020, 137 Disabled Facilities Grants delivered. Continued work with other West Sussex councils to agree a single policy.
Community Wellbeing Programme	Develop & deliver a comprehensive community wellbeing programme that meets the requirements of the new three year wellbeing service contract specification from WSCC Public Health	Peter Stuart	04/19	03/22		<ul style="list-style-type: none"> Project successfully completed. Will continue as BAU in 2020/21.
Reducing crime and anti-social behavior on public spaces and involving and affecting youth	Reduction in anti-social behavior amongst young people, especially taking place on the District's public spaces.	Peter Stuart	01/19	03/20		<ul style="list-style-type: none"> Successful delivery of projects in 2019-20. Will continue as BAU in 2020/21.

Customer Services Portfolio - Cllr Ruth de Mierre

Customer Services and Communications

	2018/19			2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
Average waiting time (in seconds) to speak to a customer services officer for all services answered in the Customer Contact Centre, including switchboard.	21	30		19	30		The Customer Services Centre received: 2019/20 = 84,457 calls. 2018/19 = 85,733 calls. As well as switchboard, the Centre receives 9 Council services direct line calls, including Building Control, Electoral Services, Parking Services and Waste Management. In addition to phone calls, Centre staff also dealt with 34,535 personal callers to reception, against 35,091 in the previous year.
Percentage of enquiries resolved at point of Contact	88%	75%		89%	75%		This indicator currently only monitors forms successfully submitted and the Council is looking to upgrade the telephone system to measure calls resolved at point of contact.
Number of Compliments received	448			366			The main services in receipt of compliments were: Customer Services & Communications = 115 Waste and Outdoor Services =85 Development Control = 71 Landscapes = 16 Environmental Health = 14 Benefits = 12 Parking = 12
Number of e-forms submitted	27,126			24,484			

APPENDIX A

	2018/19			2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
directly by the public							
Monthly customer satisfaction scores	100%	80%		100%	80%		Customer satisfaction is being measured by phoning back a sample of customers who had previously contacted the Customer Service Centre to gain their feedback on how the call was dealt with.
Percentage of complaints responded to within published deadlines	99%	100%		98%	100%		The published deadline for responding to complaints is to acknowledge within 5 days and respond within 10 working days.
Number of Complaints received	196			230			<p>A breakdown of the main services in receipt of complaints in the year is shown below, together with an indication of the major causes of the complaints:</p> <p>Waste Management = 85 (misplaced bins following collection, garden waste service, problems with assisted collections).</p> <p>Planning = 31 (handling of planning applications, alleged breaches of planning conditions)</p> <p>Parking = 25 (parking ticket disputes, parking machines and ev charging points not working)</p> <p>Revenues = 25 (disputing calculation of Council Tax liability, clarity of information provided)</p> <p>Recovery = 22 (issuing of summonses, alleged inappropriate recovery action and court costs).</p>

APPENDIX A

Human Resources

	2018/19			2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
Staff sickness absence rate (days cumulative)	6.9	8		7.6	8		
Staff turnover	6.3%	15%		10.16%	12%		
Ethnic Minority representation in the workforce - employees	3.0%			3.8%			
Percentage of Employees with a Disability	7.6%			7.0%			

ICT and Digital

	2018/19			2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
The percentage of ICT help desk service requests completed within the target time agreed with the customer	96%	87%		95%	90%		2019/20 = 6,844 service requests. 2018/19 = 5,873 service requests. 14% increase in service requests.
Percentage of ICT helpdesk calls outstanding	14%	20%		21%	20%		The Digital and Technology Team has delivered the switchover to Windows 10 and the provision of new devices to staff in support of mobile working. This has been especially valuable in facilitating home working required by COVID-19.
Freedom of Information Requests responded to within 20 working days	New indicator			99%	100%		778 out of the 787 FOI requests in the year were responded to in the target time.

