
12 November 2019

Dear Councillor,

A meeting of **SCRUTINY COMMITTEE FOR LEADER, FINANCE AND PERFORMANCE** will be held in the **COUNCIL CHAMBER** at these offices on **WEDNESDAY, 20TH NOVEMBER, 2019 at 7.00 pm** when your attendance is requested.

Yours sincerely,
KATHRYN HALL
Chief Executive

A G E N D A

	Pages
1. To note Substitutes in Accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committees etc.	
2. To receive apologies for absence.	
3. To receive Declarations of Interests from Members in respect of any matter on the Agenda.	
4. To confirm the minutes of the meeting held on 4 September 2019.	3 - 8
5. To consider any items that the Chairman agrees to take as urgent business.	
6. Introduction of a Banded Income Council Tax Support Scheme for 2020/21.	9 - 32
7. Capital Programme Monitoring.	33 - 38
8. Draft Corporate Plan and Budget 2020/21 - Consultation Process.	39 - 40
9. Performance Monitoring for the Second Quarter of 2019/20.	41 - 62
10. Scrutiny Committee for Leader, Finance and Performance Work	63 - 64

Working together for a better Mid Sussex

Programme 2019-20.

11. Questions pursuant to Council Procedure Rule 10, due notice of which has been given.

To: **Members of Scrutiny Committee for Leader, Finance and Performance:** Councillors J Knight (Chair), M Pulfer (Vice-Chair), G Allen, A Bennett, H Brunsdon, P Budgen, R Cartwright, P Coote, R Cromie, A Eves, R Jackson, Andrew Lea, L Stockwell, C Trumble and R Whittaker

**Minutes of a meeting of Scrutiny Committee for Leader, Finance
and Performance
held on Wednesday, 4th September, 2019
from 7.00 - 7.57 pm**

Present: J Knight (Chair)
M Pulfer (Vice-Chair)

G Allen	P Coote	Andrew Lea
A Bennett	R Cromie	L Stockwell
P Budgen	A Eves	R Whittaker
R Cartwright	R Jackson	R Webb

Absent: Councillors H Brunsdon and C Trumble

Also Present (As Cabinet Member): Councillors J Ash-Edwards, R de Mierre, and J Llewellyn-Burke

Also Present: Councillors P Brown and I Gibson

**1 TO NOTE SUBSTITUTES IN ACCORDANCE WITH COUNCIL PROCEDURE
RULE 4 - SUBSTITUTES AT MEETINGS OF COMMITTEES ETC.**

Councillor Webb substituted for Councillor Trumble.

2 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received from Councillor Trumble and Councillor Brunsdon.

**3 TO RECEIVE DECLARATIONS OF INTERESTS FROM MEMBERS IN RESPECT
OF ANY MATTER ON THE AGENDA.**

In relation to discussion under Item 7, Councillor Lea declared that he is a West Sussex County Councillor.

**4 TO CONFIRM THE MINUTES OF THE MEETINGS HELD ON 22 MAY AND 12
JUNE 2019.**

The minutes of the meeting held on 22 May and 12 June 2019 were agreed as a correct record and signed by the Chairman.

**5 TO CONSIDER ANY ITEMS THAT THE CHAIRMAN AGREES TO TAKE AS
URGENT BUSINESS.**

None.

6 INTRODUCTION OF A BANDED COUNCIL TAX SUPPORT SCHEME FOR 2020/21.

Kevin Stewart, Business Unit Leader for Revenues and Benefits, introduced the report noting that the proposed Council Tax Support Banded Income Scheme would simplify Council Tax Support, making it more transparent for customers. He acknowledged that the subject was complex and explained the background of the changes proposed, including the groups which would not be affected by the changes such as older people, vulnerable people, and those with a child under 5 years old. He also explained that these changes would align the Council Tax Support scheme with the housing benefit system. The Business Unit Leader for Revenues and Benefits outlined the potential for marking claiming for and receiving Council Tax Support easier, by using the details already collected for Universal Credit by the Department for Work and Pensions.

The Business Unit Leader for Revenues and Benefits explained that the consultation period would begin on Friday 6th September 2019 and would involve key stakeholders, including Citizens Advice, registered social landlords, and people who would be affected. It is proposed that the Council Tax Support Banded Income Scheme, will if approved be introduced in April 2020, with billing to start at the end of February.

The Members discussed the cost to the Council of the new scheme, and enquired about the impact on those affected. A Member enquired about the funds and support that would be available to those who would be affected by the introduction of the Council Tax Support Scheme. The Business Unit Leader for Revenues and Benefits highlighted that part of the consultation would involve speaking to those affected to ensure they would be able to access any help needed, and officers would work to aid individuals by assessing each case and looking to provide hardship funds to those requiring it. He agreed to provide a written response to the committee with the percentages of people affected. He noted that according to current calculations the change would cost the Council and additional £9,000, but did note that this was based on the present needs and may change before April 2020. A Member suggested adding further information in a supplementary information guide to aid understanding of the complex procedures, and the Business Unit Leader for Revenues and Benefits responded that he would try and make the information as accessible to people as possible for the consultation.

The Members discussed the Equality Impact Assessment in Appendix C. One Member asked for clarification on the method used to assess impact across different groups, including lower income households and women and men. The Business Unit Leader for Revenues and Benefits explained that the impact assessment had shown areas in which the Council would need to offer more support, and that the Revenues and Benefits team's aim was to assist people in ensuring they receive the right amount of support, and would take care in collecting and enforcing the council tax in any support case affected.

A Member commented on the work of the Council to ensure the constituents had access to advice and aid, another Member agreed this was very important.

The Chairman took Members to the recommendations which were agreed unanimously.

RESOLVED

The Committee agreed that the new Council Tax Support Scheme would be put forward for public consultation.

7 PERFORMANCE MONITORING FOR THE FIRST QUARTER 2019/20.

Neal Barton, Policy, Performance and Partnerships Manager, introduced the report noting that the format of the report had changed to make the report clearer, with flagships included in the body of the report. He noted that the traffic light system was being used to show the progress of each area including the flagships, with green indicating the target was met or exceeded, amber indicating the target was within 10% of being met, and red to indicate that the target was not met by more than 10%. The Policy, Performance and Partnerships Manager highlighted that 79% of the performance indicators and 16 out of 21 flagships were green.

Members discussed the targets, beginning with a query on what plans were in place to improve the percentage of plans received by building control and checked within 15 working days for which the indicator was amber.

The Head of Regulatory Services, Tom Clark, explained that the building control admin support team were currently working to meet the target, but that registering the planning applications is a higher priority and that this target has been met. Judy Holmes, Assistant Chief Executive highlighted that paragraph 6 outlines the tolerances of the report and that an amber indicator indicates that a target is very close to being met.

A Member asked for clarification on the number of health and wellbeing interventions delivered. The Assistant Chief Executive explained that this is a demand led service and therefore resources are finely balanced however, as Health and Wellbeing's targets are green apart from the number of health and wellbeing interventions delivered, the resources are allocated in an efficient way. The area missed was due to a vacancy which has now been filled.

The Committee discussed the Customer Service and Communications' target, one Member asked about the Freedom of Information Requests target which was amber. The Head of Regulatory Service explained that these requests were answered slightly outside the timeframe target, which caused the amber indicator, although this indicator is usually on target.

A Member praised the Microbusiness Grants Scheme which is on track to meet all targets.

The Committee discussed the Council's Sustainability targets. A Member commented that the Council should prioritise improving the electric charging points in Burgess Hill at Cyprus road as these are currently experiencing problems. The Deputy Leader, Councillor Llewellyn-Burke, explained that the power supply issues were being addressed and updated the Committee about progress with the plan to implement 26 electric charging points across the District with the aid of a government grant. She also informed the Committee that this Council will have the second highest number of EV charging points in the county once the 26 were installed.

The development strategies for playing pitches, green spaces and community buildings were discussed, with a Member asking for clarification on what stage the

Council is at regarding the strategies. The Assistant Chief Executive explained that the strategies are currently being developed and would be used to inform on the Site Allocations work which is why there has been a slight delay.

Members discussed the Council's food waste collection trials in conjunction with West Sussex County Council, praising the work being done towards the pilots starting in March 2020.

A Member enquired as to the reason for the reduction of the target for the cancellation rate of Penalty Charge Notices. The Policy, Performance and Partnerships Manager explained that the reduction of the target was due to input from West Sussex County Council and the Service Level Agreement for on street parking enforcement.

The Chairman took Members to the recommendations which were agreed unanimously.

RESOLVED

The Committee:

- (i) Noted the Council's performance and progress with flagship activities in the first quarter of the year and identified areas where further reporting or information is required;
- (ii) Agreed to advise the Cabinet of any issues that the Committee considered should be given particular consideration at the Cabinet meeting on 16th September 2019.

8 SCRUTINY COMMITTEE FOR LEADER, FINANCE AND PERFORMANCE - WORK PROGRAMME 2019/20.

Tom Clark, Head of Regulatory Services introduced the report, noting that in addition to the items listed for the November meeting it will also include an update on the Council Tax Support Scheme.

The Head of Regulatory Services explained the Committee would meet to discuss the budget and corporate plan in January. He also explained that the April committee would focus on Sustainability.

A Member enquired when the Sustainability Panel would meet. The Head of Regulatory Services explained they would be contacted shortly regarding this.

RESOLVED

The committee agreed the Committee's Work Programme as set out at paragraph 5 of the report.

9 QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE 10, DUE NOTICE OF WHICH HAS BEEN GIVEN.

None.

The meeting finished at 7.57 pm

Chairman

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INTRODUCTION OF A BANDED INCOME COUNCIL TAX SUPPORT SCHEME FOR 2020/21

REPORT OF: HEAD OF CORPORATE RESOURCES
Contact Officer: Kevin Stewart, Business Unit Leader for Revenues and Benefits
Email: kevin.stewart@midsussex.gov.uk Tel: 01444 477229
Wards Affected: All
Key Decision: No
Report to: Scrutiny Committee for Leader, Finance and Performance
20th November 2019

Purpose of Report

1. To present the findings of the public consultation for the proposed new Council Tax Support Banded Income Scheme (CTS) to the Scrutiny Committee.

