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13 November 2020

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

Dear Councillor,

A meeting of **CABINET** will be held **VIA REMOTE VIDEO LINK** on **MONDAY, 23RD NOVEMBER, 2020 at 4.00 pm** when your attendance is requested.

Yours sincerely,  
KATHRYN HALL  
Chief Executive

#### **A G E N D A**

	<b>Pages</b>
1. Roll Call and Virtual Meetings explanation.	
2. To receive Declarations of Interest from Members in respect of any matter on the Agenda.	
3. To confirm Minutes of the previous meeting held on the 14th September 2020.	<b>3 - 8</b>
4. To consider any items that the Leader agrees to take as urgent business.	
5. Budget Management 2021-22 - Half Year Progress Report.	<b>9 - 32</b>
6. Performance Monitoring for the 2nd Quarter of 2020/21.	<b>33 - 52</b>

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

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## **Minutes of a meeting of Cabinet held on Monday, 14th September, 2020 from 4.00 pm - 5.38 pm**

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

J Belsey  
R de Mierre

S Hillier  
A MacNaughton

N Webster

**Also Present:** Councillors A Bennett, R Bates, P Brown, P Chapman,  
R Eggleston, A Eves, I Gibson and R Salisbury

The Leader introduced the meeting and advised that only Cabinet Members and Senior Officers have their cameras turned on but other Democratic Services Officers and observers are present at the meeting.

### **1. ROLL CALL AND VIRTUAL MEETINGS EXPLANATION.**

The Leader conducted the roll call to confirm the Members present.

Tom Clark, Head of Regulatory Services, advised that new regulations have been introduced to enable the Council to hold its meetings to include those participants attending remotely. To ensure the smooth running of such remote meetings it has been necessary to amend some of the Council procedure rules and such rules have been amended in accordance with urgency powers in the scheme of officer delegation to keep the Constitution legally updated.

### **2. TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS IN RESPECT OF ANY MATTER ON THE AGENDA.**

No declarations were made.

### **3. TO RECEIVE APOLOGIES FOR ABSENCE.**

No apologies were received.

### **4. TO CONFIRM MINUTES OF THE MEETING OF THE CABINET HELD ON 19 AUGUST 2020**

The minutes of the meeting held on 19 August 2020 were agreed as a correct record.

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

The leader had no urgent business.

### **6. REVISED CORPORATE PLAN AND BUDGET**

Kathryn Hall, Chief Executive, introduced the report which set out revisions to the Council's Corporate Plan 2020/21 to reflect the impact of the Covid-19 crisis. She

noted that the report was subject to debate at the Scrutiny Committee for Leader, Finance and Performance with the minutes of meeting attached as an appendix to the report.

The Deputy Leader referred to the debate at the Scrutiny Committee for Leader, Finance and Performance. She noted the financial impact of the crisis on the Council.

The Cabinet Member for Community supported the report. He commented that as the nation rebuilds both nationally and locally there are opportunities to create a society with a less negative environmental impact than previously and welcomed the inclusion of environmental responsibilities alongside economic responsibilities in the report.

The Cabinet Member for Environment and Service Delivery welcomed the revision of the waste service provision targets and looked forward to both the waste service redesign and proposals to improve the walk and cycle routes in the District.

The Cabinet Member for Economic Growth outlined that he has seen a greater sense of community amongst residents. He was pleased and impressed to see the sustainable economic growth programme appear in the report and to still see the aspiration to develop the A2300 travel corridor in Burgess Hill.

The Cabinet Member for Housing and Planning commended the comprehensive and well written document. He drew attention to the impact of the crisis on the planning and housing services.

The Leader believed that the Council needs the Recovery Plans. He mentioned the need to learn lessons to see how people have changed in their interaction with the Council. He too highlighted the financial impact of the crisis on the Council. He proposed an amendment to Recommendation 4ii on P.7 of the report adding at the end 'and ask officers to review the level of these aspects and report to the 21/22 Corporate Plan process'. He explained that the additional wording was included as work will be starting shortly on the Corporate Plan 21/22 which will be able to provide better information on the revenue savings and use of reserves.

He took the Members to the recommendations, contained in the report and amended recommendation which were agreed unanimously.

## **RESOLVED**

The Cabinet considered and commented on:

- (i) The Recovery Plans outlined in Appendices A to C;
- (ii) The advice and suggested changes to the Council's financial strategy and Medium-Term Financial Plan (MTFP) outlined in Appendix D, specifically the use of reserves and revenue savings to help deal with the impact of the crisis; and ask officers to review the level of these aspects and report to the 21/22 Corporate Plan process.
- (iii) The proposed Governance Review (Appendix E) and its overarching principles;
- (iv) The advice about the Council's Corporate Priority Projects (CCPs) in Appendix F;
- (v) The performance of the Council during the first quarter of this year (Appendix G) and proposed changes to performance indicators as outlined in Appendix H; and

- (vi) The comments of the Scrutiny Committee for Leader, Finance and Performance.

## **7. BUDGET MANAGEMENT 2020/21 - PROGRESS REPORT APRIL TO JULY 2020**

Peter Stuart, Head of Corporate Resources, introduced the report which reviewed the progress on the Revenue Budget, Capital Programme and Revenue Projects and Treasury Management for 2020/21. He outlined a pressure of £6m overspend/under-income which is unprecedented but not dissimilar from situations faced by other councils across the country. He stated that the pressure is offset by grant funding from Central Government, totalling £1.7m; the Central Government Income Compensation Scheme is set to provide some £2.1m which would further offset the overspend/under-income. He added that the Council has reviewed its specific reserves that have either not been or will not be used in future to give back to the general reserves to provide more headroom.

The Deputy Leader believed that the £6m loss should not be underestimated. She noted that a large amount of income is generated to the Council's own estate which has been severely affected.

The Cabinet Member for Community was pleased to see that a number of specific reserves were being listed as having no further call on them. He added that the Council has worked hard to build up the reserves.

The Cabinet Member for Economic Growth outlined that it is an incredibly tough time for the Council which faces serious challenges to balance the books.

The Leader reiterated the importance of balancing the expenditure to keep key Council services running. He noted that the forecast cost for this year to keep the Council's leisure centres open is approximately £2.5m.

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

### **RESOLVED**

The Cabinet noted the report and recommend to Council:

- (i) that £504 grant income relating to New Burdens funding to meet costs of implementing Local Allowance changes be transferred to General Reserve as detailed in paragraphs 33;
- (ii) that £11,630 grant income relating to Rough Sleepers Initiative be transferred to Specific Reserve as detailed in paragraph 34;
- (iii) that £40,000 grant income relating to Neighbourhood Planning be transferred to Specific Reserve as detailed in paragraph 35;
- (iv) that £45,000 grant income from the Business Rates Pool received in respect of Journey to Work funding be transferred to Specific Reserve as detailed in paragraph 36;
- (v) that £10,870 grant income relating to the costs of the move to Individual Electoral Registration be transferred to Specific Reserve as detailed in paragraph 37;
- (vi) that £46,230 grant income relating to the Planning Performance Agreement be transferred to Specific Reserve as detailed in paragraph 38;
- (vii) that Specific Reserves be re-designated as detailed in paragraphs 39 to 44;

- (viii) that Specific Reserves totalling £1,850,959 be transferred to General Reserve as detailed in paragraph 29 and Appendix B;
- (ix) the variations to the Capital Programme contained in paragraph 52 in accordance with the Council's Financial Procedure rule B3.

## **8. CLAIR HALL**

Judy Holmes, Assistant Chief Executive, introduced the report. She noted that any decision relating to the lease of the Redwood Centre is separate to any decision made about Clair Hall and that Cabinet received 51 representations and a petition against the closure of the Hall.

The Leader thanked the public for submitting the representations and for the petitions. He stated that Cabinet had considered them all carefully. He asked whether further clarity could be provided about the responsibilities of Place Leisure (PL) in the contract to administer Clair Hall.

The Assistant Chief Executive confirmed that there were no restrictions placed on PL and the contract required them to operate Clair Hall in the same way they operate the leisure centres. She turned to the Divisional Leader for Commercial Services and Contracts to provide the utilisation data for 2019.

Rob Anderton, Divisional Leader for Commercial Services and Contracts, outlined the headline figures of total usage compared to capacity in the study; 53% for the Main Hall, 54% for Studio, 42% of Function Suite, 17% for the Dressing Rooms.

The Leader noted that the government guidance advises people not to meet in person and instead meet electronically as well as reducing the number of members from different households meeting. He said that the vast majority of the users would not be able to hire the hall, even if the hall could accommodate them.

The Divisional Leader for Commercial Services and Contracts highlighted that live performances require social distancing which means they can only operate at 25% capacity which does not make it economically viable.

The Cabinet Member for Environment and Service Delivery thanked all the residents who expressed concern over the closure of the Hall. He noted the usage of the Hall, notwithstanding the restrictions imposed to control the pandemic, was declining and that in the Haywards Heath Masterplan 2007 Clair Hall was described as 'outdated'. He believed that this was an opportunity to look at the future of the site. He asked whether the word 'potential' could be removed from the recommendation to give residents more confidence.

The Cabinet Member for Economic Growth questioned the income projections for the proposed temporary car park.

The Assistant Chief Executive explained that the forecasts were based on 60/70% capacity. She added that there is a flexible monitoring mechanism with the Budget Management Reports.

The Cabinet Member for Economic Growth discussed relocation of users. He believed that the Council worked effectively to relocate users of the Martlets Hall and couldn't see why it can't be done here. He wanted to ensure that all voices were heard, not just the loudest and ensure that the taxpayer's money is not wasted paying for a venue that is underused and could be improved.

The Cabinet Member for Community stated that Clair Hall was currently in the situation where it required maintenance investments. He mentioned that venues require 65% capacity just to break even therefore it would not be viable to hold events given the current restrictions. He believed that the bookings could be accommodated elsewhere, perhaps at nearby schools which would further the income that the local schools receive.

