

3 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 **SCRUTINY COMMITTEE FOR LEADER, FINANCE AND PERFORMANCE** will be held **VIA REMOTE VIDEO LINK** on **WEDNESDAY, 11TH NOVEMBER, 2020 at 5.00 pm** when your attendance is requested.

Yours sincerely,
KATHRYN HALL
Chief Executive

A G E N D A

Pages

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|----|--|----------------|
| 1. | Roll Call and Virtual Meetings Explanation. | |
| 2. | To note Substitutes in Accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committees etc. | |
| 3. | To receive apologies for absence. | |
| 4. | To receive Declarations of Interests from Members in respect of any matter on the Agenda. | |
| 5. | To confirm the minutes of the meeting held on the 26th of August 2020. | 3 - 10 |
| 6. | To consider any items that the Chairman agrees to take as urgent business. | |
| 7. | Capital Programme Monitoring. | 11 - 18 |
| 8. | Draft Corporate Plan and Budget 2021-22 Consultation Process. | 19 - 20 |

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| 9. | Performance Monitoring for the Second Quarter of 2020-21. | 21 - 40 |
| 10. | Scrutiny Committee for Leader Finance and Performance Work Programme 2020 21. | 41 - 42 |
| 11. | Questions pursuant to Council Procedure Rule 10.2 due notice of which has been given. | |

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

**Minutes of a meeting of Scrutiny Committee for Leader, Finance
and Performance
held on Wednesday, 26th August, 2020
from 4.00 - 6.19 pm**

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

A Bennett	Andrew Lea	A Boutrup
H Brunsdon	C Phillips	P Brown
R Cartwright	L Stockwell	J Dabell
S Hicks	C Trumble	
R Jackson	R Whittaker	

Absent: Councillors P Coote, R Cromie and A Eves

Also Present: Councillors P Chapman, R de Mierre, I Gibson, S Hatton,
J Henwood, A MacNaughton and N Webster

Present as Cabinet Members: Councillors J Ash-Edwards and J Llewellyn-Burke

1 ROLL CALL AND VIRTUAL MEETINGS EXPLANATION.

The Chairman carried out a roll call to establish attendance at the meeting. The Solicitor to the Council provided information on the format of the virtual meeting.

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

Councillor Brown substituted for Councillor Eves, Councillor Dabell substituted for Councillor Cromie and Councillor Boutrup substituted for Councillor Coote.

3 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received from Councillors Coote, Cromie and Eves.

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

Councillor Heidi Brunsdon and Councillor Andrew Lea declared an interest in Item 7 as they are Members of West Sussex County Council.

5 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 17 JUNE 2020.

The minutes of the meeting held on 17 June 2019 were agreed as a correct record and electronically signed by the Chairman.

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

None.

7 REVISED CORPORATE PLAN 2020/21

The Chairman noted the effect of the pandemic on the residents of Mid Sussex. He highlighted that through sound budget management the Council was in a better position than some other councils.

Kathryn Hall, Chief Executive introduced the report and noted that it is unprecedented to revise the Corporate Plan and Budget during the financial year. She highlighted the four main impacts of the pandemic: additional duties were placed on the Council by the Government as a direct result of the pandemic and these had not been planned for; there had been noticeable change in service demand, an unanticipated shift in how residents access the Council's services, and significant impact on the Council's finances, primarily significant income reduction. It is essential to revise the Plan and financial strategy to account for the impact of the pandemic. The Plan has been revised using the Council's priorities as a framework and includes recovery plans for remainder of the current year and as a basis for the Corporate Plan for 2021/22.

The Leader of the Council reminded Members that the budget had been agreed in March just before lockdown. The environment planned for was very different to the current circumstances and it was right to make changes. The Council has performed well during the crisis and this must be built on. The Council must be able to respond to changes in how residents access the services, continue to support community groups and vulnerable residents. He confirmed the revised Corporate Plan and Budget is a covid recovery plan and also sets the ground work for next year's plan.

APPENDIX A – SUSTAINABLE ECONOMIC GROWTH & APPENDIX B – STRONG AND RESILIENT COMMUNITIES

Judy Holmes, Assistant Chief Executive introduced Appendix A and confirmed that the Plan used the Council's current corporate priorities and is a blend of refocussed work and some modest new activities, to support post Covid recovery.