APPENDIX A

Revenues and Benefits							
	2018/19			2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
Speed of processing - new Housing Benefit claims (days)	23	22		19	20		2019/20 = 452 claims processed. 2018/19 = 752 claims processed. Although the number of Housing Benefit claims processed is decreasing, they are tending to be more complex as the simpler cases have moved to Universal Credit. As at March 2020, there were 3,169 Universal Credit households in Mid Sussex.
Speed of processing - changes of circumstances for Housing Benefit claims (days)	8	9		7	8		2019/20 = 14,233 changes of circumstances. 2018/19 = 17,997 changes of circumstances.
Speed of processing - new Council Tax Support claims	23	22.0		20	20.0		2019/20 = 1,319 claims processed. 2018/19 = 1,345 claims processed.
Speed of processing - changes of circumstances for Council Tax Support claims	9	9.0		8	8		2019/20 = 14,610 changes of circumstances. 2018/19 = 14,241 changes of circumstances. A revised Council Tax Reduction Scheme based on a banded income approach has been introduced for 2020/21, which will help to reduce the numbers of changes of circumstances and Council Tax bills that need to be issued during the year.
Percentage of Council Tax collected	98.6%	98.8%		98.3%	98.9%		Although the collection rate was just below target, in cash terms there was a £7m (6.8%) increase in the amount of Council Tax collected to £110m from £103m in 2018/19. Collection at the end of the year was affected by COVID-19.
Percentage of Non-Domestic Rates	97.8%	98.0%		95.3%	98.1%		Collection of Business Rates was affected by an

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	2018/19			2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
Collected							additional large rate property of over £1m raised in February 2020, which reduced the in-year collection rate by some 2%. This has now been received. The amount collected rose to £46.2m in 2019/20 from £45.8m in the previous year. Collection at the end of the year was affected by COVID-19.
LA Overpayment Error	£82,648	£150,694		£44,121	£119,209		These indicators reflect the focus of the service on the accuracy of assessment, rather than just the speed of processing. The level of overpayment error is well below the DWP threshold for the loss of Housing Benefit Subsidy. The Council has not repaid Housing Benefit Subsidy to the DWP for the third year in a row.
Accuracy in Assessment	95.8%	97.0%		93.6%	92.0%		

Flagship activities						
Project name	Planned Outcome	Lead Officer	Start Date	End date	Status	Commentary
Council Tax Support Scheme	New Council Tax Support Banded Income Scheme from April 2020	Peter Stuart	04/19	04/20		<ul style="list-style-type: none"> Project successfully completed and closed.
Windows 10 Deployment	Deliver efficiency savings through the increased use of digital approaches to services by implementing Windows 10	Simon Hughes	10/18	03/20		<ul style="list-style-type: none"> Project successfully completed and closed.

Deputy Leader Portfolio – Cllr Judy Llewellyn-Burke

Finance

	2018/19			2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
Percentage of undisputed invoices paid within 10 days of receipt	98%	95.0%		95.8%	95.0%		2019/20 = 5,101 invoices processed. 2018/19 = 4,737 invoices processed.

Property and Asset Maintenance

	2018/19			2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
The percentage of rent due collected	97%	97%		95%	97%		2019/20 = *£4,189,435 rent collected 2018/19 = £2,114,894 rent collected Collection was just below the target level due to a small number of cases where there are rent disputes. *2019/20 amount of rent collected includes income from the Orchards shopping centre not accounted for in the previous year's collection
Return on tenanted non-residential property portfolio	6.28%			6.4%			

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Flagship activities						
Project name	Planned Outcome	Lead Officer	Start Date	End Date	Status	Commentary
Commercial property investment	Income generation to offset financial challenges	Peter Stuart	0/19	03/20		<ul style="list-style-type: none"> • Key investments progressing.
Invest in our assets	Increased income earning potential	Peter Stuart	04/19	03/20		<ul style="list-style-type: none"> • Resource priority is currently being given to the work on the Orchards as a key asset. •
Orchards Shopping Centre Strategic Plan	Redevelopment of the Centre to ensure it is fit for future purpose	Peter Stuart	07/19	03/24		<ul style="list-style-type: none"> • Currently commissioning work on the first phase feasibility and master planning work. • To be taken forward as Council Priority Project in 20/21.

Economic Growth Portfolio – Cllr Stephen Hillier
Economic Development

	2018/19			2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
Footfall in the shopping centres of the District's three main towns	New indicator			+3.38			Data only available for the Orchards Shopping Centre, Haywards Heath and shows the % change from the previous year.
Micro business grants – funds awarded compared to total grant received	New indicator			100%	100%		Funding of £72,031 was available in the year, with grants awarded through the Cabinet Grants Panel. 44 small businesses looking to expand or take on an apprentice were awarded grants.
Total new business floorspace in the District granted permission – B1, B2, B8 (m2)	New indicator			79,506	3,817		New business floorspace includes permissions granted in the year to major allocated schemes such as the Hub and Northern Arc.