The Cabinet Member for Housing and Planning understood residents' concerns and understood that it is hard taking away a building that so many people have cherished. He noted that it will cost a significant amount of money to bring the building up to the minimum requirement for efficiency, with the new legislation being implemented in March 2023. He added that building standards were very different when the building was built.

The Cabinet Member for Customer Services believed that closing the facility was right, especially in light of the continuing presence of the virus and the ongoing drop in usage. She stated that the Council has a duty to meet not just the needs of the residents currently but the future needs of the town as well.

The Deputy Leader mentioned that the building hasn't been fit for purpose since 2007. She highlighted that there are extra facilities in the district and this opportunity allows the Council to look and see what is best for Haywards Heath. She wanted to make something good out of a poorly appearing building and something to match the new development already in the area.

The Leader explained that whilst many residents have used the facility in the past, it is unfortunately past its heyday. The Hall needs to meet the needs of the residents of not only Haywards Heath but also the residents of surrounding areas. He stressed the importance of understanding the business case and understanding the needs of the residents which may be subject to change given the current pandemic. He hoped that users would engage with the Council in due course to grasp the opportunity that has been presented.

He took the Members to the recommendations with the exclusion of the word 'potential', contained in the report and amended recommendation which were agreed unanimously.

## **RESOLVED**

- (i) agree to the continued and permanent closure of Clair Hall with immediate effect;
- (ii) agree to establish a temporary public car park at Clair Hall; and
- (iii) request officers to commission work to develop a business case for the inclusion of a modern community facility as part of the future regeneration of this site or other sites in the town centre.

## **9. DEMOLITION OF BURGESS HILL LIBRARY**

Peter Stuart, Head of Corporate Resources, introduced the report.

The Deputy Leader said this was another step forward for Burgess Hill.

The Cabinet Member for Housing and Planning noted that the building is now empty and that the new library has been constructed nearby. Burgess Hill Members have said that they would like the site to be cleared.

The Leader moved to exclude the press and public for discussion on the exempt report appendix.

**10. TO CONSIDER WHETHER TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEMS IN ACCORDANCE WITH SECTION 100A OF THE LOCAL GOVERNMENT ACT 1972 ON THE GROUNDS THAT IT INVOLVES THE LIKELY DISCLOSURE OF EXEMPT INFORMATION AS DEFINED IN PARAGRAPH 3 OF PART 1 OF SCHEDULE 12A OF THE SAID ACT.**

The Leader proposed that the Press and Public be excluded from the meeting during consideration of the exempt report appendix. This was approved unanimously.

**RESOLVED**

That the public and press be excluded from the meeting during consideration of the following item in accordance with Section 100A of the Local Government Act 1972, on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the said Act.

**11. DEMOLITION OF BURGESS HILL LIBRARY - EXEMPT APPENDICES**

The meeting went into closed session at 5:30pm.

The Leader brought the meeting back into open session at 5.37pm on the completion of the exempt business.

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

**RESOLVED**

- (i) Agree the proposal to demolish the redundant building;
- (ii) Agree to award the demolition contract to Contractor B, the form of contract proposed to be JCT
- (iii) Recommend to Council that the Capital Programme be amended in the sum set out within the report, to be financed from the Capital Receipts Reserve.

The meeting finished at 5.38 pm

Chairman

## BUDGET MANAGEMENT 2020/21 – HALF YEAR PROGRESS REPORT

REPORT OF: Head of Corporate Resources  
Contact Officer: Cathy Craigen, Chief Accountant  
Email: [Cathy.craigen@midsussex.gov.uk](mailto:Cathy.craigen@midsussex.gov.uk) Tel: 01444 477384  
Wards Affected: All  
Key Decision: No  
Report to: Cabinet  
23rd November 2020

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### EXECUTIVE SUMMARY AND RECOMMENDATIONS

#### Purpose of Report

1. This report reviews the progress on the Revenue Budget, Capital Programme and Revenue Projects and Treasury Management for 2020/21.

#### Summary

2. The forecast revenue outturn position for 2020/21 at the end of September is showing a projected net overspend of £1,790,000 against the original budget, after the use of Covid-19 Emergency Funding received totalling £1,708,000 (refer paragraph 28 of this report) and after taking account of further Government funding due to be received in the second half of the year, which is summarised in paragraphs 3 and 4 below.
3. As previously reported, the level of overspend is unprecedented for Mid Sussex, but is not uncommon for shire districts this year as a direct result of the Covid pandemic adversely affecting all sources of income. However, the Local Government Income Compensation scheme for lost sales, fees and charges will help fund some of these losses. Based on our latest forecast we estimate to receive £1,937,000 (to the nearest £'000) in Government funding in 2020/21. This has been included as part of the projected net overspend position highlighted in paragraph 2 above.
4. In addition, on 22 October, further Central Government funding allocations for Local Authorities were announced, providing an additional £100,000 in Tranche 4 Covid 19 Emergency grant for MSDC. Although this grant not due to be received until 16 November 2020, it has been included in the net overspend highlighted above to provide Members with the most up-to-date year-end forecast position for the Council. Other recent announcements in October of specific grant support for all Local Authorities in Tiers 1-3 are yet to be quantified for this Council and will be reported in the next Budget Management Report to Cabinet.
5. Members are aware that following a review of the planned use of Specific Reserves, £1.851m was approved at Council 30 September 2020 to be transferred back to General Reserve to help mitigate the forecast overspend. Officers will however continue to look at ways to mitigate this forecast net overspend in order to minimise any use of Reserves.
6. Finally, the report would not be complete without mention of the second lockdown that started on 5<sup>th</sup> November. This has the potential to change the projected forecasts within this report although further income losses will be covered by the Income Protection scheme which is referred to later.

## Recommendations

### 7. To recommend to Council for approval:

- (i) that £3,862 grant income relating to Rough Sleepers Initiative be transferred to Specific Reserve as detailed in paragraph 36;
- (ii) the variations to the Capital Programme contained in paragraph 53 in accordance with the Council's Financial Procedure rule B3.

#### To note:

- (iii) the remainder of the report.

## REVENUE SPENDING

### Position to the end of September 2020

8. This is the third budget management report for the current financial year. This is intended to inform Members how key income and expenditure targets are performing after the first half of 2020/21 and to give an indication of the likely position at the end of the year.

### Expenditure and Income to date

9. Table 1 details 'actuals' to date for the key income categories and salaries expenditure, compared to their profiled budgets. It gives a snapshot position on performance to the end of September only. This table also details the projected year-end position for these key income categories, but this only forms part of the consideration for the year-end predictions for the Council's overall revenue budget.

<b>Table 1: Key income/expenditure to the end of September 2020</b>						
<b>INCOME</b>	2020/21 Actual to September £'000	Profiled 2020/21 Budget £'000	2020/21 Original Budget £'000	Pressure/ (Saving) To end September £'000	Pressure/ (Saving) To end July £'000	Projected Year-end Variance £'000
Car Park Charges	(455)	(1,063)	(2,151)	608	562	837
Development						
Management Fees	(579)	(747)	(1,494)	168	71	318
Building Control Fees	(218)	(315)	(549)	97	91	141
Land Charges	(92)	(82)	(153)	(10)	7	(15)
Licensing Act Fees	(42)	(23)	(145)	(19)	(9)	0
Hackney Carriage Fees	(56)	(69)	(139)	13	7	0
Outdoor Facilities Income	(96)	(145)	(279)	49	67	99
Garden Waste	(723)	(788)	(1,459)	65	68	113
Leisure Contract Income	120	(722)	(1,444)	842	482	1,564
Industrial Estates Rents	(669)	(733)	(1,344)	64	40	88
Town Centre Rents	(1,389)	(1,578)	(2,867)	189	138	284
Depot Rent	(38)	(40)	(80)	2	0	0
General/Misc Property	(210)	(171)	(291)	(39)	(8)	(39)
<b>Total Income</b>	<b>(4,447)</b>	<b>(6,476)</b>	<b>(12,395)</b>	<b>2,029</b>	<b>1,516</b>	<b>3,390</b>
<b>EXPENDITURE</b>						
Staffing costs	6,318	6,408	12,815	(90)	(92)	(395)

10. Car parking income is below budget by £608,000 in the first half of the financial year. This is detailed in Table 2 below. This is made up of lower than budgeted Season Ticket income of £90,000 and Pay and Display income of £518,000. The nine-week suspension of Car Park charges during the Covid19 lockdown, resulted in a total loss of Season Ticket income due in that period of £28,000. Although Car Park charges recommenced from 8 June 2020, further losses are anticipated for the remainder of the year, as currently only 55% of season ticket holders have renewed. This is difficult to predict. We previously reported a forecast loss of £69,000 and this is now expected to increase by £18,000, which represents a 45% loss on budget for the remainder of the year. This is shown in Appendix A of this report.
11. With respect to Pay and Display income, there was also a total loss of income for the nine week period, when charges were suspended. The period from June to September has recorded a further 40% loss of income with a gradual improvement over that period with September recording a 23% loss of income. A further 20% loss on budget is now forecast for the remainder of the year and potentially more permanently. It is obviously difficult to predict the long-term impact of Covid-19. The total projected shortfall for Pay and Display income has been amended to reflect actual income to the end of September. The revised forecast for the remainder of the year will be a betterment of £120,000 on the previous forecast, which is now revised to £750,000. This is shown in Appendix A of this report. These forecasts will be kept under review for the remainder of the year.

<b>Table 2: Car Parking Income variance</b>			
	<i>Actual April to September</i>	<i>Outturn 2019/20</i>	<i>Forecast 2020/21</i>
	<i>(Over)/ under target £'000</i>	<i>(Over)/ under target £'000</i>	<i>(Over)/ under target £'000</i>
Pay & Display tickets	518	(58)	750
Season Tickets	90	13	87
Total additional income	608	(45)	837

12. At the end of September, there was a shortfall in planning application fee income of £168,000. Income to the end of September has recorded a total loss of 23% against budget. Although there has been some improvement in the last quarter, the uncertainty in respect of the Covid impact on Planning fee income remains, and the forecast has been amended to a 20% shortfall for the remainder of the year. This results in a forecast shortfall of £318,000, a betterment of £245,000 since the last report and this is shown in Appendix A of this report.