Discussion was held on joint ventures for town centre regeneration, progress on the Full Fibre project, prioritising housing development, the Orchards marketing strategy, renegotiations of Section 106 agreements and food hygiene inspections.

The Assistant Chief Executive commented that a flexible approach to regeneration was vital. She confirmed that the Full Fibre project has been tendered and is in the process of being delivered. The marketing strategy was an aim for the Council pre Covid-19. It aims to secure inward investment to support a growing, recovering economy. In relation to s106 renegotiations the Government asked local authorities to work positively with developers to renegotiate Section 106 agreements.

The Leader confirmed the Council is open to proposals but needs to be able to balance the ability to leverage investment and risks to tax payer. He noted viability concerns with projects at the current time and reiterated that the Council has a good track record of partnership working.

The Chief Executive reminded Members that the funding of the Full Fibre project had been secured from the Government and the LEP. The route starts north of Brighton and passes through Burgess Hill and Haywards Heath, Horsham and ends in Crawley. She confirmed that some private providers are looking to provide full fibre in East Grinstead. The project is stimulating the market.

Tom Clark, Head of Regulatory Services highlighted that the Food Safety Team had been working with food establishments to ensure they were Covid secure before reopening.

Discussion was held on extended working hours and delivery of affordable housing, progress on green infrastructure projects, governance, future funding for town centre, high street projects, village growth and employment opportunities.

The Assistant Chief Executive noted that the Council maximises opportunities for affordable housing. She confirmed that the Council encourages development to provide more than policy compliance in the provision of affordable housing, for example, one development on Council owned land will be 100% affordable housing. The Council works with other statutory bodies to bring forward their land. The Emergency Access Travel Fund was made available for Highways Authorities to work with local Councils across West Sussex to identify projects that could be completed quickly as part of Covid19 recovery to encourage people to return to work and school. A range of proposals were put forward and West Sussex selected the East Grinstead project in Mid Sussex. She noted that the Government issued a tranche of funding to improve High Streets to make them safer, and to encourage the return of shoppers, no further funds were expected.

Several Members congratulated Officers on producing the report whilst dealing with the pandemic.

The Chief Executive highlighted that as an employer, the Council supports its staff to re-skill as situations change and provides opportunities for apprenticeships. The Council works with many agencies and key education establishments across West Sussex to provide facilities for young people and adult learners. She noted that included the Chichester College Group who will reopen Haywards Heath College next month. The Chief Executive and Leader also sit on the Greater Brighton Economic Board. She advised that private investors prefer to invest in the housing market rather than undertake commercial investment as the returns are higher. The Council does promote employment sites in the villages and provides support for the Parish Councils.

Members discussed the future planning white paper, merging economic and sustainability strategies, changes in working practices, the resilience to withstand a second wave of the pandemic, further revisions to the Corporate Plan, enforcement action for debts, and recognition of the Armed Forces in allocating housing

The Chief Executive advised that Officers will produce a technical response to the future planning white paper as this was normal practice. It would then be published in MIS. The merging of economic and sustainability strategies will raise the profile of work on sustainability and produce a more rounded perspective. She confirmed that there are a range of appropriate governance processes in place to enable the Council to keep the revised Plan under review. The committee was informed that this was a high-level report on refocussed objectives.

The Assistant Chief Executive advised that Breathing Space is a national initiative which allows debtors 60 days to pay the Council or agree a repayment schedule before enforcement action starts. She confirmed that the Council does recognise the Armed Forces community in the housing allocation scheme and would continue to do so in any review.

The Chairman permitted a question from an observing Member, who asked how the Council could encourage developers to use green energy in housing schemes.

The Assistant Chief Executive confirmed that District Plan policy DP39 requires developers to incorporate sustainable development in their schemes. The Mid Sussex Design Guide also encourages sustainable development.

APPENDIX C- EFFECTIVE AND RESPONSIVE SERVICES

The Chief Executive introduced the report by advising that the Council's services to the community needed to be redesigned in light of changing demands and preferences highlighted by the pandemic. The pandemic has meant that work in this area has been accelerated. Officers are seeking to address the impact on the Council's finances by using a blend of reserves and reduction in costs, the latter saving £1m over the next 4 years.

Discussion was held on the how the changes in employee working practices would be embedded, service provision, potential for digital fraud, the white paper on unitary authorities, shared services and choice of suppliers.