Summary

2. Following the consultation undertaken with the public, external stakeholders and major preceptors, the Committee is asked to recommend the proposed Council Tax Support Banded Income Scheme for approval by Council on the 18th December 2019.
3. The adjustments to the scheme if approved by Council will be effective from 1st April 2020
4. The Local Government Finance Act 1982 requires a local authority to have approved a scheme for the provision of Council Tax Support in 2020/21 by 11th March 2020.

Recommendations

5. That all aspects of the proposed new Council Tax Support Scheme as detailed in Appendix B are recommended for adoption by Council on 18th December 2019.

Background

6. On 4th September 2019 a report on this new scheme was presented at the Scrutiny Committee for Leader, Finance and Performance.
7. The report detailed the recommended changes for a revised scheme which if approved by Council will be effective from April 2020. The report outlined the proposed consultation from the 6th September 2019 to the 1st November 2019 on the proposals.
8. Any proposed change would only relate to working age residents. The pensionable age regulations for Council Tax Support are prescribed by Central Government and are therefore out of scope for review by Local Authorities.

Consultation Process

9. The consultation was available online. Included within the consultation document was a link to an online calculator where residents could input individual circumstances to compare results for the current scheme with the proposed new scheme.
10. The consultation was publicised on our website, in meetings with stakeholders, by press release, on email signatures and envelopes from all outgoing post from the revenues and benefits teams.
11. The Service consulted with internal and major external stakeholders such as the local Job Centre, foodbanks, social landlords, 'Stepchange' (A national charity offering debt advice) and Citizens Advice West Sussex (CAWS) and major preceptors (West Sussex County Council and the Sussex Police and Crime Commissioners Office). This was done in a stakeholder forum and also by email for those who did not attend.
12. The consultation was open to all residents in Mid Sussex.

13. The total number of residents that responded to the consultation was very low; there were only 6 responses, 5 of those who are currently in receipt of Council Tax Support.
14. Households that were identified as likely to see a greater reduction in support under the proposed new scheme were emailed directly to ask them to take part in the consultation. They were advised that the Benefits Service would like to work with them to try and minimise any financial hardship they would be subject to if the changes were approved. Of these households we only received one response. The respondent chose to remain anonymous.
15. Responses from internal and external stakeholder were generally positive. Only one concern was raised; CAWS requested a separate meeting to discuss application of the minimum income floor for self-employed people as they have concerns of the effect it has on residents when it is applied in Universal Credit (UC).
16. Responses from residents who are in receipt of Council Tax Support were varied. This is to be expected as, although overall the brief has been for the scheme to remain cost neutral or increase cost, due to the nature of the scheme there will be those whose support will increase and others whose support will reduce.
17. While it is not possible to offer a blanket policy of transitional protection the Revenues and Benefits Service have committed to working with those who will be most adversely affected to assist them following the transition.
18. It should also be considered that although residents will see a financial impact in the level of support they receive it is the intention that they will find budgeting easier if their award remains the same throughout the year rather than changing each time they have a small change in income.
19. Further responses to the individual questions can be found in appendix A.

Further Steps

20. Should the scheme be approved, the Revenues and Benefit Service will again contact those who are likely to see much smaller awards under the proposed new scheme to try to provide assistance to them prior to the commencement of the new scheme in April 2020.
21. This assistance will include seeing if they are entitled to any additional discounts, exemption, benefits and other financial help or by using our Employment Project Co-ordinator to help them in finding employment or increasing their earnings.
22. The service will begin to communicate with claimants that are currently self-employed to advise them of the changes to the scheme they will face with the introduction of the minimum income floor from April 2021.

Policy Context

23. The Council Tax Support scheme for 2020/21 will need to be amended and approved by full Council by the 11th March 2020, although there is a need to do it before this to ensure the timely and accurate Council Tax Billing for 2020/21. Our timetable complies with this.

Financial Implications

24. It is anticipated that the cost of the scheme will be 0.68% higher than the current scheme. A breakdown of the figures is available in Appendix B. The revised figures have been calculated using the same scheme as the previous report but with current data on claimants and their income. Please note that these figures will continue to change up to, and after, April 2020.

Equality and Customer Service Implications

26. An Equalities Impact Assessment has been prepared and is attached as Appendix D

Other Material Implications

27. The Local Government Finance Act 1992 (Schedule 1A) as amended by The Council Tax Reduction Schemes (Amendment) (England) Regulations 2017 requires Council to approve a scheme for 2020/21 by 11th March 2020. The Act contains a statutory duty to consult on a proposed scheme, with guiding principles for fair consultation set out in case law. These Regulations do not impose a requirement on authorities in relation to what specific information and evidence they should obtain or indeed implement from such a consultation.

Appendices

- A. Consultation Feedback
- B. Banded Income Scheme data
- C. Minimum Income Floor application
- D. Equality Impact Assessment

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Appendix A – Council Tax Support Banded Income Scheme Consultation Feedback

1. An open question was raised for general comments on the scheme. A notable response was "I particularly like the change to Non-dependant charges, as my daughter is 18, I need to pay £60 a month Council tax. I feel penalised as full time carer, and money is extremely tight, as I am home with disabled son 6 days a week, I can only work 1 day a week. My daughter helps care for him. I like the April 2020 changes as my family will be better off for it."
2. In responses to the individual questions we only asked for alternative suggestions and comments where the response was 'no' or 'I don't know'
3. The responses to individual amendments to the scheme were as follows
 - a. To use a banded scheme where the percentage of Council Tax that householders are liable to pay is based on the income band each household falls into;

Stakeholders were supportive of this change as they accepted the financial uncertainty that changes to Council Tax Support (CTS) for those in receipt of Universal Credit (UC) needs to be minimised. Citizens Advice West Sussex (CAWS) had concerns over those who would be receiving a reduced amount of support but the Council has reassured them that we will work with these people to minimise financial hardship. The Council will also provide an escalation route to CAWS for independent advice if individuals have any concerns.

Of the consultation questionnaires that were completed by residents one response suggested that we only charge Council Tax to those who own their properties and not those who rent. This would lead to inflated rental prices with no additional assistance and would cause greater hardship. Another voiced concern that we should keep the scheme the same and not make money from the poor and vulnerable people. The scheme is set out to be cost neutral and not to make money.

- b. A flat rate of deduction for all non-dependants of £4 per week (Non-dependants are often people like grown-up sons and daughters or elderly relatives. A non-dependant is a person who lives with you but is not liable for paying rent under a formal arrangement). This excludes:-
 - I. non-dependants in households where the claimant and/or partner are in receipt of the care component of disability living allowance or the daily living component or personal independence payments or attendance allowance, and
 - II. Non-dependents in households where they are on passported benefits (in receipt of Income Support, Job Seekers Allowance (income based), Employment and Support Allowance (income related) or Guaranteed Pension Credit) or they are in receipt of Universal Credit **and** are not working

Stakeholders were generally supportive of this change.

Of the consultation questionnaires that were completed by residents only one negative comment was made; stating that we should keep the deductions as

they are as there is no need to change. Simplifying deductions will reduce administrative costs, align CTS with Universal Credit and reduce the requirement for residents to provide evidence of their non-dependants earnings.

- c. The removal of second adult rebate for people of working age

Stakeholders were overall supportive of this change as it will affect very few people.

3 of the questionnaire responses had negative responses, one said there was no need for change, one was concerned that changes were futile as the next government will change the scheme anyway. The final concern was that many people are carers of SEND children or the elderly. There are other discounts, reliefs and exemptions which are available for carers and disabled residents.

- d. The introduction of a minimum income floor (MIF) for self-employed claimants

CAWS had concerns over this as they have seen the effect that it has on self-employed residents in receipt of UC.

There were also 2 comments from the public. The first was that there was no need for change and the other stating that we could instead make savings by only paying MPs for the time they were doing effective work and it would be unfair due to fluctuating earnings.

Please see Appendix C for how if approved the Council we will apply the MIF sympathetically to minimise hardship.

- e. Increase in backdating to 12 months providing good cause is demonstrated

Stakeholders were supportive of this change as it will assist the most vulnerable people who are unable to make a claim at the appropriate time.

Of the consultation responses from the public, one again said there was no need for change, one said that we should only award CTS from the date they claimed and a third said that is all futile when the Council is taking from the sector of society that cannot feed themselves.

To enable backdating for between 3 and 12 months the Revenues and Benefits Service would have to seek approval on each individual case from the section 151 officer. This is an option that would only be used for the most financially challenged residents and where there is continuous good cause for them not claiming at an earlier date. This change is not to save any money from vulnerable claimants but on the contrary to assist those who are most in need.

- f. Alignment with Housing Benefit regulation changes

Stakeholders were very much supportive of this change to simplify the scheme in line with housing benefit.

Only one comment was received which was that we should not make changes as there was too much paperwork with even small changes in income. We are bound by regulation with the details that are required in notification letters. By

aligning the schemes, however, it would lead to needing less clarification and hopefully reduce the length of the notification letters if the Housing Benefit and Council Tax Support schemes were more similar.

- g. No claim form is required for Council Tax Support where Universal Credit (UC) is claimed.

Stakeholders were supportive of this change as it is less of a burden on Council Tax payers in receipt of UC, some of whom may have chaotic lives so would increase the chances of people being in receipt of the support they are entitled to.

There was only one comment from the public consultation which was that we should scrap UC. This is of course outside the Council's control.

Since the consultation started it has become apparent that the Council will not be able to remove the requirement for a CTS claim form in all cases. If the housing element of UC is not claimed then information is not provided on the number or income of non-dependents. The Benefits Service would therefore remove the need for a CTS claim form where possible but produce a simple 2 sided document for completion where we had no housing costs and therefore no details of non-dependents. This form will be made available in paper form as well as online.

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Appendix B – Proposed Council Tax Support (CTS) Banded Income Scheme for 2020/2021

Proposals

Please note that these proposals only refer to people of Working Age. Pensioners are not affected by these proposals.

This proposal will continue to base the scheme on the default Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012 (and all subsequent amendments) so we will continue to use the way that Council Tax Support has previously been calculated.

It is proposed in future years that the applicable amount is raised in line with the applicable amounts used for Housing Benefit

Preferred option for banded income scheme

In calculating CTS we currently use the income that the claimant receives, disregarding in full income such as child benefit, child maintenance and some disability benefits as well as earnings disregards which will be in line with those in Housing Benefit or Universal Credit for those who are in receipt of that. The Council will then deduct the final income figure from the applicable amount which is the amount the government says you need to live on from the total income. In the case of Universal Credit claims the Council will use the maximum award of UC as the applicable amount.