13. At the end of September, Building Control Income is under target by £97,000. There was a shortfall of £103,000 at outturn 2019/20 compared to 2020/21 budget. This shortfall in income pre-Covid, is not expected to recover and was forecast as an ongoing 2019/20 pressure previously. After allowing for this forecast shortfall, it is expected that further losses of income in respect of Covid will be limited to the shortfall to date with recovery to pre-covid income levels for the remainder of the year. The forecast has been updated to reflect actual income to the end of September, a betterment of £13,000, to show a revised projected shortfall of £141,000. This is showing in Appendix A of this report.
14. At the end of September Land Charges income is above budget by £10,000. The number of searches has again increased in August and September and that increase has continued through October. However, this present boom is not predicted to continue and therefore a modest additional income to the full year projection of £15,000 is anticipated at this stage. This is showing in Appendix A of this report.
15. Licencing income is £19,000 above target for April to September. This is mainly due to the profiling of income, which can fluctuate. Therefore, the forecast remains unchanged.
16. Hackney Carriage Fees are below target by £13,000 for the first six months of this financial year. This is mainly due to the profiling of income, which can fluctuate.
17. Outdoor facilities income is £49,000 below budget after the first six months of the year. This is partly due to income profiles, which can vary from the income due for specific periods. The service issued refunds in the early part of the year in respect of poor weather cancellations for 2019/20, and in the period to the end of May due to Covid-19 restrictions and these amounted to £17,000. The forecast previously reflected an expectation of a complete closure of facilities which generate sporting income to the end of June and the reopening of Playgroups from September onwards. No forecast loss in Ground rent income has been projected. No significant change to this projection is forecast at this stage, except that actuals have been updated to the end of September resulting in a £15,000 betterment on the previous forecast and this is reflected in Appendix A of this report. This will be kept under review for the remainder of the year.
18. Based on the current budget profile, Garden Waste income is £65,000 below target at the end of September. The forecast was previously amended to reflect £113,000 shortfall for the year, which is due to the four-week suspension of Garden Waste collections at the start of the Government lockdown due to Covid-19. The month suspension is being addressed through an extension of customer's existing annual contracts by one month.
19. The Government instructed leisure facilities to close on 20 March 2020. This required the Council, in accordance with the contract, to negotiate with the contractors a sum to support the closure of the Leisure centres, which includes a requirement to forego income in respect of the Management Fee. The forecast previously allowed for a credit of the entire month of March 2020 and no further Management Fee income for this year due to the ongoing government restrictions. The centres are not expected to reopen at normal capacity for the remainder of the year.
20. The actual to September for the four income areas outlined in paras 19 to 22 relates to income where an invoice has been raised rather than actual income received. The impact of Covid-19, and any subsequent shortfall in income, has been included in the projection for the year.

21. Industrial Estates rent is £64,000 below the target at the end of September. The full year projection was adjusted in the May report to Cabinet. There is no further adjustment to the projection at this stage.
22. Town Centre rent is £189,000 below the target at the end of September. A forecast pressure of £200,000 relating to the supplementary rent for the Market Place Car Park was reported in May. A further pressure of £84,000 was identified in July relating to bad debts for rental income at The Orchards Shopping Centre as a result of Covid-19. There is no further adjustment to the projection at this stage.
23. Depot rent is £2,000 below the target at the end of September. No change to the full year projection is anticipated at this stage.
24. General/miscellaneous property income is £39,000 above the target at the end of September. The forecast has previously been amended due to the receipt of unbudgeted rent for The Redwood Centre. Additional income of £24,000 has been received for a habitat works licence granted to a developer. The full year projection has been amended to £39,000. This is shown in Appendix A of this report.
25. The salaries expenditure to the end of September is showing a saving of £90,000 against the profiled budget, which is mainly due vacant posts, as well as the budgeted pay award that was unpaid as at the end of September due the delay in the Local Government Pay Settlement for 2020/21 being agreed. The forecast year-end variance currently stands at a saving of £395,000 as detailed in Appendix A of this and previous reports. This position will continue to be monitored closely as we progress through the year.
26. In summary, based on current information available and as outlined in Appendix A and Table 4 below, the current forecast year-end position (at the end of September 2020), is an overspend of £1,790,000.

### **Covid-19 related pressures to the end of September 2020**

27. The overall pressures outlined in Appendix A of this report contain both unbudgeted expenditure and downturn in income as a result of the on-going impact of Covid-19. These are separately captured in Table 3 below.
28. As previously reported, these have been partly funded from the Emergency Covid-19-non-ringfenced grant monies received on 14 May 2020 and 17 July 2020 from MHCLG for £1,499,659 and £170,353 respectively. It is also proposed to use the Covid-19 Emergency Fund Specific Reserve totalling £37,729 created at Outturn 2019/20 from grant received by MHCLG. The total Emergency Covid-19 funding received by Mid Sussex to date stands at £1,708,353.

**Table 3 Covid-19 Related Pressures 2020/21**

<i>Expenditure / Income</i>	Pressure To end of September <b>£'000</b>	Projected Year-end Variance <b>£'000</b>
Digital & Technology – IT equipment and temporary member of staff for the IT Helpdesk	54	54
Corporate Facilities - additional cleaning of offices and securing of outdoor facilities	14	30
Customer Services - publicity	3	3
Refuse Collection (cost of social distancing additional trucks)	29	29
Garden Waste change to service notification	20	20
Postponement of 1-2-3- trial notification	2	2
Leisure Centres – costs of closure	1,012	1,012
Leisure Centres -costs of reopening	276	1,421
Leisure Closure Consultancy	5	10
Playground Reopening -Cleaning and signage	12	65
Car Parks signage	10	10
Garden waste income	65	113
Leisure Management Fee income	842	1,564
Planning Fee income	168	318
Building Control income	38	38
Car Parking income	608	837
Outdoor Facilities income	49	99
Town Centre Rents income	84	84
Court Costs Income	103	103
<b>Total</b>	<b>3,394</b>	<b>5,812</b>

### Update on the Proposed Mitigation of Forecast Overspend

29. Members are aware that work has been ongoing to identify how to mitigate the overspend not covered by the MHCLG Emergency Covid-19 funding totalling £1,708,353 as detailed above.
30. The previously reported approach has been, to utilise Specific Reserves, where possible, to minimise the impact of the Covid-19 related pressures and loss of income on Revenue spending. Also, Council on 30 September approved the recommendation in the last Budget Management Report to Cabinet 14 September to return Specific Reserve monies to General Reserve where Specific Reserves are no longer needed, so as to increase the balance in General Reserve that is available to support the Revenue overspend at year end. Therefore, sums totalling £1,850,959, have been transferred to General Reserve for this purpose.

31. Also, the last Budget Management Report explained that Central Government had announced a new one-off income loss scheme to compensate councils for irrecoverable and unavoidable losses from sales, fees and charges income generated in the delivery of services, in the financial year 2020-21. This Local government income compensation scheme involves a 5% deductible rate, whereby councils have to absorb losses up to 5% of their planned sales, fees and charges income, with the government compensating them for 75p in every pound of relevant loss thereafter. By introducing a 5% deductible, the government is accounting for an acceptable level of volatility, whilst shielding authorities from the worst losses.
32. To date, we have submitted one claim as part of the Sales, Fees and Charges Compensation scheme covering the first four months of this year which totalled just under £842,000 and which allowed for the 5% deductible rate for the full year. Based on the latest forecast submitted in the Government Return as at the end of September 2020, we therefore estimate to receive a further £1,095,000 (to the nearest £'000) in Central Government funding by the end of 2020/21, bringing the total forecast grant from the Local Government income compensation scheme to £1,937,000.
33. Lastly, in October there have been further Central Government announcements of funding to support Local Authorities in 2020/21. On 22 October 2020 MHCLG announced an additional £100,000 in Tranche 4 Covid 19 Emergency grant for MSDC. However, at the time of writing this report, this grant is yet to be received. Other recent announcements in October of specific grant support for all Local Authorities in Tiers 1-3 are yet to be quantified for this Council and will be reported in the next Budget Management Report to Cabinet.
34. Table 4 below summarises the Council's position after allowing for Government support funding, showing a remaining forecast net revenue overspend of £1,790,000 to be addressed by year end.

	<i>£'000</i>	<i>Note</i>
Forecast Revenue Overspend @ end of September 2020	3,864	<i>Appendix A</i>
Use of MHCLG Emergency Covid-19 Specific Reserve	(37)	<i>Para 28</i>
Forecast Grant from Local Government income compensation scheme (including £842k due from first claim)	(1,937)	<i>Para 32</i>
Further funding due: MHCLG Tranche 4 Covid 19 Grant	<u>(100)</u>	<i>Para 33</i>
Total remaining Forecast Net Revenue Overspend to be addressed by year end	<u>1,790</u>	

### **Miscellaneous**

35. The total remaining in Balance Unallocated is unchanged at £28,000 as there has been no utilisation to date.
36. In September the Council received £3,862 from MHCLG in respect of a Rough Sleepers Initiative. The purpose of this grant is to provide additional services for rough sleepers and Members are requested to approve that this sum be earmarked in Specific Reserve for Outreach work to be undertaken by Housing Services.

## CAPITAL SPENDING ON CAPITAL PROGRAMME AND REVENUE PROJECTS

### Position to the end of September 2020

37. The Capital Programme and Revenue Projects for 2020/21, now stands at £4,272,000. This includes slippage from the 2019/20 Capital Programme and current year capital project variations, as reported to Cabinet on 6 July 2020 and 14 September 2020. The actual and commitments to the end of September 2020 total £3,524,744.

### Variances to the 2020/21 Capital Programme and Revenue Projects

38. At this stage in the year the major variances are set out in table 5 below, the remainder being a number of smaller variations totalling less than £100,000.