Parking Services

	2018/19			2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
The percentage of enquiries relating to enforcements within Parking Services which are dealt with within 10 days.	99%	100%		99%	100%		2019/20 = 2,923 items of correspondence. 2018/19 = 3,705 items of correspondence.
The percentage of car park machines repaired within 2 days	99%	97%		97%	99%		Performance in repairing car park machines has been affected by delays in obtaining replacement

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	2018/19			2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
(there are 55 parking machines in the District)							parts, which is being taken up with the supplier.
Cancellation rate of Penalty Charge Notices	8%	8%		7.6%	7%		1,026 cancelled out of 13,483 notices issued in 2019/20. The target is based upon the performance standard set by the Civil Parking Enforcement Contract with West Sussex County Council.
The percentage of pay and display transactions made by cashless payments	New indicator.			38%	37%		This indicator measures the proportion of cashless pay and display transactions and via pay by phone, following installation of the new machines and availability of the phone application. Performance exceeds forecasted expectations as take up of cashless parking has been well received.

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Flagship activities						
Project name	Planned Outcome	Lead Officer	Start Date	End Date	Status	Commentary
Parking Strategy Refresh 2020 - 2031	Delivery of a new Parking Strategy for Mid Sussex	Judy Holmes	04/19	07/20		<ul style="list-style-type: none"> • Strategy draft prepared. • Will need review post C-19.
Shopfront Improvement Scheme	Improvements delivered to the shop fronts for local retailers, predominantly in East Grinstead.	Judy Holmes	10/18	03/20		<ul style="list-style-type: none"> • Project complete: Eight grants awarded to Mid Sussex Retailers totalling £25k.
Local Full Fibre Network	Fibre Network across Burgess Hill and Strategic Link to Brighton	Simon Hughes	10/18	03/21		<ul style="list-style-type: none"> • Project at pre-construction stage • To be taken forward as Council Priority Project 20/21.

Environment & Service Delivery Portfolio – Cllr John Belsey

Landscapes

	2018/19			2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
% Satisfaction with the grounds maintenance service	New indicator			96%	95%		Satisfaction surveys are required to be carried out by IdVerde as part of the grounds maintenance service contract specification.

Leisure Operations

	2018/19			2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
The number of visits made to the Leisure Centres and Civic Hall	1782763	1675036		1747464	1549074		Leisure centres have been closed since the COVID-19 shutdown and memberships suspended.

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Sustainability

	2018/19			2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
Usage of Council-owned electric vehicle charging points in public car parks (amount of energy used in kWh)	New indicator.			13,513	50,000		Usage has been affected by electricity supply problems to the 2 charging points at Cyprus Road car park in Burgess Hill. Delivery of more charging points in the Council's car parks is a Council Priority Project.
Greenhouse gas emissions from Council buildings (kg)	New indicator.			519,869	503,444		The target is based on a 3% per annum reduction in greenhouse gas emissions. Efficiencies in electricity use in the Council's buildings have been achieved through greater use of LED lighting and benefits gained from the production of solar electricity from PV panels.

Waste and Outdoor Services

	2018/19			2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
% satisfied with refuse collection, recycling collection and street cleansing	New indicator.			85%	87%		Satisfaction surveys are required to be carried out by Serco as part of the refuse collection and street cleansing contract.
Amount of waste per household which is disposed of in landfill sites (kilos)	413	427		421	410		The amount of waste going to landfill was affected by weather conditions in quarter 3, with wet cardboard increasing the level of contamination. Residual waste tonnages also increased as a consequence of lockdown and social distancing

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	2018/19			2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
							measures. Overall the Council's levels of contamination of recyclables are very good.
Percentage of household waste sent for reuse, recycling and composting	42%	44%		44%	45%		The performance of this target is impacted by the issues above
Number of subscriptions to green waste composting	19,037			20,008			
Number of missed collections per 100,000	New indicator.			43	75		
% of relevant land assessed as having below acceptable levels of litter	New indicator			9%	4%		In response to the previous target being consistently met and to secure further improvement, working with Serco the Council has agreed a more robust approach to reviewing the cleanliness of the District. This has resulted in a new stretching baseline for 2019/20 from which improvement in performance will be measured going forward.
% of relevant land assessed as having below acceptable levels of detritus	New indicator.			7%	6%		