We propose to continue to do this in the new proposed scheme. The 'excess income' which is the amount of income received after any disregarded income and the applicable amount will then be used to calculate the percentage of Council Tax Support they will be entitled to. It is proposed that this is calculated as follows:

Band	Excess income	Protected Group	Non Protected Group
1	-£30 (including passported claims)	100%	60%
2	£30.00 – £59.99	80%	45%
3	£60.00 - £94.99	60%	35%
4	£95.00 – £129.99	40%	25%
5	£130.00 - £164.99	20%	15%
6	£165.00 +	0%	0%

Preferred option for non-dependent deduction

A further consideration to be made is in regards to non-dependant deductions. Currently, they are worked out as follows

Non Deps Circumstances	Deduction from CTS per week
Not working or working less than 16 hours per week	£4.00
Aged under 25 and in receipt of Income Support, Jobseekers Allowance (Income Based), Employment and Support Allowance (Income Related) or over 25 and in receipt of Pension Credit	£0.00 (Nil)
In receipt of Universal Credit and working less than 16 hours	£0.00 (Nil)
Aged over 25 and in receipt of Income Support or Jobseekers Allowance (Income Based)	£4.00

Non Deps working 16 hours or more per week	Deduction from CTS per week
Gross Weekly Income	Deduction from CTS per week
Less than £208.99	£4.00
£209 – £362.99	£8.10
£363 – £450.99	£10.20
£451 and over	£12.20

This means that as well as information on the income of the claimant and partner we also need information on the income of the non-dependents.

Currently unless the claimant or partner are in receipt of the daily living component of Personal Independence Payments or the care component of Disability Living Allowance; there is a potential for a deduction to be taken. Due to computer system limitations this must continue. However, there are options of how to reduce the administration by making the scheme simpler.

A flat rate of £4.00 deduction for non-dependants who would have a deduction based on the default scheme as above is preferred in terms of deduction, but differs from the CTS default regulations.

This would mean that we would only need to know the number of non-dependants in a property, we can obtain information of benefits they receive through the DWP systems; this would increase the speed of processing and reduce the information requested from the customer. Officers are proposing this to simplify the administration.

Preferred option for Self-Employed earners

The banded income scheme would address the issue of collection of Council Tax and the number of award letters and bills that need to be posted. Unfortunately it does not reduce the administration with regards to assessing the claims. Each change would still need to be assessed to see if it will change into a higher or lower band but unless it changes the award, we would not need to issue a Council Tax notice and change any payment due date.

We have the option to consider how we calculate the income of self-employed earners. The way self-employed earnings are calculated in Universal Credit is significantly different to the way we currently assess them for Housing Benefit and Council Tax Support. The way Universal credit calculate self-employed earnings is that if the customer was not earning the national minimum wage multiplied by the number of hours they were expected to work then they would assume a level of income equal to that. The

number of hours that people are expected to work is determined by health conditions and the ages of their dependent children. We intend to follow the Universal Credit guidelines to determine these hours.

In recent years, there has been a significant move to self-employment which was encouraged by Job Centres to reduce the unemployment levels, but also undertaken voluntarily by claimants to remove the need to look for work. This has led to a number of claimants who are not in genuine and effective work.

The proposed scheme recommended by officers would take into consideration the number of hours that someone would be expected to work given their circumstances around health and parental responsibility. Officers would suggest that all claimants were given a year's notice from April 2020 that this will be the way their income will be assessed before it is introduced but for all new claims it would be effective from a year after the self-employment commenced which may be immediately.

The intention of using a minimum income floor, similar to that which universal credit applies, is to simplify the administration of having to calculate self-employed accounts which would reduce the need for complex annual reviews.

Officers are proposing to use a Minimum Income Floor for self-employed earners so that they are treated the same as people on Universal Credit. We have as part of the consultation proposed giving one years notice of the introduction of this and considering it sympathetically. Please see Appendix C

Preferred option for backdating of Council Tax Support

For older people, for both Housing Benefit and Council Tax Support the maximum backdating period is 3 months (this will remain the maximum). For working age customers, currently, for Housing Benefit the backdating period is 1 month with continuous good cause and for Council Tax Support it is 6 months. It is proposed in the new scheme for working age customers that a backdating period of 12 months is allowed if continuous good cause is proven. Any decision to backdate over 3 months must be approved by the Head of Corporate Resources.

Preferred option for late notified changes

We also propose to adopt the late notified change rule from Housing Benefit, so that if a customer has a change in circumstances that would increase the level of support but does not notify us within one month then they will only benefit for Council Tax Support from the change from the Monday following the date that they notified us.

Preferred option for changes throughout the year

If the Government make changes during the year to Housing Benefit, such as introducing the Mixed Age Couples regulations, the Head of Corporate Resources in consultation with the Customer Services Portfolio Holder can make changes to the Council Tax Support scheme during the year so that the Council Tax Support scheme mirrors the Housing Benefit Scheme. The Council proposes to adopt some of the current Housing Benefit changes e.g. late notified change rules, as this will help make administration of the two schemes simpler.

Preferred option for Second Adult Rebate

Currently there are 11 working age customers in receipt of 2nd Adult rebate. To simplify the administration officers recommend that we no longer consider this rebate.

Preferred option for claim forms

The Council's Benefit Service should write into the scheme that we do not need a claim form for a customer to make a claim for CTS where UC has been claimed. The Council can use the information provided on the Universal Credit data share which would mean that the processing time would be reduced as no further information would need to be requested. In addition to this, there are circumstances within Universal Credit where, due to payment frequencies and assessment periods, claimants' earnings can be taken into account twice in one assessment period which removes their entitlement to UC. So in removing the claim form, we

could recommence the CTS without the need to invite them to reclaim once they went back into entitlement to UC.

Officers recommend that no claim form is required for CTS where UC is claimed. Where additional information is required a simple form will be designed.

Impact on Claimant's and Customers

Within a banded income scheme, there will inevitably be people who will receive higher awards and those receiving lower amounts depending on where in the income band they sit and this can lead to cliff edges. There will, however, be fewer changes to the award within the year and therefore, it will be easier for those people who are financially vulnerable to budget. Those claimants who are currently in receipt of 100% Council Tax support due to being in a protected group will remain with this award. Those who were not in a protected group previously would receive a maximum reduction of 61% of the liability with the current scheme. Under the proposed new scheme this would change to 60%. The reason for this change is that by keeping it at round numbers it makes the scheme easier to understand. The impact of this for a claimant in Burgess Hill in a Band C property would be that they would be expected to pay an extra 10p per week towards their Council Tax.

These figures are based on the current expenditure and revised expenditure of a claimant's award based on the amount they currently receive on each scheme being a consistent rate for the whole of 2019/20. Therefore some variation should be expected when actual bills are produced in March 2020 for the 2020/21 financial year.

This has been split into passported, non passported and Universal credit claims for protected and non-protected groups. Income Based Job Seekers Allowance, Income Support or Income Related Employment and Support Allowance are known as passported benefits as they passport the recipient to the maximum amount of Housing Benefit based on their financial circumstances.

Group Description	Current Year		Future Year		Additional Cost	Additional Cost %
	Current Count	Current Expenditure	Revised count	Expenditure (Toolkit Parameters)		
Non-Passported - Protected	366	£387,571.84	366	£390,468.41	£2,896.57	0.75%
Non-Passported	729	£379,595.49	729	£380,648.48	£1,052.99	0.28%
Passported - Protected	1131	£1,403,745.05	1131	£1,405,682.37	£1,937.32	0.14%
Passported	137	£98,557.12	137	£97,456.20	-£1,100.92	-1.12%
UC - Protected	329	£341,060.37	329	£351,431.55	£10,371.18	3.04%
UC	505	£271,356.40	505	£275,692.52	£4,336.12	1.60%
TOTAL	3197	£2,881,886.27	3197	£2,901,379.53	£19,493.26	0.68%

This is showing an increase in expenditure to the Council for the year of £19,493.26. Having spoken to other authorities such as Wealden DC it is important to understand and expect that when this scheme is worked out on a live system for the following financial year it is likely that the cost will differ when the scheme is introduced. When the same figures were produced in the original report they differed slightly to show an increase in expenditure of £9,269.

In addition to this expenditure, it should also be noted that the current expenditure for pensioners on Council Tax Support is in the region of £2.5 million.

Based on the current caseload using these figures would result in 83 households who are currently in receipt of Council Tax Support no longer being entitled. The impact on these households ranges from £7 per year to £817 per year.

Only 14 of the households who are no longer entitled are in a vulnerable group. The impact on these households is between £31 and £817.

In calculating a scheme like this, those with the higher liabilities will have the most to lose as they previously would have qualified with a higher income than those in lower banded properties purely because of their high liability.

There are 32 households in protected groups who will be worse off by over 10%; no one in a protected group is worse off by more than 38%. There are 47 households in non-protected groups who will be worse off by over 10%; no one in a protected group is worse off by more than 36%

These claims are easily identified and the Revenues and Benefits Service will continue to work with them leading up to and beyond the 1st April 2020. The Academy system cannot handle any transitional protection – and would cause great issues with any subsequent changes so any award of transition would need to be manual e.g. award of Section 13A.

Of course these people's circumstances may change leading up to the 1 April 2020.