	<i>Variances</i> £'000 (overspend)	<i>Variances</i> £'000 (underspends)	<i>Notes</i>
<b>Capital Projects</b>			
Goddards Green Sewage Treatment works	405		1
Burgess Hill Place and Connectivity Programme	167		2
Temporary Accommodation -Stonefield Way	219		3
Disabled Facility Grants		(653)	4
<b>Revenue Projects</b>			
Telephony System Replacement Revenue Project		(222)	5
Centre for Outdoor Sport (Master Planning) Revenue Project		(245)	6
Drainage works (Revenue Project)		(113)	7
<b>Total</b>	791	(1,233)	

Notes:

#### *Planning Policy (Capital Projects)*

- (1) Goddards green Sewage Treatment Works - Mid Sussex is the Accountable body for a Grant from the Coast to Capital Local Enterprise Partnership. Any works completed are funded from a grant claim in 2020/21.
- (2) Burgess Hill Place and Connectivity Programme: A variation to the programme is included in paragraph 40 of this report. All spend is funded by grant claimed through WSCC from the funding providers (Coast to Capital LEP).

#### *Housing (Capital Projects)*

- (3) Housing purchases to be financed from Temporary Accommodation Specific Reserve.

#### *Environmental Health (Capital Projects)*

- (4) Demand-led Housing adaptations service for which a further £433,756 has been committed as at end of September. No forecast variation is anticipated at this stage.

#### *Digital and Technology (Revenue Projects)*

- (5) Telephony System Replacement Revenue Project: First phase of implementation underway. Possible transfer of remaining funds into 2021/22 for phase II as service redesign required to better identify more complex needs (as per appendix C - revised Corporate Plan). The amount of budget to be slipped into 2021/22 will be quantified later in the year.

#### *Landscapes and Leisure (Revenue Projects)*

- (6) Centre for Outdoor Sport (Master Planning) Revenue Project: No spend to date. The project has been delayed due to Covid and will slip to 2021/22 as detailed in Paragraph 50 of this report.

*Corporate Estates & Facilities (Revenue Projects)*

- (7) Drainage Works Revenue Project: Spend to date relates to works at the Silver Birches trash screen. A further project at King George V field is due to be carried out this year. The remaining budget will be slipped into 2021/22 once this is quantified later in the year.

### **Proposed Variations to the Capital Programme and Revenue Projects**

39. At Outturn 2017/18, Members agreed to earmark £4m in a Temporary Accommodation Reserve to provide up to 20 units of accommodation and 10 leased properties in order to secure better, more flexible, housing for homeless families and to invest in assets with long term value whilst reducing the revenue strain for the Council. A number of properties were purchased during 2018/19 and 2019/20. As at the end of September 2020, the Council has purchased an additional property as detailed in Table 6 below, funded from the balance held in the Temporary Accommodation Reserve. The current Capital Programme has been amended to reflect this.
40. The current Capital Programme includes funding to support the Burgess Hill Place and Connectivity Programme. Members will recall that Cabinet on 8 July 2019 approved the procurement process for the projects within the Place and Connectivity Programme and recommended to agree to add the Mid Sussex led Place and Connectivity Programme projects to the Council's Capital Programme. At the Cabinet meeting on 10 February 2020, further detail on the individual projects was reported resulting in the addition of the project totalling £394,000 for 2019/20, to be funded from monies received through WSCC from LGF Funding. At Outturn 2019/20, £190,000 had been spent and the remaining budget of £204,000 was re-phased to 2020/21. As previously reported, the whole project, totalling £6,839m, will span a five-year period. The project is now progressing and the latest phasing of the works means that the anticipated 2020/21 spend on the project stands at £2,815,000. Therefore, the project total needs to be increased by £2,611,000 for the current year. Further details relating to the future year costs totalling £3,834,000 for next year will be reported as part of the 2021/22 budget. The current Capital Programme has been amended accordingly and this additional cost is to be funded from monies received through WSCC from the funding providers (Coast to Capital LEP).
41. MSDC have recently purchased the long leasehold interest from the tenant for Stone Quarry Post Office Hollands Way EG at a cost of £24,950, giving the Council an unencumbered freehold interest for the property. This will need to be funded from General Reserve. The Council will consider options for re-use of the premises including conversion for housing use to assist with the delivery of the Council's Temporary Accommodation Strategy. The current Capital Programme has been amended to reflect this.
42. The disposal of surplus Council land at Bolnore Road depot was approved by Cabinet 4 June 2018 with the costs ultimately recovered from the Capital Receipt from site disposal. The costs showing in 2020/21 total £21,875 and the current Capital Programme has now been amended to reflect this.
43. The Burgess Hill Library Demolition works was approved at Council on 30 September 2020 totalling £140,000. The Capital Programme has been updated accordingly and the cost will be met from Capital Receipts.

44. The Cabinet Member for Environment and Service Delivery used his delegated authority to authorise the release of £26,770 from the Local Community Infrastructure fund for the installation of the new ball-stop netting at Clair Park, Haywards Heath. This was reported and detailed further in MIS 4a on 31 January 2020. The Capital Justification is also shown in Appendix B at the end of this report, as this was too late to include in the original Capital Programme approved at Council on 4 March 2020. The current programme has now been updated accordingly.
45. The Cabinet Member for Environment and Service Delivery used his delegated authority to authorise the release of £32,734 from the Local Community Infrastructure fund to provide new playground equipment to the play area at King Georges Field, East Grinstead. This was reported and detailed further in MIS 4a on 31 January 2020. The Capital Justification is also shown in Appendix B at the end of this report, as this was too late to include in the original Capital Programme approved at Council on 4 March 2020. The Capital Justification shows the project total is £46,000 (to the nearest £'000) funded from S106s totalling £32,734, as detailed above, and £13,000 from the Parks Improvement Specific Reserve. The current programme has now been updated accordingly.
46. The Cabinet Member for Environment and Service Delivery used his delegated authority to authorise the release of £22,188 from the Local Community Infrastructure fund to provide a new skate ramp at King Georges Field, East Grinstead. This was reported and detailed further in MIS 4a on 31 January 2020. The Capital Justification is also shown in Appendix B at the end of this report, as this was too late to include in the original Capital Programme approved at Council on 4 March 2020. The Capital Justification shows the project total is £32,000 (to the nearest £'000) funded from S106s totalling £22,188, as detailed above, and £10,000 from the Parks Improvement Specific Reserve. The current programme has now been updated accordingly.
47. The current Capital Programme and Revenue Projects for 2020/21 includes a project for the Replacement Document Management totalling £70,000 which now needs to slip to 2021/22. The project has been delayed because of limited resources available during the pandemic, the newly announced proposed national planning reforms and the impending service redesign as part of the revised Corporate Plan. Discovery work has already commenced, and proposals for how this project is to be completed will be submitted during the early part of 2021/22. The current programme has now been updated accordingly.
48. The current Capital Programme includes £50,000 for Hurst Farm development costs. A revised planning application is due to be submitted in November and there are additional costs of £20,000. The Capital Programme has been updated accordingly and the cost will need to be met from General Reserve.
49. The Council Chamber Modernisation project totalling £577,000 is included in the current programme. Works have commenced and are due to complete in December 2020. However, additional works totalling £84,000 are required to complete the project. The majority of the increase relates to the need to damp proof the basement containing the lift and associated equipment as outlined in the Capital Programme Monitoring report to Scrutiny Committee for Leader, Finance and Performance on 11 November 2020. This additional cost will need to be financed from General Reserve. The current Capital Programme has been amended to reflect this.
50. The current Capital Programme and Revenue Projects for 2020/21 includes the Centre for Outdoor Sport (Master Planning) Revenue Project totalling £245,000 which now needs to slip to 2021/22. The project has been delayed due to Covid and it is not expected to commission a consultant to do the design work until the end of next financial year. The current programme has now been updated accordingly.

51. The current Capital Programme and Revenue Projects for 2020/21 includes a Revenue project for the Refurbishment of Committee Room totalling £68,000. This now needs to slip to 2021/22 as works are not able to start until the Council Chamber modernisation project is complete. Specification is to be updated following the Chamber works completion and tender documents will be produced in early 2021 to enable a project start in April 2021. The current programme has now been updated accordingly.
52. The current Capital Programme and Revenue Projects for 2020/21 includes a Revenue project for the Refurbishment of Oaklands Meeting Room totalling £30,000. This now needs to slip to 2021/22 as works are not able to start until the Council Chamber modernisation project is complete. Specification is to be updated following the Chamber works completion and tender documents will be produced in early 2021 to enable a project start in April 2021. The current programme has now been updated accordingly.
53. Proposed capital variations are summarised in table 6 below:

<b>Table 6: Capital Programme and Revenue Project Variations April to end September 2020</b>		
	<i>Apr to September</i>	<i>Ref</i>
	<i>£'000</i>	
<b>Capital Projects</b>		
Temporary Accommodation – Stonefield Way	219	<i>Para 39</i>
Burgess Hill Place and Connectivity Programme	2,611	<i>Para 40</i>
Stone Quarry Post Office Hollands Way EG	25	<i>Para 41</i>
Bolnore Road Disposal Costs	22	<i>Para 42</i>
Burgess Hill Library Demolition	140	<i>Para 43</i>
Clair Park - Cricket Ball Stop Fencing	27	<i>Para 44</i>
Kings George's Field Playground Equipment	46	<i>Para 45</i>
King Georges Field - New Skatepark Equipment	32	<i>Para 46</i>
Replacement Document Management	(70)	<i>Para 47</i>
Hurst Farm Development Costs	20	<i>Para 48</i>
Council Chamber Modernisation	84	<i>Para 49</i>
<b>Total Capital Projects</b>	<b>3,156</b>	
<b>Revenue Projects</b>		
Centre for Outdoor Sport (Master Planning) Revenue Project	(245)	<i>Para 50</i>
Refurbishment of Committee Room	(68)	<i>Para 51</i>
Refurbishment of Oaklands Meeting Room	(30)	<i>Para 52</i>
<b>Total Revenue Projects</b>	<b>(343)</b>	

54. Taking into account the changes detailed above, the overall effect is an increase to the current Capital Programme and Revenue Projects for 2020/21 of £2,813,000, being an increase in Capital projects of £3,156,000 and a decrease in Revenue Projects totalling £343,000. There will also be an increase in the 2021/22 programme by £413,000 due to slippage outlined above. Therefore, the overall revised programme total for 2020/21 now stands at £7,085,000.