The Chief Executive confirmed that under the Covid Secure guidelines it was not possible for all Council employees to work from the offices and some would permanently change to working from home some of the week. She noted that remote working has been highly effective, indeed productivity gains had been achieved. She highlighted that the Management Team are surveying staff and would consult fully with Unison, the public sector union. The Members would receive a further update later in the year, the intention is to promote the positive aspects and minimise any negative perceptions of home working. It was acknowledged that not all staff would have suitable facilities to work from home, and some might have a mix of office and home working. The social aspect of going to work was acknowledged.

It was highlighted that the use of reserves would ensure no cut in services this year. As a result of the pandemic the Council would carry out different activities and work differently. She acknowledged that the waste food pilot could not proceed as planned because of the extra duties the pandemic placed upon West Sussex County Council and Serco. It was confirmed though, that a redesign of waste services would incorporate the option of a food waste service for the whole District. In respect of e-forms the Committee were informed that the Revenues and Benefits Department have systems to identify and to deal with potential fraud.

The Leader noted the Government's view on unitary authorities and advised that the white paper would be carefully scrutinised.

A Member thanked the Democratic Services team for their very considerable work in support of virtual meetings. The Chairman agreed with the Member.

The Chief Executive noted that the benefits to users of the new model for working should be viewed in the longer term in order to provide services at the best value to

the tax payer. The Council already operates shared services with other local authorities.

The Head of Regulatory Services advised that choosing a supplier is a legal exercise and local suppliers can be added. The Council looks at the most economically advantageous bid.

As there were no further questions the Chairman moved to recommendation (i) that the Committee consider and comment on the Recovery Plans outlined in Appendices A to C, which was agreed unanimously by e-vote.

At 5:31pm the Committee took a 2-minute recess, the meeting resumed at 5:33pm.

APPENDIX D – FINANCIAL INDEPENDENCE – IMPACT OF THE COVID-19 CRISIS

Peter Stuart, Head of Corporate resources introduced the report. He noted that the Corporate Plan and Budget had been agreed just prior to lockdown. The appendix sets a new base line for 2020/21 and a budget guidelines report for 2021/22. He confirmed that the figures did not include inflation, the tax base would be re-calculated once figures were updated, and that the Government policies are still emerging. The issue is the significant reduction in income. The strategy is to assume a return to a new stable position over the medium term, the funding gap would be bridged using general reserves and revenue savings. He confirmed the Council has reserves to fund the shortfall and the Council has chosen to support the leisure operator over the next four years. He noted the Council's track record regarding fraud, there had been none since 1993 apart from a minor occurrence last year. The risk of fraud to the Council is low as the cash handling contracts are outsourced, the Council has good internal and external audit processes and robust controls are in place. He reminded Members that some Specific Reserves are there to finance particular projects

Discussions were held on the useable capital receipts reserves, clarification of the accumulation of reserves by Business Units and the income reduction figure for leisure, specific reserves, the health of the town centres, effect of the end of the furlough scheme on Council Tax receipts, the predicted pre-pandemic budget deficit, risk reporting and the corporate risk register.

The Head of Corporate Resources commented that there are some assets which will yield capital receipts. The reduction in income will be partially mitigated by the Government income protection scheme but for this year only.

The Head of Corporate Resources confirmed that the pandemic had been added to the corporate risk register. The deficit that had been previously predicted was due to the Fair Funding Review and review of Non-Domestic Business Rates, and it was doubtful it would be implemented in the current circumstances. The gross figures were correct at the end May 2020 but had now changed, due to the income protection scheme.

The Chairman for the Audit Committee commented that he had discussed the matter of fraud with the Head of Corporate Resources and he reassured Members that the Council has robust systems in place.

As there were no further questions the Chairman moved to recommendation (ii): that the Committee consider and comment on the Council's financial strategy and

Medium-Term Financial Plan (MTFP) outlined in Appendix D, which was agreed 14 votes in favour and 1 abstention as the Member lost connectivity during the debate.

APPENDIX E – GOVERNANCE AT MID SUSSEX

The Chief Executive briefly introduced the report.

As there were no questions the Chairman moved to recommendation (iii) : that the Committee consider and comment on the proposed Governance Review (Appendix E) and its overarching principles, which was agreed unanimously by an e-vote.

APPENDIX F – REVIEW OF COUNCIL PRIORITY PROJECTS FOR 2020-21

Discussion was held on including sports pitches in the parks investment programme, the sustainability action plan and capturing changes in carbon emissions.