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Flagship activities						
Project name	Planned Outcome	Lead Officer	Start Date	End Date	Status	Commentary
Deliver more electric vehicle charging points	Expansion of Electric Vehicle Charging Infrastructure	Peter Stuart	04/19	03/21		<ul style="list-style-type: none"> A Funding bid has been submitted to the Office for Low Emission Vehicles (OLEV) – decision expected in new financial year. Likely delay in procurement because of C-19 impact on market readiness. To be taken forward as part of Council Priority Project on sustainability in 20/21.
Mid Sussex Cycle Network	Identification of evidenced-based cycle routes	Peter Stuart	04/19	03/21		<ul style="list-style-type: none"> Feasibility work to be commissioned early in 2020-21 year. To be taken forward as part of Council Priority Project on sustainability in 20/21.
Food waste collection trial	Trial of a weekly food waste collection service, alongside weekly collections of absorbent hygiene products and reduction in residual waste collections (tried across 1,500 homes) in conjunction with West Sussex County Council.	Judy Holmes	03/20	12/20		<ul style="list-style-type: none"> Trial postponed because of C-19 To be taken forward as part of Council Priority Project in 20/21.
Parks Investment Programme	To plan and deliver improvements in support of the Play and Amenity Green Space Strategy for six key parks in 2019-21. To plan and deliver six improved playgrounds by March	Judy Holmes	05/19	06/21		<ul style="list-style-type: none"> Master planning in progress and on target. Condition surveys – no progress because of C-19 calls on time of Facilities Management staff. This is a two year project and will continue as a Council priority project in 2020.

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	2021.					
Develop leisure studies for the district	Develop studies into the provision of Playing Pitches, Play & Amenity Green Spaces and Community Buildings in the District	Peter Stuart	04/18	03/20		<ul style="list-style-type: none"> Member consideration delayed by C-19.

Housing and Planning Portfolio – Cllr Andrew MacNaughton

Development Management

	2018/19			2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
Validation of planning applications within 5 working days	98%	98%		98%	98%		2019/20 = 2,322 applications processed 2018/19 = 2,506 applications processed.
The average time taken to process planning applications (days)	New indicator			64	65		This indicator measures the average time taken to process all types of applications.
Costs awarded against the Council where the decision of the Council is overturned at Planning appeal	£4,000			£1,400			
Processing of planning applications: Major applications within 13 weeks (or agreed extension of time)	96%	80%		100%	80%		2019/20 = 59 major applications processed 2018/19 = 68 major applications processed
Processing of planning applications: Minor applications within 8 weeks.	98%	85%		99%	85%		2019/20 = 351 minor applications processed 2018/19 = 386 minor applications processed
Processing of planning applications: "Other" applications within 8 weeks	99%	94%		100%	94%		2019/20 = 1,058 other applications processed 2018/19 = 1,191 other applications processed
Planning appeals allowed	21%	33%		19%	33%		

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Housing							
	2018/19			2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
Number of households assisted to access the private rented sector	102	75		77	75		
Number of households accepted as homeless	51	80		77	80		
Number of households living in temporary accommodation	59	85		83	85		
Number of households in nightly paid temporary accommodation	New indicator			48	17		The service is demand led and despite increasing the provision of the Council's own temporary accommodation, the overall demand to provide homeless households with temporary accommodation has increased significantly.
The average amount of time a household has spent in temporary accommodation overall when they leave following the acceptance of a full homelessness duty (days)	New indicator.			249	250		
Number of affordable homes delivered	102			214			The breakdown of affordable housing provided was 147 (69%) for rent and 67 (31%) shared ownership. 54 of the units were in rural areas of the District. 2 wheelchair accessible units were provided.
The % of policy compliant section 106's signed in the year on sites that meet the affordable housing threshold	New indicator			89%	85%		16 out of 18 schemes met the policy requirement. For agreements that are not policy compliant, usual practice is to seek the inclusion of a clause to review viability once 75% of housing on the site has been completed.