### **Capital receipts and contributions received to the end of September 2020**

55. S106s and grant contributions of £1,198,391 have been received in the period April to September 2020.

### **S106 contributions committed/utilised to the end of September 2020**

56. The following S106 contributions have been utilised during this period:

**Table 7 S106 utilisation 2020/21**

	<i>Apr to</i> <i>September</i> <i>£'000</i>	<i>Note</i>
West Sussex County Council	87	1
West Sussex County Council	12	2
West Sussex County Council	9	3
Albourne Parish Council	5	4
West Sussex County Council	16	5
West Sussex County Council	20	6
East Grinstead Town Council	17	7
East Grinstead Town Council	1	8
	<hr/>	
Total	167	
	<hr/> <hr/>	

**Notes**

- 1 Utilisation of Sustainable Transport (TAD) contribution (P35/638b £11,977, P35/697 £17,515, P35/750 £30,707 & PL13-001074 £26,871) S106 monies for a Cycle Route from Sayers Common to Downlands School, as agreed by the Cabinet Member for Housing and Planning on 5 May 2020 MIS 18 6 May 2020.
- 2 Utilisation of Sustainable Transport (TAD) contributions P35/625a £1,289 & P35/781 £140) and Local Community Infrastructure contribution (P35/491 £10,499) S106 monies for the installation of a pedestrian crossing opposite Burgess Hill School for Girls, as agreed by the Cabinet Member for Housing and Planning on 18 May 2020 MIS 20 21 May 2020.
- 3 Utilisation of Sustainable Transport (TAD) contribution (P35/489 £8,903) S106 monies for the upgrade of Footpath 29Cu (A272 Lewes Road, Haywards Heath), as agreed by the Cabinet Member for Housing and Planning on 11 June 2020 MIS 24 17 June 2020.
- 4 Utilisation of Sustainable Transport (TAD) contribution (P35/572 £ 5,289) S106 monies for the purchase of portable Speed Indicator Device (SID) and installation of Village Gateways as part of Albourne's Traffic Calming Project, as agreed by the Cabinet Member for Housing and Planning on 22 July 2020 MIS 29 22 July 2020.
- 5 Utilisation of Sustainable Transport (TAD) contribution (PL13-000869 £15,871) S106 monies for secure fencing at the front of Southway School, Burgess Hill, as agreed by the Cabinet Member for Planning and Economy on 29<sup>th</sup> July 2020 MIS 31 5 August 2020.
- 6 Utilisation of Sustainable Transport (TAD) contribution (P35/737 £19,750.80) S106 monies for Real Time Passenger Information (RTPI) displays in Cuckfield, as agreed by the Cabinet Member for Planning and Economy on 11<sup>th</sup> August 2020 MIS 32b 12 August 2020.
- 7 Utilisation of Community Building contributions (PL12-000378 £7,607.56, PL13-000980 £2,946.59, PL13-001136 £4,462.85 & PL13-001986 £1,529) S106 monies for toilet modernisation at Meridian Hall, East Grinstead, as agreed by the Cabinet Member for Community MIS 33 21 August 2020.
- 8 Utilisation of Local Community Infrastructure contribution (PL13-000677 £656.67) S106 monies to purchase and install a bike shelter and bike stands at East Court, as agreed by the Cabinet Member for Planning and Economy on 26<sup>th</sup> August 2020 MIS 34 26 August 2020.

**TREASURY MANAGEMENT INTEREST**

57. Treasury Management interest for this financial year was projected in the Budget Report to be £354,475 at an average rate of 1.0%. The Budget Report is prepared well before many of the cash flow items are known.

58. The forecast for investment income is under target due to the continuous reduction in the rates available in the market and the lower than budgeted level of capital receipts received in the year to date. Actual Treasury Management interest earnings for the first six months of 2020/21 were £102,349 at an average rate of 0.514%. However, the average interest rate will drop as fixed term investments made prior to March continue to mature during the rest of the year. It is also depressed because of the policy not to place any fixed term deposits since the start of the year which means that this year's cash is only earning around 0.25% in the money market funds. This has been necessary due to the uncertainty of the Council's financial position due to the impact of Covid-19 on our revenue income streams. The average rate may improve if either market rates increase, or the Council decides to opt for some longer terms. This position will continue to be monitored closely as we progress through the year. A very cautious estimated year-end projection for Treasury Management to be earned in the year is £148,564 being £205,911 under target.

#### *Local Authority Property Fund Dividends*

59. For CCLA we have received £116,249 against a budget of £240,000. Based on the first two quarters dividend, this is likely to result in a shortfall of £3,751 by year-end, therefore any shortfall will need to be funded from General Reserve. However, this will continue to be monitored and further updates will be reported in future Budget Management Reports.

### **POLICY CONTEXT**

60. This report shows actual financial performance against the original budget, which was approved within the context of the Financial Strategy.

### **FINANCIAL IMPLICATIONS**

61. The financial implications are detailed within the body of this report.

### **RISK MANAGEMENT IMPLICATIONS**

62. There are no risk management implications.

### **EQUALITY AND CUSTOMER SERVICE IMPLICATIONS**

63. There are none.

### **OTHER MATERIAL IMPLICATIONS**

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

### **Background Papers**

Revenue Budget 2020/21

## Appendix A

### Forecast Budget Variations for 2020/21 at the end of September 2020

	<i>Pressures in 2020/21</i>	<i>Notes</i>
	<i>£'000</i>	
April to July pressures Cabinet 14 September 2020	6,819	
Parking Season Tickets (Covid-19)	18	1
Reversal of pressure - Pay and Display Income (Covid-19)	(120)	1
Controlled Parking Enforcement Income (Covid-19)	35	1
Reversal of pressure – Leisure Centres Closure cost (Covid-19)	(120)	1
Reversal of pressure – Outdoor Facilities Income (Covid-19)	(15)	1
Reversal of pressure – Building Control income (Covid-19)	(13)	1
Reversal of pressure – Planning Fee Income (Covid-19)	(245)	1
Court costs income (Covid-19)	103	1
Digital & Technology – IT equipment (Covid-19)	1	1
Local Full Fibre Network – project management costs	130	2
Reversal of pressure – Digital & Technology – salaries	(7)	3
	6,586	

Notes:

- (1) See Table 3 above.
- (2) Project Manager costs for the Local Full Fibre Network project.
- (3) A previously reported pressure for a temporary post within Digital & Technology is to be reversed as the postholder has left the team and the post will remain vacant for the rest of the year.

## Appendix A

### Forecast Budget Variations for 2020/21 at the end of September 2020

	<i>Savings in 2020/21</i>	<i>Notes</i>
	<i>£'000</i>	
April to July savings Cabinet 14 September 2020	(2,541)	
Members Allowances and Expenses	(17)	4
Bulky Waste income	(10)	5
Outdoor Facilities booking commission	(10)	6
Revenues and Benefits Staffing	(70)	7
Housing- Contribution to Immigration Issues	(10)	8
Digital & Technology – salaries	(25)	9
Corporate Estates – habitat works licence	(24)	10
Local Land Charges income	(15)	11
	(2,722)	

Notes:

- (4) Saving due to reduced travel, conference expenses, training and seminar costs by the Members given the controls on face to face meetings since March 2020.
- (5) Increase in income as a result of increased demand and a streamlined fee charging structure.
- (6) A reduction in Outdoor Facilities bookings has resulted in reduced booking commission payments made to parishes.
- (7) Staff saving due to vacant posts.
- (8) Contribution to a partnership scheme to relocate appointment Syrian Refugees. The role is no longer continuing and our commitment of funding ended in March 2020.
- (9) Staff saving due to a vacant post.
- (10) See Paragraph 24.
- (11) See Paragraph 14.

## Capital Project Justification Form

## Clair Park – Cricket Ball Stop Fencing

**Purpose of project:**

To erect a 75 metre long and 8 metre high ball stop fence along the northern boundary of the Haywards Heath Cricket Club pitch within Clair Park.

Clair Park is a very popular recreation ground used by local residents and Haywards Heath Cricket Club.

The Cricket Club has been established since 1897 and aims to provide cricket for the people of Haywards Heath and its surrounding areas. They have achieved both the ECB Clubmark & Focus Clubs status.

The club runs three Saturday sides which compete in the Sussex Premier Cricket League and a 4th XI Sunday side. In a very successful 2019 season for the club the 1st XI were promoted to the Premier Division.

The club have a very big youth academy with children from Reception to Year 12 all taking part in training and matches at Clair Park.

Up until 2018 protection for the adjacent residents and properties from cricket balls was provided via a 4m high chain link fence which ran for 75m along the northern boundary. Further protection was afforded using temporary cord netting fixed to the trees up to a height of 9/10m. This increased the protection to 12+ metres.

Having the netting fixed to the trees was only a temporary solution; and it was understood that when the Council needed to carry out works on these trees there was a high probability that damage would be caused to the netting. This happened when tree maintenance was carried out in 2018/19.

During the last cricket season reports were received from the nearby residents that on occasions cricket balls landed in their gardens or the garages; and that on game days sitting outside was unsafe. It was therefore decided to install a permanent ball stop fence that would replicate the previous arrangement.

Planning Permission for this was granted ([DM/19/1742](#)) on 27/09/19. Along with installing this new ball stop netting the Council will also plant 12 new Hornbeam trees once the remaining Poplar Trees are removed.

**Total** **£26,770**

Capitalised Salaries included in the project total : N/A

Other sources of funding :(i.e. big lottery etc.) N/A

See Appendix for S106 funding breakdown.