For those who are still entitled the following overall impact can be seen:

Protected Households – current total 1,826

Impact	Number of Households affected
No change to current award	1511
Worse off by less than £52 per year (£1 per week)	22
Worse off by between £52 and £104 per year (£1-£2 per week)	17
Worse off by between £104 and £208 per year (£2-£4 per week)	15
Worse off by between £208 and £312 per year (£4-£6 per week)	16
Worse off by between £312 and £624 per year (£6-£12 per week)	7
Worse off by more than £624 per year (£12 per week)	4
Better off by less than £52 per year (£1 per week)	55
Better off by between £52 and £104 per year (£1-£2 per week)	39
Better off by between £104 and £208 per year (£2-£4 per week)	91
Better off by between £208 and £312 per year (£4-£6 per week)	37
Better off by between £312 and £624 per year (£6-£12 per week)	11
Better off by more than £624 per year (£12 per week)	1

Non-Protected Households – current total 1,371

Impact	Number of Households affected
No change to current award	0
Worse off by less than £52 per year (£1 per week)	602
Worse off by between £52 and £104 per year (£1-£2 per week)	77
Worse off by between £104 and £208 per year (£2-£4 per week)	74
Worse off by between £208 and £312 per year (£4-£6 per week)	22
Worse off by between £312 and £624 per year (£6-£12 per week)	15
Worse off by more than £624 per year (£12 per week)	0
Better off by less than £52 per year (£1 per week)	208
Better off by between £52 and £104 per year (£1-£2 per week)	175

Better off by between £104 and £208 per year (£2-£4 per week)	167
Better off by between £208 and £312 per year (£4-£6 per week)	28
Better off by between £312 and £624 per year (£6-£12 per week)	2
Better off by more than £624 per year (£12 per week)	1

Appendix C - Minimum Income Floor Application

Where claimants are in receipt of Universal Credit (UC) the Council are obliged by regulations to take the income into account as the DWP have calculated it.

For all other residents who are currently self-employed we will write to them in April 2019 to advise that the Council will be using the minimum income floor (MIF) from April 2021.

For new claims where UC is not in payment we may apply the MIF from 12 months from the date that they started their business.

The level of hours used for the MIF take into account the circumstance of the household; if they are employed and self-employed the hours for both will all be taken into account when calculating the MIF.

For those with caring responsibilities of a child or children where the youngest is;

Under 3	No minimum income floor will be applied, earnings will be calculated as they are for Housing Benefit.
Aged 3-4	Minimum income floor will be calculated if you are earning less than 10 hours multiplied by national minimum wage for your age group
Aged 5-12	Minimum income floor will be calculated if you are earning less than 24 hours multiplied by national minimum wage for your age group
13 and over	Minimum income floor will be calculated if you are earning less than 35 hours multiplied by national minimum wage for your age group

The minimum income floor will only apply to you if you are in the 'all-work-related requirements group'. This means that you are expected to work or look for work.

You are not in the all-work-related requirements group if:

- you look after a child under 3
- you are pregnant and it is not more than 12 weeks until your due date
- you have given birth in the last 15 weeks
- you are caring for a severely disabled person
- you have been assessed as having limited capability for work or limited capability for work-related activity within universal credit or you are in the work group or the support group of Employment and Support Allowance
- you are in full-time education
- you have adopted a child and still in the first 12 months since the adoption
- you are a foster parent of a child under 16
- you are a carer for a friend of family member
- you are under threat of domestic violence or recently have been

In line with Universal Credit rules to use the minimum income floor you would have to be gainfully self-employed. This means that you have self-employed earnings and your work is organised, developed, regular and in expectation of profit, if you are signed off sick for a prolonged period the Council will be able to use its discretion.

The Council will also be able to use its discretion where people have genuine cause for not earning the expected levels following a significant change. An example of this is if someone is a cleaner and has regular clients and moves to Mid Sussex from a different area the Council would be able to allow a grace period while clients were sought in the new area.

When calculating income to see if it is necessary to apply the minimum income floor the Council will use an average of the income earned within the previous 12 months or a shorter period if that will be more reflective of the on-going income.

Notional Tax and class 2 and 4 National insurance will be deducted from the gross earnings.

The Council is keen to work with those who will face hardship by the use of the minimum income floor either to increase their income from the current business they have or by assisting them to find employed work if their business is not sustainable. The Council's Benefits Service has a dedicated member of the team to assist those into work where they have been disadvantaged by welfare reform. The Council will also signpost customers to independent advice such as the local Citizens Advice.

MID SUSSEX DISTRICT COUNCIL

Appendix D - Equality Impact Assessment

Title of Policy/Service/Contract: **PROPOSED CHANGES TO THE COUNCIL TAX SUPPORT SCHEME TO A BANDED INCOME SCHEME FOR 2020/21**

Division: **Corporate Resources – Revenues and Benefits**

Lead Officer: **Kevin Stewart**

Date Assessment completed: **25 July 2019 – (revised November 2019)**

1. SCOPING

1.1 What are the aims of the policy, service/service change or contract?

The Council Tax Benefit scheme (CTB) was abolished by the Welfare Reform Bill with effect from April 2013. This was replaced with a local Council Tax Support Scheme (CTS). The Council introduced a CTS scheme in the first year that mirrored the previous CTB system.

From the 1 April 2014 the Council introduced a new Council Tax Support Scheme that for people of working age saw a baseline of 39%. Apart from protected vulnerable groups everyone of working age, even those on Benefits, had to pay at least 39% towards their Council Tax.

The Council's original overall budget for CTS had been cut by Central Government with further cuts experienced over the last four years and confirmed to continue. It is for local councils to determine how to manage any funding gaps and any cuts can only be made to a CTS scheme for working age recipients. This is due to the strict guidelines from government to ensure support for pensioners' remains at the same level as previously applied with CTB. This is delivered through a national framework of criteria and allowances. The current MSDC scheme is fully covered from Government grant and as a result there is no contribution from MSDC taxpayers towards the scheme.

The Government is also continuing with a national programme of welfare reform and it is appropriate to consider whether some of the changes to other welfare systems should be reflected in the Council's local CTS.

Mid Sussex District Council needs to annually review its CTSS. The scheme must be set each year by 11th March. Any proposed changes must be fully consulted on.

1.2 Who does the service/policy/contract affect? Who are the main customers (internal or external)?

The main stakeholders are:-

- Existing CTS Recipients
- Council Tax Payers
- DWP
- Citizens Advice
- Housing Associations

- Community Groups and Voluntary Sector
- Precepting Authorities
- Elected Members
- Staff

1.3 What equality information is available, including any evidence from engagement and analysis of use of services?

Every applicant making a claim for Council Tax Support provides the following personal information:

- The date of birth and sex of each person in the household
- The income of each person in the household including non-dependents
- The capital of each person in the household
- Whether the person has a disability
- Whether the person is in a same sex relationship

The draft scheme has been subject to a consultation exercise including an on-line survey on the Council's website and a stakeholder forum comprising Citizens Advice, the local Job Centre, foodbanks and social landlords. Also, the other precepting authorities of West Sussex County Council and the Sussex Police and Crime Commissioner's Office. The current recipients of Council Tax Support identified as being worse off under the scheme by more than £6 per week were also targeted for their views. Overall there were 7 respondents all of whom were White British, with 2 registered disabled.

The results of the consultation were to broadly support the proposed changes to the Scheme.

1.4 What does this information tell us about the equality issues associated with the service and implications for the protected groups?

Unless the CTS recipient is in one of the groups below:-

- a disability premium within Council Tax Support or Working Tax Credit
- the support group of Employment support allowance
- DLA or PIP
- Both Income Support and Carers allowance
- A War Disablement Pension
- Or any lone parent with a child under 5 years old

They will pay at least 40% towards their Council Tax.

1.5 Are contractors or partnerships used to deliver the service? No

If No go to section 2.

If yes, please refer to the guidance notes for completing impact assessments and complete the next three questions.

Identify the contractors/partnerships used to deliver the service.

What is their contribution to equality in service delivery and the promotion of equality?

How are equality issues addressed through contractual arrangements and service level agreements?

2. Assessment of Impact; Analysis and Action Planning

Any gaps in information or provision, opportunities to promote equalities and good relations identified above need to be translated into SMART actions and recorded here. These actions need to be delivered and monitored through the service planning process.

Opportunity to promote equality, good relations and/or address barriers to service/differential impact	Current action taken to address these	Further actions required and timescales	Lead Officer	How will impact be measured
The needs of different ethnic groups including white minorities, but also established white communities				
None identified.				
The needs of men and women. Including taking account of pregnancy and maternity.				
None identified.				
The needs of disabled people				
Issue of treatment of people with a disability in the scheme.	<p>Disability benefit income is disregarded in full when calculating entitlement. Higher allowances are awarded when calculating support for those receiving disability benefits.</p> <p>Our scheme has a hardship fund that provides a safety net so that additional support can be provided for those in exceptional need.</p> <p>We have a track record of providing proactive and tailored support for those working age customers who struggle to make payments.</p> <p>We will continue to ensure our recovery procedures identify cases where</p>	<p>The disabled people of Working age will be identified in a specific vulnerable group and if their circumstances allow will qualify for maximum Council Tax Support. No further specific negative impact is identified for those with disabilities.</p> <p>No further action required apart from monitor.</p>	Kevin Stewart	Any impact will be monitored and action taken as appropriate.

	additional support might be required.			
The needs of people with a religion or belief				
None identified.				

Opportunity to promote equality and/or barriers to service/differential impact	Current action taken to address these	Further actions required and timescales	Lead Officer	How will impact be measured
The needs of gay men, lesbians, bisexuals and heterosexual people				
None identified.				
Issues from marriage and civil partnership				
None identified.				
The needs of different age groups, for example older and younger people				
Differential impact of the scheme between people of pension age and those of working age.	<p>People of pension age are protected and will not be subject to change under the new scheme.</p> <p>Could incentivise people back into work as earnings disregards and extended payments apply.</p> <p>Our scheme has a hardship fund that provides a safety net so that additional support can be provided for those in exceptional need.</p> <p>We have a track record of providing proactive and tailored support for those working age customers who struggle to make payments. We will continue to ensure our recovery procedures identify cases where additional support might be required.</p>	<p>The scheme will discriminate on the grounds of age because of the Central Government requirement to protect pensioners. The National Pensioner Scheme treats them more favourably because allowances are more generous and 100% maximum support applies where entitled.</p> <p>Working age people receive less CTS unless they are in a designated vulnerable group therefore have more Council Tax to pay.</p>	Kevin Stewart	Any impact will be monitored and action taken as appropriate.
The needs of transgender communities				
None identified.				
The needs of people who are disadvantaged by socio-economic factors such as low incomes, skill or living in a deprived area				
This is a means tested benefit which is designed to assist people on low incomes. We need to ensure people on low incomes are not adversely affected by the scheme	This is a means tested benefit which is designed to assist people on low incomes	All people in the working age group unless in a specified vulnerable group who currently receive CTS will pay at least 40% of their Council Tax. We can continue to	Kevin Stewart	The impact has already been assessed as part of the scheme – see Appendix A of the

		offer extra assistance outside of the Council Tax Support scheme through the use of the Section 13A hardship fund for people on low incomes who may be adversely affected.		report
The needs of people who live in a rural area				
None identified.				