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Flagship activities						
Project name	Planned Outcome	Lead Officer	Start Date	End date	Status	Commentary
Improve the provision of Temporary Accommodation for Homeless Households	Deliver 30 units of TA through a mix of acquired and leased properties thereby improving the standard and location of such accommodation whilst also reducing the council's spend on nightly paid guest house	Judy Holmes	08/18	03/20		<ul style="list-style-type: none"> Phase 2 project has now commenced. Continues as Council Priority Project in 20/21
Northern Arc	Delivery of the Northern Arc Strategic Development	Judy Holmes	04/18	02/32		<ul style="list-style-type: none"> Western link road application to be determined. Some risks of delay in construction because of C-19. This is a long-term project which will continue as business as usual.
Site Allocations Development Plans	To identify new housing and employment sites across the District to meet the need identified in the District Plan; Identify and safeguard associated community infrastructure needs required to support this level of development	Judy Holmes	04/18	03/21		<ul style="list-style-type: none"> Delays because of C-19: postponement of formal meetings and Regulation 19 consultation but background work is progressing. Timetable being revised though consultation unlikely to begin before September 2020. Risk to 5 year land supply because of delay in agreeing DPD.
Haywards Heath	Adopted	Judy	04/19	07/20		<ul style="list-style-type: none"> Draft Masterplan prepared; Member review and public

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Master Plan	Supplementary Planning Document (SPD)	Holmes				consultation delayed by C-19.
Conservation Area Appraisal and Management Plan for East Grinstead	Adopted Supplementary Planning Document (SPD)	Judy Holmes	04/19	03/20		<ul style="list-style-type: none"> Project successfully completed and closed.

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Council Priority Projects for 2020/21

Local Plan Review:

Review of the District Plan to ensure:

- A spatial strategy and policies which provide for objectively assessed needs for housing, employment and other necessary land uses;
- Policies which can be used to protect areas and assets of particular importance;
- A robust 5-year housing land supply;
- Policy gaps are addressed.

The project targets adoption of a new local plan in 2023.

Household Waste Recycling:

Delivery of trial food waste and absorbent hygiene products collection during 2020/21, funded by West Sussex County Council. The trial will enable the Council to:

- Use the learning to consider longer term change to household waste collection services including expansion of green waste;
- Redesign services for implementation in 2021/22.

The Orchards Shopping Centre:

A three-year project of modernisation, regeneration and a repositioning of the Orchards Shopping Centre to:

- Enhance future viability and income generation, in a challenging commercial environment;
- Explore options to diversify the centre, including provision of a leisure facility;
- Support Haywards Heath master plan and policy objectives to enhance the town centre economy through collaborative working to improve The Orchards and its catchment.

Enabling Full Fibre Infrastructure

Provision of digital connectivity through a full fibre network in Burgess Hill, designed to support local business growth in its construction and commercialisation. This is a long-term project, with its first phase due to complete by March 2021. It has been shaped to use the opportunity of growth in Burgess Hill and beyond, alongside the increasing demand for high capacity 'backhaul' fibre infrastructure to accelerate the provision of digital infrastructure. It supports the objectives of:

- Developing the economy;
- Transforming public services;
- Giving residents access to opportunities to develop skills to succeed.

Sustainability Action Plan:

Delivery of a comprehensive programme of activities arising from the sustainability strategy and complementing the work being undertaken at county and regional level to deliver against new policy and guidance from central government.

This will include a project to deliver a network of electric vehicle charging points in town and village locations across Mid Sussex to encourage residents, businesses and visitors to switch to electric vehicles.

Parks Investment

The investment programme will provide a range of projects which will:

- Shape a five to ten-year strategy for the provision of parks and open spaces;
- Plan and deliver improvement in support of the strategy for six key parks, while having a clear proposal for future improvements and investment required in the lifetime of the strategy and a sustainable plan for the management and maintenance of park assets;
- Plan and deliver seven improved playgrounds by March 2021.

Provision of Sites for Gypsies and Travellers

The project will continue the Council's work to develop options to ensure a supply of gypsy and traveller accommodation to meet the identified need of the community to 2031.

Temporary Accommodation

This project will consider the impact of the Council's work to secure its own temporary accommodation and, in the light of that, consider options to expand the provision of temporary accommodation for homeless households in the district.