### Revenue implications

This project is considered to represent an appropriate expenditure of formal sport contributions from the agreements below:

Application name	S106 number	Amount
Land at Former Horace Hilton Premises	P35/489c	7,443
Land West of Beech Hurst / Bolnore Village	P35/754/ P35/595	899
Land at Mill Hill Close,	P35/763	12,685
Land at Norris House, Burrell Road	PL13- 001408	5,304
The Oaks, 36 Paddockhall Rd	PL13- 000616	439
<b>Total</b>		<b>26,770</b>

### Legal Implications

- Land at former Horace Hilton Premises secured financial contributions for formal sport in the central area.
- Land at West of Beech Hurst secured financial contributions £54K towards the re-provision of sports facilities within a 3 mile radius of development £14,365 towards formal sport within the HH area.
- Land at Mill Hill Close secured financial contributions for formal sport in the Haywards Heath area.
- Land at Norris House, Burrell Road secured financial contributions for improvements to the cricket pitch at Clair Park.
- Land at The Oaks, 36 Paddockhall Road secured financial contributions for formal sport in the Haywards Heath area.

### Value for money assessment:

The proposals will enable cricket to continue to be played at the site which provides an income stream to the Council plus protect the public and neighbouring properties from any damage.

Business Unit/Service: Commercial Service & Contracts

Head of Service: Judy Holmes

Project Manager: Stuart Brown

Cabinet Members: Cllr. John Belsey

Ward Members: Cllr. Sandy Ellis &, Cllr Clive Laband

This project contributes to achieving the Corporate Plan in the following ways:

- Enhancing and improving for the provision of formal sports in MSDC for an extended term.

- Providing community facilities which are of quality, safe and fit for purpose.

**Summary of discussions with Cabinet Members:**

The Cabinet member is supportive of this scheme..

**Risk Analysis**

The main risks of the project and the likelihood, severity and financial impact (rated low, medium, high) of each of these risks are:

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Financial impact</b>
1.Incidents during construction	low	low	low
2. incident following construction	low	low	low

**Mitigation actions**

Qualified, experienced contractors, Risk Assessments, Method Statements and frequent communication with the design team, appointed contractor and MSDC.

## Capital Project Justification Form

### King Georges Field, East Grinstead New Playground Equipment

**Purpose of project:**

King Georges Field in East Grinstead is a very popular town centre location, opposite the King Leisure Centre.

In light of issues raised during the annual Playground Inspections, officers explored how to improve the play area with a view to improving Health & Safety, accessibility and enhancing Play Value.

The Council worked with Special Families East Grinstead to develop an initial design brief. Four playground companies were invited to draft some initial designs and provide costs for supply and installation. Of the four companies invited only two submitted proposals, and these were then consulted on. The public consultation closed on 20/01/20.

This new equipment will greatly improve the play value for the users and significantly upgrade the play area. The facilities are well used by the community, and the improvements to this play area will help to continue and increase users' enjoyment and interest for the foreseeable future and will encourage more people to use the facilities.

Costs: £45,734 (includes £1,100 for contingency plus £3,060 for new planting).

**Proposed funding-**

S106 Funding (See revenue implications for breakdown) - £32,734

Capital Funding (MHCLG) - £13,000

In March 2019, the Ministry of Housing, Communities and Local Government announced the allocation of a fund of £9.7 million for local authorities to give them "the resources they need to better maintain, protect and increase their recreational spaces". This was paid directly to all local authorities with grant sizes based on population. MSDC received £23,284.

The grant was made available specifically to "support work on those parks where there is urgent need of refurbishment i.e. parks currently in disuse or at risk of closure due to health and safety concerns".

It is proposed to use this fund for the Playground Improvements at King Georges Field

**Total** **£45,734**

Capitalised Salaries included in the project total : N/A

Other sources of funding :(i.e. big lottery etc.) N/A

### Revenue implications

This project is considered to represent an appropriate expenditure of play provision contributions from the agreements below:

Application name	S106 number	Planning Ref No.	Play space
Caffyns Garage, 12-14 King Street	PL12-000896	14/03838/FUL	7,267
Land at 218 London Road	PL13-000019	12/04326/FUL	8,401
Land at Sussex House, London Road	PL13-000415	13/04040/FUL	4,955
St James House, 150 London Road	PL13-000617	14/01370/FUL	4,844
Land at 33-35 Cantelupe Road	PL13-000680	14/02926/FUL	7,267
<b>Total</b>			<b>32,734</b>

### Value for money assessment:

The two quotes received have been assessed on agreed criteria by officers and the Legal Team based on budgets provided to all companies on the design brief. The two companies are very reputable and we have employed both on playground works in the past.

Business Unit/Service: Commercial Service & Contracts

Head of Service: Judy Holmes

Project Manager: Stuart Brown

Cabinet Members Cllr. John Belsey

Ward Members: Cllr. John Dabell & Cllr. Neville Walker

This project contributes to achieving the Corporate Plan in the following ways:

#### Effective and responsive services

- Enhancing and improving play value for local residents for an extended term.
- Providing facilities which are of quality, safe and fit for purpose.

#### Strong and resilient communities

- Providing high quality facilities for the local community

### Summary of discussions with Cabinet Members:

The Cabinet Member is supportive of this scheme..

### **Risk Analysis**

The main risks of the project and the likelihood, severity and financial impact (rated low, medium, high) of each of these risks are:

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Financial impact</b>
1. Incidents during construction	low	low	low
2. Incident following construction	low	low	low
3. Equipment fails post installation inspection	low	medium	medium
4. Delay to installation due to weather/ ground conditions	medium	low	low

### **Mitigation actions**

Qualified, experienced contractors, Risk Assessments, Method Statements and frequent communication with the design team, appointed contractor and MSDC.

### Capital Project Justification Form

#### King Georges Field, East Grinstead New Skate Equipment

##### **Purpose of project:**

King Georges Field in East Grinstead is a very popular town centre location, opposite the King Leisure Centre.

There were two skate areas at this site. One comprising a series of steel framed ramps in a fenced-off area and an adjacent concrete skate area. Both areas were well used by all ages.

In 2019, the steel framed ramps reached the end of their lives and could no longer be repaired, so they were removed for safety reasons. This resulted in a significant number of representations from the local community asking the Council to consider replacing the skate facility. Public consultation which was carried out online and at the Play Day events in 2019 supported this. As part of this consultation, consultees were asked whether they would prefer a new steel framed half-pipe or a multi-use goal.

MSDC received 965 responses, with 71% opting for a new skate ramp.

This new equipment will greatly increase users and provide a different type of surface for the skateboarder, BMX and scooter riders to improve their skills. The old skate area is currently empty and the surface is uneven in places.

The facilities are well used by the community, and the improvements to this play area will help to continue and increase users' enjoyment, offer variety for the foreseeable future which will encourage more people to use the facilities.

Costs: £32,188

##### **Proposed funding-**

S106 Funding (See revenue implications for breakdown - £22,188

Capital Funding (MHCLG) - £10,000

In March 2019, the Ministry of Housing, Communities and Local Government announced the allocation of a fund of £9.7 million for local authorities to give them "the resources they need to better maintain, protect and increase their recreational spaces". This was paid directly to all local authorities with grant sizes based on population. MSDC received £23,284.

The grant was made available specifically to "support work on those parks where there is urgent need of refurbishment i.e. parks currently in disuse or at risk of closure due to health and safety concerns".

It is proposed that this land is used for the Skate Park Investments at King Georges Field.

**Total** **£32,188**

Capitalised Salaries included in the project total : N/A

Other sources of funding :(i.e. big lottery etc.) N/A

**Revenue implications**

This project is considered to represent an appropriate expenditure of formal sport & Kickabout contributions from the agreements below:

Application name	S106 number	Planning Ref No.	Kickabout £	Formal sport £
Caffyns Garage, 12-14 King Street	PL12-000896	14/03838/FUL	2,059	
Land at 218 London Road	PL13-000019	12/04326/FUL	2,381	
Land at Sussex House, London Road	PL13-000415	13/04040/FUL	1,404	7,293
St James House, 150 London Road	PL13-000617	14/01370/FUL	1,373	
St James House, 150 London Road	PL13-000617	14/01369/FUL	915	
Land at 33-35 Cantelupe Road	PL13-000680	14/02926/FUL	2,059	
Land at 67-69 London Road	PL13-000547	14/00572/FUL		4,704
<b>Total</b>			<b>10,191</b>	<b>11,997</b>
<b>Overall total</b>			<b>22,188</b>	

**Value for money assessment:**

We have received quotes from our hard surfaces contractor, Drivepoint and from a specialist skate equipment provider we have used before for other skate parks and who specialise in steel skate ramp construction.

Business Unit/Service: Commercial Service & Contracts  
 Head of Service: Judy Holmes  
 Project Manager: Stuart Brown  
 Cabinet Members: Cllr. John Belsey  
 Ward Members: Cllr. John Dabell & Cllr. Neville Walker

This project contributes to achieving the Corporate Plan in the following ways:

**Effective and responsive services**

- Enhancing and improving play value for local residents.
- Providing facilities which are of quality, safe and fit for purpose.

### **Strong and resilient communities**

- Providing high quality facilities for the local community

### **Summary of discussions with Cabinet Members:**

The Cabinet Member is supportive of this scheme..

### **Risk Analysis**

The main risks of the project and the likelihood, severity and financial impact (rated low, medium, high) of each of these risks are:

<b>Risk</b>	<b>Likelihood</b>	<b>Severity</b>	<b>Financial impact</b>
1. Incidents during construction	low	low	low
2. Incident following construction	low	low	low
3. Equipment fails post installation inspection	low	medium	medium
4. Delay to installation due to weather/ ground conditions	medium	low	low

### **Mitigation actions**

Qualified, experienced contractors, Risk Assessments, Method Statements and frequent communication with the design team, appointed contractor and MSDC.

## PERFORMANCE MONITORING FOR THE SECOND QUARTER OF 2020/21

REPORT OF: HEAD OF CORPORATE RESOURCES  
Contact Officer: Neal Barton, Policy, Performance and Partnerships Manager  
Email: [Neal.Barton@midsussex.gov.uk](mailto:Neal.Barton@midsussex.gov.uk) Tel: 01444 477588  
Wards Affected: All  
Key Decision: No  
Report to: Cabinet  
23<sup>rd</sup> November 2020

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### Purpose of Report

1. This report provides Cabinet with information about the Council's performance for the second quarter of 2020/21 from July to September 2020. The report also updates on progress on delivery of the Council Priority Projects identified in the Corporate Plan.