As there were no questions the Chairman moved to recommendation (iv): that the Committee consider and comment on the Council's Corporate Priority Projects (Appendix F), which was agreed by an e-vote with 14 votes in favour and 1 abstention.

APPENDIX G – QUARTER 1 2020-21 PERFORMANCE REPORT

Discussions were held on changes to the performance targets, surveying customers using online services and complaint monitoring, data for EVCs, changes in residents recycling habits and site visits by planning officers.

The Chief Executive advised that the performance indicator was only listed in the appendix if it had been amended. Any learning from complaints is fully embedded.

The Assistant Chief Executive advised that due to Government restrictions unless there was an urgent need to attend site visits, these were avoided on the grounds of safety. However, this did depend on the nature of the site and officers had to continue to practise social distancing measures. The performance indicator is only a target and it was hoped to exceed the target.

A Member commented that the Council has a refined suite of indicators and they remain appropriate even though there has been a change in the working practices.

As there were no questions the Chairman moved to recommendation (v): that the Committee consider and comment on the proposed changes to performance indicators as outlined (Appendix H), which was agreed unanimously by an e-vote.

8 QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE 10.2 DUE NOTICE OF WHICH HAS BEEN GIVEN.

None.

The meeting finished at 6.19 pm

Chairman

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CAPITAL PROGRAMME MONITORING

REPORT OF: HEAD OF CORPORATE RESOURCES
Contact Officer: Peter Stuart
Email: peter.stuart@midsussex.gov.uk Tel: 01444 477315
Wards Affected: *None*
Key Decision: No
Report to: Scrutiny Committee for Leader, Finance and Performance
11th November 2020

Purpose of Report

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

Recommendations

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

Background

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

Current position

5. The Appendix lists the projects that comprise the capital programme and have been given a Red- Amber-Green rating depending upon their progress. It will be noted that a few projects are the subject of slippage for the reasons outlined. None of these is significantly affected and service provision is unaltered.
6. A variance is showing against the Oaklands Council Chamber project, where some unforeseen costs have arisen now that work has started. The largest of these arises from dealing with underground springs which has necessitated 'tanking' of the basement prior to the lift being fitted. Specialist consultants Gardiner and Theobald have been retained to provide advice and contract oversight in order to further contain costs. In spite of the increased works, the project is only slightly behind its timetable and will be completed before Christmas.
7. The other projects in the report are proceeding satisfactorily or have finished and achieved their objective. Members are invited to comment.

Policy Context

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

Other Options Considered

9. None.

Financial Implications

10. This report has no such implications.

Risk Management Implications

11. This report has no such implications.

Equality and Customer Service Implications

12. This report has no such implications.

Other Material Implications


13. This report has no such implications.


Background Papers


None

Capital Monitoring for Scrutiny Committee Leader, Finance and Performance for the period ending 30th September 2020


Key - Project Status


Amber = Not yet started indicator






























In progress

completed

Key - Budget Variance


Green = < 10% or £10k Forecast Variation to budget (i.e. within tolerance limits)


Red = > 10% or £10k Forecast Variation to budget (whichever is lower)