3. Mid Sussex District Council Equality Impact Assessment Summary

Key Findings	Future Actions
<ul style="list-style-type: none"> • All people in the working age group unless in a specified vulnerable group who currently pay CTS will pay at least 40% Council Tax. • It is a specific scheme that unless identified above does not differentiate between people in the district. • Very few people in a vulnerable group will be greatly disadvantaged by the introduction of the new scheme. • A Section 13A Hardship Fund is available to help people in need of further financial help. 	<ul style="list-style-type: none"> • No actions apart from continuing to make Section 13A Hardship Fund available. • Implement the scheme with protections as detailed in the report

4. Signing off this assessment and action plan

SignatureKevin Stewart.....
 Person undertaking the assessment

Date8th November 2019.....

Signature
 Head of Service

Date

Please send your completed impact assessment to Neal Barton for publication on the website.

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CAPITAL PROGRAMME MONITORING

REPORT OF: HEAD OF CORPORATE RESOURCES
Contact Officer: Peter Stuart
Email: peter.stuart@midsussex.gov.uk Tel: 01444 477315
Wards Affected: *None*
Key Decision: No
Report to: Scrutiny Committee for Leader, Finance and Performance
20th November 2019

Purpose of Report

1. This report informs the Committee of progress on some key projects that form part of the Capital Programme.

Recommendations

2. **The Committee is recommended to:**
 - (i) **note the report and its contents.**
-

Background

3. The Capital Programme is an important part of the Councils expenditure each year and presents a number of projects which are one-off in nature. In general, the financing of these projects is tightly constrained to comply with the rules regarding the classification of 'capital expenditure'.
4. The Scrutiny Committee has asked for this report to enable it to take an overview of the monitoring of projects and their progress towards completion. Cabinet already receive the appropriate financial monitoring information within each Budget Monitoring Report, and it is therefore felt that this report may concentrate on delivery against project plan rather than being expenditure based.

Current position

5. The Capital Programme as set out in Corporate Plans and revised from time to time, has been distilled to highlight those projects which are either longer term, time-bound or more complicated to deliver than the norm. Members are asked to agree this subset at Appendix 1 for monitoring or suggest additions and deletions to that selection.

Issues

6. The projects within the Appendix are those selected for a more detailed monitoring and explanation, which has been provided within the text of the report. Officers will be able to offer some supplementary information on the current status, with appropriate notice.
7. A significant variance is showing against the Oaklands Council Chamber project, where the tendered costs of desired works greatly outstripped the budget allocated. The scope has therefore been further amended while still providing the key outcomes and the project is being retendered.

8. The other projects in the report are proceeding satisfactorily or have finished and achieved their objective. Members are invited to comment.

Policy Context

9. Scrutiny as a function is enshrined within the Constitution.

Other Options Considered

10. None.

Financial Implications

11. This report has no such implications.

Risk Management Implications

12. This report has no such implications.

Equality and Customer Service Implications

13. This report has no such implications.

Other Material Implications







14. This report has no such implications.

























Background Papers

None







Capital Monitoring for Scrutiny Committee Leader, Finance and Performance for the period ending 30th September 2019



































APPENDIX A

Key - Project Status	
	Amber = Not yet started indicator
	In progress
	completed
Key - Budget Variance	
	Green = < 10% or £10k Forecast Variation to budget (i.e. within tolerance limits)
	Green = > 10% or £10k Forecast Underpend to budget (whichever is lower)
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Scheme Name	Revised Annual Budget	Actual to 30 Sept 19	Commitments	Total to date	Year-end Forecast Variation		TRAFFIC LIGHT - PROJECT STATUS	TRAFFIC LIGHT - BUDGET VARIANCE	Progress to Date	Expected Start Date	Expected Completion Date
					£	%					
	£	£	£	£	£	%					
Planning Policy BU03											
Goddards green Sewage Treatment Works	-	313,340	54,309	367,649	0	0%			Mid Sussex acts as Accountable body for a Grant from the C2C Local Enterprise Partnership. Any works completed are to be fully funded by a Coast to capital grant.	Nov-18	Mar-21
ICT BU06											
Telephony System Upgrade	-	0	0	0	0	0%			Project slipped to 20/21, due to other higher priority projects. Reported in Budget Management Report to Cabinet 8 July 19.	Apr-20	Mar-21
PC Replacement Programme	50,000	35,848	0	35,848	0	0%			Annual programme of replacing old desktops that are out of warranty. To be delivered as part of the Windows 10 project. On target.	Aug-19	Mar-20
Windows 10 Update	137,000	190,024	37,256	227,281	89,000	65%			This variance has arisen because the original budget was an estimate of hardware costs as the specified hardware was not yet within the market at the time of planning. Additionally, there has been a higher than planned user base of mobile devices following field testing within departments and this has increased hardware refresh costs. Positively, the higher uptake will help a more rapid delivery of the long-term efficiency gains expected by the adoption of mobile devices, Windows10 and Office365. Additional spend was also required to appoint a dedicated external resource to bring the required skills and training to accelerate delivery of the project before Windows7 support is removed. This will help to realise the project benefits more rapidly. Variance reported in Half Year Progress Report to Cabinet on 18 November 2019. Overspend partly met from savings on Storage Area Network (SAN Replacement) (£13,000) and Supporting Infrastructure Refresh (£22,000). Balance funded from General Reserve.	Oct-18	Dec-19
Storage Area Network (SAN) Replacement	65,000	50,643	951	51,594	(13,000)	-20%			Underspend due to equipment being sourced for less than expected. Variance reported in Half Year Progress Report to Cabinet 18 November 2019. Underspend transferred to Windows 10 Project.	Apr-19	Nov-19
Relocation of IDOX UNiform Software	43,000	8,200	6,750	14,950	(10,000)	-23%			VM servers built. Supplier migrating data. Testing in July led to changing go live date from Aug to Oct. Forecast underspend predicted due to lower than expected hardware costs.	Oct-18	Dec-19
Firewall replacement	25,000	25,723	0	25,723	723	3%			Works complete	Apr-19	Jul-19
Supporting Infrastructure Refresh	30,000	7,718	145	7,863	(22,000)	-73%			Variance reported in Half Year Progress Report to Cabinet 18 November 2019. Underspend transferred to Windows 10 Project. Underspend due to certain works being delayed as a result of the office refurbishment of the ICT team. These works will be carried out within the separate capital bid for 20/21.	Jun-19	Sep-19
Housing BU08											
TA Project - 1	-	120	0	120	0	0%			Work complete - minor creditor payment variation compared to creditor provision 2018/19.	Dec-18	Mar-19
TA Project - 2	-	850	0	850	0	0%			Work complete - minor creditor payment variation compared to creditor provision 2018/19.	Feb-19	Mar-19
TA Project - 3	-	(2,888)	2,888	0	0	0%			Work complete - minor creditor payment variation compared to creditor provision 2018/19.	Feb-19	Mar-19
TA Project - 4	-	(70)	881	811	0	0%			Work complete - minor creditor payment variation compared to creditor provision 2018/19.	Jan-19	Mar-19













































Capital Monitoring for Scrutiny Committee Leader, Finance and Performance for the period ending 30th September 2019

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	£	£	£	£	£	%					
TA Project - 5	-	(804)	0	(804)	0	0%			Work complete - minor creditor payment variation compared to creditor provision 2018/19.	Mar-19	Mar-19
TA Project - 6	-	23,587	3,083	26,670	0	0%			To be financed from £4M Temporary Accommodation Reserve.	Mar-19	Mar-20
TA Project - 7	292,000	291,379	250	291,629	0	0%			Variance reported in April to July Budget Management Report to Cabinet 16 September 2019. To be financed from £4M Temporary Accommodation Reserve.	Apr-19	Aug-20
TA Project - 8	235,000	234,883	24,481	259,364	0	0%			Variance reported in April to July Budget Management Report to Cabinet 16 September 2019. To be financed from £4M Temporary Accommodation Reserve.	Apr-19	Mar-20
TA Project - 9	217,000	205,265	12,451	217,716	0	0%			Variance reported in April to July Budget Management Report to Cabinet 16 September 2019. To be financed from £4M Temporary Accommodation Reserve.	Jun-19	Mar-20
TA Project - 10	-	324,952	46,025	370,977	0	0%			Variance reported in Half Year Progress Report to Cabinet 18 November 2019. To be financed from £4M Temporary Accommodation Reserve.	Aug-19	Mar-20
Environmental Health BU09											
Disabled Facility grants	1,368,000	625,110	0	387,649	0	0%			Demand-led Housing adaptations service for which a further £387,649 has been committed as at end of September. No forecast variation is anticipated at this stage	Ongoing	Ongoing
Land Charges BU11											
Modernisation of Corporate Records	99,000	38,850	7,900	46,750	(30,000)	-30%			Data capture due to complete on schedule at end of December 2019, although there may be some limited overrun to account for temporary staff leaving MSDC early to take up new employment and some final quality control checks into January 2020. Implementation of TLC Software has commenced, with the intention of commencing live operation in Local Land Charges at beginning of 20/21 FY.		Jan-20
Landscapes and Leisure BU17											
Dolphin Car Park Works	-	2,941	0	2,941	0	0%			Additional works for Planning redesign agreed in May 2019. Financed from Leisure Improvement Reserve. Project complete.	Jul-18	Jul-19
Beech hurst Gardens paths & landscape imps	-	7,777	0	7,777	0	0%			To be funded from Beech Hurst surplus as agreed by Charity Trustees in June/July. Works complete	Jun-19	Jul-19
Provision of Padel Tennis Court	103,000	73,414	24,236	97,650	0	0%			Project Complete.	Apr-19	Nov-19
Dolphin Leisure Centre Improvement works	198,000	0	0	0	0	0%			Project complete. Places for People Leisure are due to invoice us.	Apr-19	Sep-19
Bolney Recreation Ground Playground Improvements	80,000	0	0	0	0	0%			Planned completion of all works by June 2020. Delays have occurred in the consultation process and any likely slippage will reported once identified.	Oct-19	Jun-20
John Pears Playground Improvements	80,000	0	0	0	0	0%			Planned completion of all works by June 2020. Delays have occurred in the consultation process and any likely slippage will reported once identified.	Oct-19	Jun-20
Twineham Playground Improvements	40,000	0	0	0	0	0%			Planned completion of all works by June 2020. Delays have occurred in the consultation process and any likely slippage will reported once identified.	Oct-19	Jun-20
Parking Services BU19											
Queens Crescent Overflow Car Park	-	0	0	0	0	0%					
Extension of Heath Road car park	1,000	0	0	0	(1,000)	-100%			Slippage from 2017/18. Retention no longer required and this can be reported as underspend at year end	Jun-17	Mar-18
Corporate Estates & Facilities BU29											
Finches Field Pavilion	65,000	44,443	0	44,443	0	0%			Building is completed and open to the public. The remaining funds to be used for car park and landscaping works.		











