### Summary

2. Performance in the second quarter of 2019/20 has been good overall, with most services performing at or close to target. This is in the context of the continuing challenges to the delivery of Council services arising from the pandemic. 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. **Cabinet is recommended to note the Council's performance and progress with Council Priority Projects in the second quarter of the year and identify any areas where further reporting or information is required.**
- 

### Introduction

4. This report has previously been considered by the Scrutiny Committee for Leader, Finance and Performance at their meeting on 11<sup>th</sup> November 2020. Issues raised by the Committee are summarised in paragraphs 13 to 18 of this report.
5. 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.
6. 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 – more than 10 percent off target
-  amber – slightly off target (10 percent or less)
-  green – on or exceeding target
-  health check - indicator for information only

7. First quarter performance was reported as part of the revised 2020/21 Corporate Plan and Budget Report to Scrutiny Committee on 26<sup>th</sup> August 2020, which was subsequently considered by Cabinet on 14<sup>th</sup> September and Council on 30<sup>th</sup> September. The report also agreed changes to some of the Performance Indicator targets originally set in the light of the COVID-19 pandemic. These amended targets are reflected in the appendix.
8. The Committee also has responsibility for monitoring progress with the Council Priority Projects. These were reviewed in the revised 2020/21 Corporate Plan and Budget Report. Progress to these projects 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

9. 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
2020/21	36 (84%)	4 (9%)	3 (7%)	22	65
2019/20	40 (74%)	7 (13%)	7 (13%)	14	68

10. This level of performance is particularly noteworthy given the continuing challenges arising from the pandemic in the delivery of Council services and in contributing to the District's recovery. These include the changes to working arrangements required to allow Council staff and contractors to carry out their roles safely and in line with the latest government guidance.
11. Some parts of the Council have also had to take on additional responsibilities arising from the pandemic, while continuing to deliver their day to day services. These include Revenues and Benefits in administering new grants to local businesses and Environmental Health involvement in the Test and Trace system and Local Outbreak Plans.

### Council Priority projects

12. Plans for the delivery of the Council Priority Projects have had to be reassessed in the light of the pandemic. Progress at the end of the second quarter shows that 7 projects were rated at green, 1 at amber and none at red. For the activity shown as amber in the report, senior officers have reviewed and agreed actions to ensure that outcomes will be delivered as proposed.

## **Consideration of the Performance Report by the Scrutiny Committee for Leader, Finance and Performance at their meeting on 11<sup>th</sup> November 2020.**

13. The Committee asked for additional information about the closure of the Early Intervention Project. The Business Unit Leader for Community Services, Policy and Performance explained that the Early Intervention post had been redeployed to work on youth related projects connected to community safety, which had been highlighted as a need in the Strategic Intelligence Assessment. The post is funded by the Sussex Police and Crime Commissioner.
14. The Wellbeing service was discussed and likelihood of hitting the revised targets for interventions, given that social distancing had meant that face-to-face sessions were not possible. It was noted that good progress had been made in switching to more telephone and virtual interventions and that reaching the revised annual target was feasible. Public Health remain happy with progress on the service recovery.
15. The Committee asked about the additional responsibilities of Environmental Health in dealing with the pandemic. The Head of Regulatory Services updated on the service's role in test and trace and pointed to the increase in service requests dealt with by Environmental Health shown in the report. Additional staff resources had been allocated to the service financed by specific Government grants through the County Council.
16. The Land Charges service was discussed and the increase in demand for searches given the extremely busy property market. The Head of Regulatory Services provided assurances that searches were being completed within 7 days and therefore were not delaying property transactions. The number of searches continues to be high. Additional income was being received by the Council, which would be reflected in the next budget monitoring report.
17. The Committee asked about the prosperity of the Orchards Shopping Centre, given the figures for collection of rents and footfall. The Head of Corporate Resources updated on engagement with tenants on rent repayments. There had been some bounce back in shopping at the Orchards, with additional use of click and collect and potential interest in the letting of vacant units.
18. Progress with the provision of electric vehicle charging points in the District was discussed and concerns about some downtimes for the operation of the existing points. It was noted that the Council had just awarded a contract for the provision of EVCPs in the Council's car parks.

### **Conclusions**

19. The Council's services continued to perform well in the second quarter of 2020/21, despite the continuing challenges arising from the pandemic. 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 Council Priority Projects for 2020/21.

### **Risk Management Implications**

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

**Equalities Implications**

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

**Financial Implications**

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

**Background papers**

Revised Corporate Plan 2020/21 report to Council 30<sup>th</sup> September 2020.



Quarter 2 2020-21 Performance Report to Cabinet

PI Status	
	On target
	Slightly off target (10% or less))
	Off target (over 10%)
	Data Only

Council Priority Projects Status	
	On track
	Off target- requires action
	Off target – unlikely to deliver and requires change in project’s scope

**Community Portfolio - Cllr Norman Webster**

**Building Control**

	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
The percentage of plans received by Building Control which are checked within 15 working days	87%	99%	87%		91%	87%		Q2 20/21 - 314 plans checked Q2 19/20 – 318 plans checked
Building Control Site inspections carried out within 24 hours of date requested.	99%	99%	99%		99%	99%		Q2 20/21 – 2,098 inspections Q2 19/20 – 2,268 inspections

**Community Services, Policy and Performance**

	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
Anti-social behaviour cases resolved within 3 months as a percentage of those referred	Data only	59.4%			70.7%			70 out of 99 ASB cases in Quarter 2 were resolved within 3 months.
Overall Crime Rate per 1000	Data only	10.10			12.04			

## APPENDIX A

	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
Number of health and wellbeing interventions delivered	1,700	151	150		204	300		The Wellbeing Team have been unable to provide face to face interventions due to social distancing requirements. The service has remobilised on virtual platforms and consequently is recovering. The number of interventions was close to target in September. Public Health remain happy with progress on the service recovery.
Proportion of health and wellbeing interventions resulting in health improvement	80%	92%	80%		86%	80%		
Number of families worked with for the Early Intervention Project	Data only	14			10			This project ended at the end of September and as such will be removed from future performance reports.
<b>Environmental Health</b>								
	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
Proportion of Environmental Health service requests which are actioned and resolved within 3 months of receipt	94%	96%	94%		98%	94%		Q2 20/21 – 1,156 service requests Q2 19/20 – 784 service requests
Percentage of Environmental Health service requests that are responded to within five working days	95%	98%	95%		98%	95%		Q2 20/21 – 1,480 service requests Q2 19/20 – 1,355 service requests
Disabled Facilities Grants completed	Data only	38			74			

<b>Land Charges</b>								
	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
The percentage of Local Authority Searches replied to within 5 working days	96%	99%	96%		66%	96%		ytd 20/21 – 1,762 searches ytd 19/20 – 1,016 searches Extremely busy property market has led to a 73% increase in searches. Also, the Council’s Land Charges Team has had to answer a large number of Personal Searches as reception was not open for the companies to inspect our data themselves. This has led to a drop in turnaround performance.
<b>Legal and Member Services</b>								
	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
The percentage of agendas which are published on the website 5 days before a meeting	100%	100%	100%		100%	100%		
Number of legal cases which are live as at the end of each month	Data only	503			551			

Customer Services Portfolio - Cllr Ruth de Mierre								
Customer Services and Communications								
	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
Number of Complaints received	Data only	39			49			Complaints breakdown- main services in receipt of complaints and main reasons. Waste = 25 (garden waste service cancellations and small bin charges; delays in delivery of new bins; alleged refuse vehicle speeding). Revenues = 8 (Council Tax recovery action, calculation of Council Tax liability and application of discount). Housing = 3 (allocation of temporary housing and direct let scheme). Planning = 3 (C-19 street signs, planning application admin) Parking = 2 (admin of parking permit, on-street parking enforcement) Community Services = 2 (Anti-Social Behaviour action) Leisure Partnerships = 2 (delays in reopening leisure facilities) Legal = 2 (details released from subject access request)
Average waiting time (in seconds) to speak to a customer services officer for all services answered in the Customer Contact Centre, including switchboard.	30	16	30		27	30		The Customer Services Centre received: Q2 20/21- 21,627 calls. Q2 19/20 - 22,090 calls. As well as switchboard, the Centre receives 9 Council services direct line calls, including Building Control, Electoral Services, Parking Services and Waste Management. In addition, Centre staff also dealt with 2,170 personal callers to reception, compared to 8,237 in Q2 last year.

## APPENDIX A

	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
								Due to the pandemic, reception at Oaklands has been closed to visitors except for those needing emergency support such as Housing Needs.
Percentage of enquiries resolved at point of Contact	75%	92%	75%		94%	75%		
Number of Compliments received	Data only	174			123			Breakdown of compliments by service area: Customer Services & Communications = 57 Waste and Outdoor Services = 28 Development Management = 23 Revenues = 5 Corporate Estates & Facilities = 2 Benefits = 1 Planning & Building Control Support = 2 E Health = 4 Digital = 1
Number of e-forms submitted directly by the public	Data only	4,906			6,364			
Monthly customer satisfaction scores	80%	100%	80%		99%	80%		
Percentage of complaints responded to within published deadlines	100%	89%	100%		94%	100%		The deadline for responding to complaints is to acknowledge within 5 days and respond within 10 working days. Some complaints needed longer investigation times and apologies were provided for the delays.
<b>Human Resources</b>								
	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
Staff sickness absence rate (Cumulative days per FTE))	8	1.35	2.25		3.16	4.15		

	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
Staff turnover	12%	1.62%	2.5%		4.59%	5%		
Ethnic Minority representation in the workforce - employees	Data only	4.0%			4.0%			
Percentage of Employees with a Disability	Data only	7.0%			8.0%			
<b>ICT and Digital</b>								
	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
The percentage of ICT help desk service requests completed within the target time agreed with the customer	95%	95%	95%		95%	95%		
Percentage of ICT helpdesk calls outstanding	20%	20%	20%		18%	20%		
Freedom of Information Requests responded to within 20 working days	100%	100%	100%		99.5%	100%		
<b>Revenues and Benefits</b>								
	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
Speed of processing - new Housing Benefit claims (days)	23	20.7	23		19.3	23		Q2 20/21 - 99 claims Q2 19/20 - 100 claims
Speed of processing - new Council Tax Support claims (days)	20	17.2	20		15.4	20		Q2 20/21 - 487 claims Q2 19/20 - 323 claims

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	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
Speed of processing - changes of circumstances for Housing Benefit claims (days)	8	5.9	8		7.6	8		Q2 20/21 – 1,906 adjustments Q2 19/20 - 2,526 adjustments
Speed of processing - changes of circumstances for Council Tax Support claims (days)	8	6.2	8		7.7	8		Q2 20/21 – 4,194 adjustments Q2 19/20 - 3,304 adjustments
Percentage of Council Tax collected	98.6%	29.1%	28.0%		56.8%	47.0%		£66,435,038 collected to the end of September 2020 compared to £63,835,452 last year.
Percentage of Non-Domestic Rates Collected	92.0%	24.3%	19.0%		46.4%	42.0%		£15,592,253 collected to end of September 2020 compared to £27,636,838 last year. The amount to collect has reduced due to some businesses receiving Covid-19 related grants and a business rates payment holiday for 2020/21.
LA Overpayment Error	£112,799	£9,325	£28,199		£13,968	£56,399		
Accuracy in Assessment	92.0%	94.3%	92.0%		93.7%	92.0%		

**Deputy Leader Portfolio – Cllr Judy Llewellyn-Burke**

**Finance**

	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
Percentage of undisputed invoices paid within 10 days of receipt	95.0%	97.1%	95.0%		95.0%	95.0%		Q2 20/21 – 1,031 invoices Q2 19/20 – 1,193 invoices

**Property and Asset Maintenance**

	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
The percentage of rent due collected	Data only	84%			86%			Collection rates reflect difficulties experienced by the Council’s commercial property tenants due to the pandemic, especially the retail sector.

**Council Priority Projects**

Project name	Lead Officer	Status	Commentary
<b>Orchards Shopping Centre Strategic Plan</b>	Peter Stuart		<ul style="list-style-type: none"> <li>Development consultants have completed initial options appraisal; work in progress on feasibility and appraisal of options.</li> </ul>

<b>Economic Growth Portfolio – Cllr Stephen Hillier</b>								
<b>Economic Development</b>								
	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
Footfall in the Orchards Shopping Centre, Haywards Heath	Data only	-57.5%			-42.5%			Q2 2020/21 footfall of 509,567 compared to 1,198,505 last year. The decline reflects the impact of Covid-19 on the high street and is consistent with the decline in footfall nationally.
Micro business grants – funds awarded compared to total grant received	Data only	N/A			N/A			It has been agreed with WSCC and other District and Boroughs to delay the launch of the microbusiness grant scheme. The scheme was launched on 30 <sup>th</sup> October to complement the Councils Covid recovery grants programme.
<b>Parking Services</b>								
	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
Cancellation rate of Penalty Charge Notices	7%	3%	7%		6%	7%		
The percentage of pay and display transactions made by cashless payments	39%	45%	39%		49%	39%		The Covid pandemic has accelerated the use of cashless payments to a level not anticipated at the start of the year. For the month of September 51% of pay and display transactions were made on cashless platforms - 46% at machine and 5% via pay by phone.

Council Priority Projects			
Project name	Lead Officer	Status	Commentary
<b>Enabling Full Fibre Infrastructure</b>	Marius Kynaston		<ul style="list-style-type: none"> <li>Local Full Fibre Network (LFFN) project works commenced on site in Burgess Hill on 5th October; good initial progress.</li> <li>Successful bid for Getting Britain Building funds (£3.2m) for the Rural Connectivity Project which will be delivered in 2021/22 and connect Burgess Hill with Brighton while enabling 29km full fibre rural spine network.</li> </ul>

Environment & Service Delivery Portfolio – Cllr John Belsey								
Landscapes								
	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
% Satisfaction with the grounds maintenance service	93%	N/A						Contractor IDV did not carry out any surveys due to Covid-19 and social distancing restrictions.
Leisure Operations								
	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
The number of visits made to the Leisure Centres	Data only	0			46,987			Leisure Centres closed on 21 <sup>st</sup> March and reopened on 1 <sup>st</sup> September at reduced capacity.
Sustainability								
	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
Usage of Council-owned electric vehicle charging points in public car parks (in kWh)	Data only	4,309			10,745			The Haywards Heath EV point is operational again and demand for Burgess Hill EVCP usage has doubled to 6,200 from 3,055 kWh in Q1. A new Charge Point Operator will be in place by November 2020 as part of a joint procurement with WSCC.
Greenhouse gas emissions from Council buildings (kg)	310,340	48,754	77,585		35,022	62,068		The Quarter 2 carbon emissions figure represents a 17% reduction compared to the same period last year. This is a result of lower than expected gas and electricity use, lower building occupancy and a warmer than average heating year. There is also a further reduction in the carbon intensity of grid supplied electricity.

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	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
Number of Electric Vehicle Charging Points per 100,000 population	34	14.7	14.7		14.7	14.7		The target for end of 2020/21 takes account of the programme of 26 additional charging points to be provided in Council car parks in quarter 4.
<b>Waste and Outdoor Services</b>								
	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
% satisfied with refuse collection, recycling collection and street cleansing	87%	93%	87%		N/A	87%	N/A	No survey has been completed this quarter. Only 2 surveys will be completed in 2020 with the next one due in November 2020.
Amount of waste per household which is disposed of in landfill sites (kilos)	460	114	115		109	115		
Percentage of household waste sent for reuse, recycling and composting	46%	45%	46%		44%	46%		
Number of subscriptions to green waste composting	Data only	20,079			20,739			
Number of missed collections per 100,000	50	48	50		46	50		
% of relevant land assessed as having below acceptable levels of litter	6%	N/A	6%	N/A	5%	6%		These indicators were not reported in quarter 1 as the condition assessments are completed over 4 months, 3 times a year.
% of relevant land assessed as having below acceptable levels of detritus	8%	N/A	8%	N/A	9%	8%		Due to Covid-19 some staff were re-allocated to cover absence and to support the collection of excessive quantities of waste as more people stayed at home

Council Priority Projects			
Project name	Lead Officer	Status	Commentary
<b>Sustainability Action Plan</b>	Judy Holmes	✔	<ul style="list-style-type: none"> <li>The Sustainability Action Plan continues to be delivered as planned. A full report on delivery will be prepared in Quarter 4 as part of the scoping work for the new Sustainable Economic Development Strategy.</li> </ul>
<b>Service Redesign: waste and cleansing</b>	Rob Anderton	✔	<ul style="list-style-type: none"> <li>Service redesign consultants appointed and work in progress.</li> </ul>
<b>Parks Investment</b>	Rob Anderton	✔	<ul style="list-style-type: none"> <li>John Pears play area reopened following refurbishment.</li> <li>Work has begun on Twineham Play Area.</li> <li>Re-consultation on Master Plans for Victoria Park, Hemsleys, St Johns Park and Mount Noddy is complete.</li> <li>Project timetable revised because of Covid-19 delays in construction: project completion now forecast August 2021.</li> </ul>

Housing and Planning Portfolio – Cllr Andrew MacNaughton								
Development Management								
	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
Validation of planning applications within 7 working days	96%	71.67%	96%		95%	96%		Q2 ytd 20/21 – 1,176 applications Q2 ytd 19/20 – 1,179 applications
The average time taken to process planning applications (days)	65	62	65		62	65		
Costs awarded against the Council where the decision of the Council is overturned at Planning appeal	Data only	£00			£00			
Processing of planning applications: Major applications within 13 weeks (or agreed extension of time)	85%	100%	85%		100%	85%		Q2 ytd 20/21 – 18 major applications Q2 ytd 19/20 – 24 major applications
Processing of planning applications: Minor applications within 8 weeks	85%	99%	85%		99%	85%		Q2 ytd 20/21 – 154 minor applications Q2 ytd 19/20 – 200 minor applications
Processing of planning applications: Other applications within 8 weeks.	94%	100%	94%		100%	94%		Q2 ytd 20/21 – 503 other applications Q2 ytd 19/20 – 583 other applications
Planning appeals allowed	33%	0%	33%		17%	33%		
Planning Enforcement site visits made within 10 days of complaint	80%	82%	80%		90%	80%		

Housing								
	2020/21	Q1 2020/21			Q2 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
Number of households assisted to access the private rented sector	Data only	9			37			Performance in dealing with homelessness and use of temporary accommodation has been affected by the Covid-19 pandemic. These include Government directions for the Council to house all rough sleepers and to extend the provision of temporary accommodation to all homeless households even where there is no longer a legal requirement to do so.
Number of households accepted as homeless	Data only	21			19			
Number of households living in temporary accommodation	Data only	92			87			
Number of households in nightly paid temporary accommodation	Data only	44			43			
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)	Data only	223			156			
Number of affordable homes delivered (gross)	Data only	2			85			
The % of policy compliant section 106's signed in the year on sites that meet the affordable housing threshold	90%	100%	90%		100%	90%		

<b>Council Priority Projects</b>			
<b>Project name</b>	<b>Lead Officer</b>	<b>Status</b>	<b>Commentary</b>
<b>Temporary Accommodation</b>	Judy Holmes		<ul style="list-style-type: none"> <li>• Good progress in delivering a further five TA units for families and negotiating private sector leased properties.</li> <li>• Capital funding required to complete phase 2 of the project to provide 10 properties for single vulnerable homeless people.</li> </ul>
<b>Local Plan Review</b>	Sally Blomfield		<ul style="list-style-type: none"> <li>• Scoping the extent of the review. Implications of the Planning for the Future White Paper will be kept under review.</li> </ul>
<b>Provision of sites for Gypsies and Travellers</b>	Judy Holmes		<ul style="list-style-type: none"> <li>• Copthorne site proposals postponed pending land ownership discussions.</li> <li>• Work on other Gypsy and Traveller provision ongoing.</li> </ul>