Capital Monitoring for Scrutiny Committee Leader, Finance and Performance for the period ending 30th September 2019

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	£	£	£	£	£	%					
St Johns Park BH Playground Imps	30,000	0	0	0	30,000	100%			Not yet started. Project to be slipped to 20/21.		
Drainage capital works	44,000	0	6,009	6,009	0	0%			Works programme to be identified		
Window Replacement Works	183,000	18,260	81,625	99,884	8,269	5%			Works underway	Sep-19	Nov-19
Council Chamber Modernisation	300,000	7,462	2,875	10,337	180,000	60%			Tenders for main works received and over budget. Value engineering to try and get project within budget	Feb-20	Jul-20
Upgrade Council Chamber Toilets & Recept	81,000	4,541	0	4,541	50,000	62%			Tenders for main works received as part of Chamber modernisation works and over budget. Need to split budget to match new scope - toilets to be refurbished as part of Chamber lift installation, with works to lobby/foyer and Committee and Oaklands meeting rooms being separated and slipped to 2020/21	Feb-20	Jul-20
Victoria Park Tennis Court upgrade	-	(1,681)	1,681	0	0	0%			Work complete - retention held		
Mount Noddy Pavilion - Extension and Alterations	-	(17,412)	8,936	(8,476)	9,268	0%			Work complete - retention held. Forecast overspend due to additional electrical works being required in order to be compliant with regulations.	Oct-18	
Oaklands Replacement heating distribution system	140,000	1,200	1,250	2,450	137,550	98%			1st phase of works complete - further phases to follow on from more in-depth feasibility and design work - budget to slip into 2020/21. Order placed for design and pre contract works. Planned start of works Apr 20 to align with end of heating season	Apr-20	Jul-20
Windows replacement Oaklands North Wing	-	(4,398)	4,398	0	0	0%			Single project joined with Oaklands Roof Light Replacement project. Works complete - retention held		
Replace intruder alarms Oaklands	30,000	6,156	0	6,156	0	0%			Some initial works carried out - further works to be specified and agreed	Dec-19	Mar-20
Resurface Queensway car park East Grinstead	41,000	0	0	0	0	0%			On hold.		
Resurface St Wilfrids Way HH top car park	-	(409)	409	0	0	0%			Work complete - retention held	Jan-19	
Upgrade play equipment at Kitty Lane, Bolnore, HH	-	(5,043)	5,043	0	0	0%			Work complete - retention held	Dec-18	
Christopher Road Car Park, EG	-	(453)	453	0	0	0%			Work complete - retention held		
Oaklands Refurbish West Wing Grd Floor Gents	20,000	13	0	13	0	0%			Specification being drawn up.	Jan-20	Mar-20
Oaklands Refurbish East Wing Kitchen E104	15,000	12,036	309	12,344	0	0%			Work complete - retention held	May-19	May-19
Oaklands Refurbish East Wing Gents	20,000	370	150	520	0	0%			Specification being drawn up.	Jan-20	Mar-20
Oaklands Refurbish IT Suite	78,000	1,165	52,674	53,839	0	0%			Works underway	Sep-19	Dec-19
Dale Avenue Car Park Hassocks - resurfacing	-	(646)	646	0	0	0%			Work complete - retention held		
Gower Road Car Park HH - resurfacing	-	(374)	374	0	0	0%			Work complete - retention held		
Franklyn Road Car Park HH - resurfacing	-	(1,534)	1,534	0	0	0%			Work complete - retention held		
Bedelands Farm - improvement to paths	4,000	0	3,500	3,500	0	0%			Works mainly completed in July 2018. Retention held. Contingency to be spent.	Jul-18	

Capital Monitoring for Scrutiny Committee Leader, Finance and Performance for the period ending 30th September 2019

Key - Project Status	
	Amber = Not yet started indicator
	In progress
	completed
Key - Budget Variance	
	Green = < 10% or £10k Forecast Variation to budget (i.e. within tolerance limits)
	Green = > 10% or £10k Forecast Underpend to budget (whichever is lower)
	Red = > 10% or £10k Forecast Overspend to budget (whichever is lower)

Scheme Name	Revised Annual Budget	Actual to 30 Sept 19	Commitments	Total to date	Year-end Forecast Variation		TRAFFIC LIGHT - PROJECT STATUS	TRAFFIC LIGHT - BUDGET VARIANCE	Progress to Date	Expected Start Date	Expected Completion Date
	£	£	£	£	£	%					
World End Rec - play improvements	83,000	74,785	7,541	82,326	0	0%			Work complete - retention held	Mar-19	
Worlds End Rec - Changing Places toilet	-	(1,979)	2,099	120	120	0%			Work complete - retention held	Dec-18	
Worlds End Rec - BHTC - streetscene	15,000	5,217	9,525	14,742	(258)	-2%			Works orders raised and work largely complete	Mar-19	Mar-20
Upgrade St Wilfrids Way Service Road	-	(1,602)	1,602	0	0	0%			Work complete - retention held	Jan-19	
Refurbishment of Poynings Pavilion	-	(900)	900	0	0	0%			Work complete - retention held		
Hurst Farm development costs	21,000	29,919	0	29,919	0	0%			Development costs for specialist consultancy and planning advice. Budget increased to £71,000 in Budget Management report to Cabinet 18th November 19. Capital receipt due to be received in 20/21		20/21
The Orchards - roof works	-	(11,714)	8,415	(3,299)	(3,230)	0%			Works complete - retention held		
Oaklands- replacement of CCTV system	5,000	4,007	0	4,007	0	0%			Works largely complete - some minor elements to complete	Nov-18	Mar-20
Refurbishment Works at Court Bushes Pavilion	-	(1,209)	10,300	9,091	0	0%			Works complete - agreeing final account		
Martlets Hall Demolition and Car Park extension	245,000	71,339	2,571	73,909	0	0%				May-19	Jan-20
208-216 London Road, (Halfords) Bhill	-	3,288	0	3,288	3,288	0%			Payment for shortfall of stamp duty.		
Cuckfield Rec Pavilion Refurbishment	-	0	0	0	0	0%			Work no longer required (potential café hirer not now using building) - potentially transfer fund to cover works to East Court pavilion ahead of new nursery moving into that site		
Tollgate Car Park upgrade Lindfield	22,000	0	0	0	0	0%			Works order raised and contractor appointed.	Nov-19	
Trinity Road Car Park upgrade Hurstpierpoint	45,000	0	3,789	3,789	0	0%			Works underway	Oct-19	
East Court Pavilion Nursery	36,000	14,270	3,904	18,174	0	0%			Order for minor refurb/remedial works raised, to be completed ahead of new nursery moving in	Aug-19	
Lindfield Common Tennis Club Upgrade	11,000	0	9,075	9,075	0	0%			Approved by Cabinet 16 September 19. £11K funded by S106 p35/662	Sep-19	
Havens Playing Field Drainage Improvements	20,000	11,451	0	11,451	0	0%			Approved by Cabinet £11K funded by S106 p35/663. New capital code funded by S106 £19,601.75 in total....p35/654 £1,972.96; p35/717 £10,547; p35/728 £7,081.79	Sep-19	
Imps to Playground at the Dolphin HH	21,000	0	20,946	20,946	0	0%			Works order raised	Nov-19	
Sheddingdean Community Centre refurbishment works	0	234	0	234	0	0%			Approval to include a budget of £44,665 in the budget management report to Cabinet 18 November 19	Sep-19	
Scaynes Hill Millennium Village Hall Car Park Ext.	0	(625)	625	0	0	0%			Work complete. Retention held.		
MCR Balance Unallocated	21,000	0	0	0	0	0%			Available funding for new schemes	Jun-19	

DRAFT CORPORATE PLAN AND BUDGET 2020/21 – CONSULTATION PROCESS

REPORT OF: HEAD OF CORPORATE RESOURCES
Contact Officer: Emma Sheridan, BUL - Community Services, Policy and Performance
Email: Emma.Sheridan@midsussex.gov.uk Tel: 01444 477395

Wards Affected: All
Key Decision: No
Report to: Scrutiny Committee for Leader, Finance and Performance
20th November 2019

Purpose of Report

1. The purpose of this report is to inform the Committee of the proposed consultation process for the Corporate Plan and Budget 2020/21.

Recommendation

2. **The Committee is requested to agree the proposed approach.**
-

Background

3. In accordance with the Council's Budget and Policy Framework Procedure Rules, this Committee has an important role in the service planning and budget making process. The Committee has the opportunity to consider the service and budget proposals and to make any recommendations to Cabinet prior to the proposals being finalised for submission to Council. Cabinet is required to have regard to the recommendations when finalising their proposals.
4. The process of consultation for the draft Corporate Plan and Budget for 2020/21 will follow a similar time-line to last year. Further details are set out below.

Process of Consultation for Corporate Plan and Budget 2020/21

5. As is usual, there will be a six-week consultation period, which will commence on 20th December 2019 when the Cabinet has agreed to submit the draft Corporate Plan and Budget for consideration by Members. At the start of the consultation process the draft report will be circulated to Scrutiny Committee Members.
6. It should be noted that Cabinet will not, at this stage, have adopted the draft in formal session, and the Committee will have a period of six weeks from the commencement of the consultation period to submit comments to Cabinet. This period of consultation will conclude on 31st January 2020.
7. A special meeting of this Committee on 15th January 2020 has been arranged to discuss the draft proposals. The Committee's comments, suggestions and recommendations will be reported to Cabinet on 10th February 2020. The draft Corporate Plan and Budget will be presented for recommendation to Council on 4th March 2020.
8. The service and budget proposals will have been drafted by the Business Unit Leaders and the appropriate Heads of Service and Cabinet members. The entire Management Team will be present to deal with the overall budget and strategic issues.

Context for the 2020/21 Plan

9. The proposals have been put together in line with the Council's robust approach to service and financial planning and will follow the model adopted in previous years. The draft Corporate Plan will not contain the detailed Service Plans for each Business Unit, but these can be provided to Members electronically or in hard copy, on request.
10. In considering the Corporate Plan and Budget proposals, the Committee will need to address the effects of any recommended proposals. If, for example, the Committee proposes that increased spending in a certain area should be made, the Committee should have regard to how the resultant shortfall in the overall budget will be addressed. The Council can only agree a balanced budget.

Financial Implications

11. This report does not have any financial effects.

Risk Management Implications

12. It is not considered that this report carries any particular risks to be reported.

Equality and Customer Service Implications

13. There are none associated with this report.

Other Material Implications

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

Background Papers

Service and Financial Planning report to Cabinet 16th September 2019.

PERFORMANCE MONITORING FOR THE SECOND QUARTER OF 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: Scrutiny Committee for Leader, Finance and Performance
20th November 2019

Purpose of Report

1. This report provides the Scrutiny Committee for Leader, Finance and Performance with information about the Council's performance for the second quarter of 2019/20 from July to September 2019. It uses the performance indicators previously agreed by the Committee on 12th March 2019. The report also updates on progress on delivery of the Council's currently identified flagship activities.

Summary

2. Performance in the second quarter of 2019/20 has been good overall, with most services performing at or close to target. In the small number of cases where service targets are not being fully met, the reasons for this are clearly understood and appropriate action is being taken.

Recommendations

3. **The Committee is recommended to:**
 - (i) **Note the Council's performance and progress with flagship activities in the second quarter of the year and identify any areas where further reporting or information is required;**
 - (ii) **Advise the Cabinet of any issues that the Committee considers should be given particular consideration at the Cabinet meeting on 13th January 2020.**
-

Introduction

4. One of the functions of the Committee is to regularly monitor the performance of the Council's services, with a view to determining whether any additional scrutiny is required of specific services, particularly if performance is not of a satisfactory level.
5. Performance indicator information for the second quarter is provided at Appendix A. This is set out in tabular form using a traffic light system as explained below:



red – 10 percent or more off target



amber – slightly off target (less than 10 percent)






green – on or exceeding target







health check - indicator for information only

6. The Committee also has responsibility for monitoring progress with the flagship activities identified in the Corporate Plan for 2019/20. This again is set out in tabular form 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 continues to be good across the Council, with a small number of exceptions. The second quarter position in comparison with the previous financial year is summarised below:

Quarter 2	 Green	 Amber	 Red	 Health check	Total
2019/20	40 (74%)	7 (13%)	7 (13%)	14	68
2018/19	32 (78%)	9 (22%)	0	15	56

Flagship Activities

8. At the end of the second quarter, 17 Activities were rated at green, 4 at amber and none at red. For activities shown as amber in the report, senior officers have reviewed and agreed actions to ensure that outcomes will be delivered as proposed.

Conclusions

9. The Council's services continued to perform well in the second quarter of 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 flagship activities for 2019/20.

Risk Management Implications

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

Equalities Implications

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

Financial Implications

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

Background papers

None.



Scrutiny Committee for Leader, Finance and Performance - Quarter 2 2019/20 Performance Report

PI Status	
	OK – on target
	Warning –slightly off target (up to 10%)
	Alert – 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

	Q1 2019/20			Q2 2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
Building Control							
The percentage of plans received by Building Control which are checked within 15 working days	85%	87%		87%	87%		Q2 2019/20 = 318 plans Q2 2018/19 = 301 plans
Building Control Site inspections carried out within 24 hours of date requested.	99%	99%		99%	99%		Q2 2019/20 = 2,268 inspections Q2 2018/19 = 2,118 inspections




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	Q1 2019/20			Q2 2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
Community Services, Policy and Performance							
Resolved anti-social behaviour cases	91%			70%			70 out of 100 ASB cases received in ytd have been resolved
Overall Crime Rate per 1,000 population.	11.36			NYA			Q2 Home Office figures not yet available
Number of health and wellbeing interventions delivered	510	570		507	470		
Proportion of health and wellbeing interventions resulting in health improvement	81%	80%		89%	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	100%			75%			Casework open with 12 families.









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	Q1 2019/20			Q2 2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
Environmental Health							
Proportion of Environmental Health service requests which are actioned and resolved within 3 months of receipt	98%	96%		97%	96%		Q2 2019/20 = 748 service requests Q2 2018/19 = 684 service requests Requests for services can be across the range of Environmental health activities including licensing, housing standards, environmental protection and food hygiene.
Percentage of Environmental Health service requests that are responded to within five working days	99%	97%		98%	97%		Q2 2019/20 = 1,355 service requests Q2 2018/19 = 1,169 service requests
Disabled Facilities Grants completed	40			74			
Land Charges							
The percentage of Local Authority Searches replied to within 5 working days	100%	96%		100%	96%		Q2 2019/20 = 740 searches Q2 2018/19 = 613 searches
Legal and Member Services							
The percentage of agendas which are published on the website 5 days before a meeting	100%	100%		100%	100%		
Number of legal cases which are live as at the end of each month	398			339			







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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"> At the end of September the Council has delivered 74 disabled facilities grants. 57 new grants have been approved to enable people to live independently in their own home 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"> Quarter one performance report submitted to WSCC Public Health Team showing all expected outcomes achieved.
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"> The consultation on the introduction of a Public Space Protection Order (PSPO) in Burgess Hill on the anti-social use of vehicle activity ended on 17 September. Projects to address ASB amongst young people have been implemented.















Customer Services Portfolio - Cllr Ruth de Mierre

	Q1 2019/20			Q2 2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
Customer Services and Communications							
Number of Complaints received	72			58			A breakdown of the main services in receipt of complaints in the quarter is shown below, together with an indication of the major causes of the complaints: Waste Management = 29 (misplaced bins following collection, problems with assisted collections, green bin collections) Planning = 8 (handling of planning applications, delay in response to enforcement action). Parking = 6 (issuing of Penalty Charge Notices, on-street parking enforcement) Revenues = 7 (issuing of summons, refusal of single adult discount) Corporate Estates & Facilities = 3 (standard of pathway repair, EV charging point not working) Community Services, Policy and Performance = 3 (issuing of Anti-Social Behaviour notices)
Average waiting time (in seconds) to speak to a customer services officer for all services answered in the Customer Contact Centre, including switchboard.	18	30		21	30		22,090 calls received by Customer Services Centre in Q2 8,237 personal callers to reception in Q2
Percentage of enquiries resolved at point of Contact	86%	75%		91%	75%		This indicator currently only monitors the successful submission of forms and the Council is looking to upgrade the telephone system to measure calls resolved at point of contact.
Number of Compliments received	79			94			The main services in receipt of compliments were:

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	Q1 2019/20			Q2 2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
							Customer Services & Communications = 31 Waste and Outdoor Services = 22 Development Control = 17 Corporate Estates = 6 Housing = 3 Landscapes = 3 Parking = 3 Democratic Services/Elections = 3 Revenues = 2
Number of e-forms submitted directly by the public	6,517			6,695			
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.
Percentage of complaints responded to within published deadlines	99%	100%		100%	100%		The published deadline for responding to complaints is to acknowledge within 5 days and respond within 10 working days.

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	Q1 2019/20			Q2 2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
Human Resources							
Staff sickness absence rate (Cumulative days per FTE staff)	1.40	2.00		3.85	3.85		
Staff turnover	1.97%	3%		4.93	6%		
Ethnic Minority representation in the workforce	3.6%			3.6%			
Percentage of Employees with a Disability	7.2%			7.2%			
ICT and Digital							
The percentage of ICT help desk service requests completed within the target time agreed with the customer	95%	90%		96%	90%		
Percentage of ICT helpdesk calls outstanding	17%	20%		16%	20%		
Freedom of Information Requests responded to within 20 working days.	99%	100%		99%	100%		

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	Q1 2019/20			Q2 2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
Revenues and Benefits							
Speed of processing - new Housing Benefit claims (days)	18	20		18.4	20		Q2 2019/20 = 100 claims Q2 2018/19 = 193 claims The number of claims is decreasing with the introduction of Universal Credit (UC). September 2019, figures show 2,500 UC claimants in Mid Sussex.
Speed of processing - new Council Tax Support claims (days)	20.5	20.0		20.2	20.0		Q2 2019/20 = 323 claims Q2 2018/19 = 314 claims
Speed of processing - changes of circumstances for Housing Benefit claims (days)	8.5	8		9.8	8		Q2 2019/20 = 2,526 changes Q2 2018/19 = 4,085 changes Although there are less Housing Benefit claims, they are tending to be more complex as the simpler claims have moved to Universal Credit.
Speed of processing - changes of circumstances for Council Tax Support claims (days)	7.3	8		8.8	8		Q2 2019/20 = 3,304 changes Q2 2018/19 = 3,659 changes
Percentage of Council Tax collected	29.3%	29.9%		57.1%	57.7%		Although the collection rate is just below target, in cash terms there has been a £4 million (7%) increase in Council Tax collected to £63.8m from £59.8m in the same period of last year.
Percentage of Non-Domestic Rates Collected	28.8%	28.1%		57.7%	57.7%		Q2 2019/20 = £27.6m collected Q2 2018/19 = £27.9m collected With the addition of the new £1.5m retail relief there is less NDR to collect this year.
LA Overpayment Error	£18,841	£29,802		£35,040	£59,604		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.
Accuracy in Assessment	93.6%	92.0%		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"> • Consultation on new scheme completes 1st November • Report to Scrutiny Committee 20th November
Windows 10 Deployment	Deliver efficiency savings through the increased use of digital approaches to services by implementing Windows 10	Simon Hughes	10/18	12/19		<ul style="list-style-type: none"> • Infrastructure upgrades complete, piloting in progress • Forecast overspend (£65,000) mitigated by adjusting scope and service contributions to hardware costs





Deputy Leader Portfolio – Cllr Judy Llewellyn-Burke

	Q1 2019/20			Q2 2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
Finance							
Percentage of undisputed invoices paid within 10 days of receipt	97.2%	95.0%		97.3%	95.0%		Q2 2019/20 = 1,193 invoices processed Q2 2018/19 = 1,159 invoices processed
Property and Asset Maintenance							
The percentage of rent due collected	96%	97%		94%	97%		Collection is just below the target level due to a small number of cases where there are rent disputes.









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	04/19	03/20		<ul style="list-style-type: none"> Project Initiation Document in draft for strategy to be prepared by March 2020
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 below on The Orchards as a key asset. It is intended to re-scope the project to focus on the development of asset management strategy over the longer term.
Orchards Shopping Centre Strategic Plan	Regeneration of the Centre to ensure it is fit for future purpose	Peter Stuart	07/19	03/21		<ul style="list-style-type: none"> Cabinet agreement sought to appoint consultants to scope works.

Economic Growth Portfolio – Cllr Stephen Hillier









	Q1 2019/20			Q2 2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
Economic Development							
Footfall in the shopping centres of the District’s three main towns	+2.7% increase over same quarter last year			+8.1% increase over same quarter last year			Reliable figures are currently only available for footfall in the Orchards shopping centre, Haywards Heath. Officers are investigating options for the installation of similar monitoring systems in Burgess Hill and East Grinstead.
Micro business grants – funds awarded compared to total grant received	18%	18%		88%	88%		The target is to award 100% of the £71,428 available in the year, with grants awarded through the Cabinet Grants Panel. 99.5% of the available funding has now been awarded.

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	Q1 2019/20			Q2 2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
Parking Services							
The percentage of enquiries relating to enforcements within Parking Services which are dealt with within 10 days.	100%	100%		100%	100%		
The percentage of car park machines repaired within 2 days (there are 55 parking machines in the District)	98%	99%		100%	99%		
Cancellation rate of Penalty Charge Notices	7%	7%		7%	7%		
The percentage of pay and display transactions made by cashless payments	34%	25%		35%	25%		Cashless payments include payment at the pay and display machines and via pay by phone platforms. With Portfolio Holder agreement the target for percentage of cashless parking transactions is being increased to 37% by the end of the year to reflect the growth in business.

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	03/20		<ul style="list-style-type: none"> • Consultants appointed and work has commenced • Project on schedule • First Working Group meeting has been held and further meetings set up
Shopfront Improvement Scheme	Improvements delivered to the shop fronts for five East Grinstead retailers plus any other appropriate retailers who can be support with any remaining balance once the five East Grinstead grants have been awarded.	Judy Holmes	10/18	03/20		<ul style="list-style-type: none"> • Portfolio Holder agreement to approach further retailers in East Grinstead in order to allocate unspent funding has been secured
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"> • Detailed Design completed for Scaffold Network and Dark Fibre link to Brighton Digital Exchange. • Commercialisation model developed. • The project has passed Checkpoint 'C' ready to deliver with conditions placed on the Council that need to be discharged by 30th November.






Environment & Service Delivery Portfolio – Cllr John Belsey

	Q1 2019/20			Q2 2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
Landscapes							
% Satisfaction with the grounds maintenance service	96%	95%		95%	95%		
Leisure Operations							
The number of visits made to the Leisure Centres and Civic Halls	452,392	433,112		443,782	421,431		
Sustainability							
Usage of Council-owned electric vehicle charging points in public car parks (amount of energy used in kWh)	3,407	12,500		2,330	12,500		Figures reflect electricity supply problems to the 2 charging points at Cyprus Road car park in Burgess Hill.
Greenhouse gas emissions from Council buildings (kg)	111,226	125,861		87,093	125,861		Target is a 3% per annum reduction.















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	Q1 2019/20			Q2 2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
Waste and Outdoor Services							
% satisfied with refuse collection, recycling collection and street cleansing	89.4%	87%		81.3%	87%		The 2019/20 Q2 result has been suppressed by an abnormally high proportion of customers responding that they were neither satisfied nor dissatisfied with the service (nearly 7% this quarter compared with an average of 1.4% over the previous 3 quarters). The proportion of those actively expressing dissatisfaction has remained broadly consistent across the same period, at just over 5%.
Amount of waste per household which is disposed of in landfill sites (kilos)	101	102		106	102		This change may reflect the overall increase in the amount of general waste being collected
Percentage of household waste sent for reuse, recycling and composting	47.30%	45.00%		45.24%	45.00%		
Number of subscriptions to green waste composting	19,217			19,792			
Number of missed collections per 100,000	53	75		54	75		
% of relevant land assessed as having below acceptable levels of litter	N/A	4%	N/A	11.17%	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	N/A	6%	N/A	10.5%	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"> Revised delivery date proposed to March 2021. Procurement programmed for Q3. OLEV bid to be submitted November 2019.
Mid Sussex Cycle Network	Identification of evidenced-based cycle routes	Peter Stuart	04/19	03/20		<ul style="list-style-type: none"> Commencing procurement of feasibility work.
Reduce residual waste collection and increase recycling	In partnership with the waste disposal authority, WSCC, trial a weekly food waste collection service, alongside weekly collections of absorbent hygiene products and reduction in residual waste collections across 1,500 homes.	Judy Holmes	TBC	TBC		<ul style="list-style-type: none"> Subject to negotiation and agreement of principles, funding and governance arrangements with West Sussex County Council.
Parks Investment Programme	Plan and deliver improvements in support of the Play and Amenity Green Space Strategy for six key parks in 2019-21.	Judy Holmes	05/19	06/21		<ul style="list-style-type: none"> Tenders for Master Planning have been received (all within the expected budget). Condition surveys in progress to enable development of an Asset Management Plan
Develop leisure studies for the district.	Develop studies for 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"> Studies at final draft stage. Next steps to develop Action Plan for the District by March 2020.

Housing and Planning Portfolio – Cllr Andrew MacNaughton

	Q1 2019/20			Q2 2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
Development Management							
Validation of planning applications within 5 working days	98.67%	98%		99%	98%		2019/20 = 1,179 applications processed in ytd 2018/19 = 1,341 applications processed in ytd
The average time taken to process planning applications (days)	65	65		63	65		
Costs awarded against the Council where the decision of the Council is overturned at Planning appeal	£00			£1,400			The costs relate to the partial award regarding an appeal against an enforcement notice. The subsequent appeal was, however, dismissed and the Notice upheld.
Processing of planning applications: Major applications within 13 weeks	100%	80%		100%	80%		2019/20 = 24 applications processed in ytd 2018/19 = 34 applications processed in ytd
Processing of planning applications: Minor applications within 8 weeks	98%	85%		99%	85%		2019/20 = 200 applications processed in ytd 2018/19 = 201 applications processed in ytd
Processing of planning applications: Other applications within 8 weeks	100%	94%		99%	94%		2019/20 = 583 applications processed in ytd 2018/19 = 674 applications processed in ytd
Planning appeals allowed	29%	33%		21%	33%		

APPENDIX A

	Q1 2019/20			Q2 2019/20			Latest Note
	Value	Target	Status	Value	Target	Status	
Housing							
Number of households assisted to access the private rented sector (cumulative)	23	19		36	38		The Council's Rent in Advance and Deposit Guarantee Scheme helps those with insufficient funds to rent privately. In a buoyant private sector, landlords are increasingly reluctant to accept those in receipt of benefits.
Number of households accepted as homeless	19	20		14	20		
Number of households living in temporary accommodation	67	85		61	85		
Number of households in nightly paid temporary accommodation	39	17		32	17		This service is demand led and despite increasing the provision of temporary accommodation, demand for temporary accommodation is increasing as the Council receive more service requests.
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)	244	250		275	250		The Council is broadly meeting this target however a number of households have accommodation, but this is not yet ready for occupation.
Number of affordable homes delivered (gross)	80			118			118 new affordable homes have been delivered in the year, 97 (82%) rented; 21 (18%) shared ownership.
% of policy compliant section 106's signed in the year on sites meet the affordable housing threshold	100%	85%		100%	85%		9 out of 9 schemes in this quarter have met the policy requirement.

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 Temporary Accommodation 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"> 13 properties have been purchased and are occupied
Northern Arc	Delivery of the Northern Arc Strategic Development	Judy Holmes	04/18	02/32		<ul style="list-style-type: none"> Outline planning for the Northern Arc site application approved on the 3rd October.
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"> Site Allocations DPD Consultation Draft approved by Full Council on 25th September Consultation period 9th October – 20th November
Haywards Heath Master Plan	Adopted Supplementary Planning Document (SPD)	Judy Holmes	04/19	03/20		<ul style="list-style-type: none"> Project on track for Draft SPD to be considered by Committee in January for consultation during Spring 2020
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 on track for Draft SPD to be considered by Scrutiny Committee on 23rd October for adoption by Cabinet Member during Autumn 2019.

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SCRUTINY COMMITTEE FOR LEADER, FINANCE AND PERFORMANCE WORK PROGRAMME 2019/20

REPORT OF: Head of Regulatory Services
Contact Officer: Lucinda Joyce, Senior Democratic Services Officer
Email: lucinda.joyce@midsussex.gov.uk 01444 477225
Wards Affected: All
Key Decision: No
Report to: Scrutiny Committee for Leader, Finance and Performance
20 November 2019

Purpose of Report

1. For the Scrutiny Committee for Leader, Finance and Performance to agree its work programme for 2019/20.

Summary

2. Members are asked to note the attached work programme. The work programme will be reviewed as the final piece of business at each meeting, enabling additional business to be agreed as required.

Recommendations

3. **The Committee is recommended to agree the Committee's Work Programme as set out at paragraph 5 of this report.**
-

Background

4. It is usual for Committees to agree their work programme at the first meeting of a new Council year and review it at each subsequent meeting, to allow for the scrutiny of emerging issues during the year.

The Work Programme

5. The Committee's Work Programme for 2019/20 is set out below:

15 January 2020	Reason for Inclusion
Draft Corporate Plan and Budget for 2020/21.	To report on the Council's 2020/21 Corporate Plan and Budget.

7 April 2020	Reason for Inclusion
Annual Sustainability Report	Annual reporting.
Council Performance for the Third Quarter 2019/20.	To report on the Council's performance in the third quarter.

Policy Context

6. The work programme should ideally reflect the key priorities of the Council, as defined in the Corporate Plan and Budget.

Financial Implications

7. None.

Risk Management Implications

8. None.

Background Papers

None.