Scheme Name	Revised Annual Budget	Actual to 30 Sept 2020	Commitments	Total To Date	Year-end Forecast Variation		TRAFFIC LIGHT - PROJECT STATUS	TRAFFIC LIGHT - BUDGET VARIANCE	Progress to Date	Expected Start Date	Expected Completion Date
	£	£	£	£	£	%					
Capital Projects											
Planning Policy BU03											
Goddards green Sewage Treatment Works	-	405,450	0	405,450	0	0%			This is fully funded by Coast to capital grant. Report variation in budget management.	Nov-18	Mar-21
Burgess Hill Place and Connectivity Programme	204,000	104,901	266,046	370,947	0	0%			Budget slipped from 19/20. Further amendment to the programme being included in Budget Management report to Cabinet 23rd November 2020. Funded entirely through West Sussex County Council grant, from Coast to Capital Local Enterprise Partnership funding.	Mar-20	Mar-22
Digital & Technology BU06											
PC Replacement Programme	50,000	6,962	12,628	19,590	0	0%			Review of aged assets underway, and further acquisition of new machines / peripherals targeted for Q4 to bring project for this year to completion.	Jan-20	Mar-21
Storage Area Network (SAN) Replacement	-	0	951	951	0	0%					
Supporting Infrastructure Refresh	-	0	145	145	0	0%					
Host Replacement - Production Farm & DMZ	55,000	0	0	0	0	0%				Dec-20	Mar-21
Fibre Channel Switch Replacement	36,000	0	0	0	0	0%			Planned for delivery Q4	Dec-20	Mar-21
Replacement Document Management	70,000	0	0	0	70,000	100%			To be slipped into 21/22. Reported in Budget Management Report to Cabinet 23 November 2020		
Covid 19 - purchase of laptops	70,000	69,579	0	69,579	0	0%			Complete		
Housing BU08											
TA Project - 33 Mocatta Way	-	0	515	515	0	0%			Commitments outstanding from 2019/20 to be cancelled.	Dec-18	Mar-19
TA Project - 26 St Francis Close, HH	-	0	735	735	0	0%			Commitments outstanding from 2019/20 to be cancelled.	Apr-19	Mar-20
TA Project - 83 Station Road, BH	-	0	1,302	1,302	0	0%			Commitments outstanding from 2019/20 to be cancelled.	Aug-19	Mar-20
TA Project - 31 The Dell, East Grinstead	-	0	472	472	0	0%			Commitments outstanding from 2019/20 to be cancelled.	Dec-19	Mar-20
TA Project - 64 Stonefield Way	-	216,410	2,326	218,736	0	0%			To be funded from £4M Temporary Accommodation specific reserve. £346K balance in specific reserve as at 1st April 2020. Amendment to programme being included in Budget Management report to Cabinet 23rd November 2020.	Jul-20	Mar-21
Environmental Health BU09											
Disabled Facility grants	1,165,000	511,630	0	511,630	0	0%			The 2020/21 grant allocation is £1,025K. The budget was increased from £900K in the original budget by £125K for the additional grant. A further £140K was slipped from 2019/20. The total grant available for 2020/21 is £1,165K. No forecast underspend is anticipated.	n/a	n/a
Landscapes and Leisure BU17											

Capital Monitoring for Scrutiny Committee Leader, Finance and Performance for the period ending 30th September 2020


Key - Project Status


Amber = Not yet started indicator





































In progress

completed

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	£	£	£	£	£	%					
Dolphin Car Park Works	-	5,950	0	5,950	0	0%			To be financed from Leisure improvement reserve. A report was taken to Customer services and service delivery scrutiny on 22/11/17 and Council 31/01/18, increasing the Leisure Reserve by £100K to finance the creation of additional car parking spaces at Dolphin Leisure Centre. The car park works are expected to be completed and paid for towards the end of this calendar year.	Jul-18	Mar-21
Provision of Padel Tennis Court	3,000	0	3,173	3,173	0	0%			Awaiting invoice for final completion works invoice	Mar-19	Oct-20
Bolney Recreation Ground Playground Improvements	80,000	66	17,682	17,748	0	0%			No anticipated underspend for 2020/21	Apr-20	Jan-21
John Pears Playground Improvements	80,000	76,903	2,146	79,049	0	0%			No anticipated underspend for 2020/21		
Twineham Playground Improvements	40,000	0	20,907	20,907	0	0%			No anticipated underspend for 2020/21	Sep-20	Nov-20
Clair Park - Cricket Ball Stop Fencing	-	11,730	15,040	26,770	0	0%			Amendment to programme being included in Budget Management report to Cabinet 23rd November 2020. Originally approved by Cabinet Member January 2020. Financed entirely by S106 funds.	Jun-20	Mar-21
Kings Playground - New Playground Equipment	-	41,978	5,511	47,489	0	0%			Amendment to programme being included in Budget Management report to Cabinet 23rd November 2020. Originally approved by Cabinet Member January 2020. Financed by S106 funds and WSCC grant.	Jun-20	Mar-21
King Georges Field - New Skatepark Equipment	-	29,360	270	29,630	0	0%			Amendment to programme being included in Budget Management report to Cabinet 23rd November 2020. Originally approved by Cabinet Member January 2020. Financed by S106 funds and WSCC grant.	May-20	Mar-21
Forest Field HH Playground Improvements	60,000	0	0	0	0	0%			No anticipated underspend for 2020/21.		Mar-21
London Rd. Rec, Playground Improvements	80,000	0	0	0	0	0%			No anticipated underspend for 2020/21.		Mar-21
Turners Hill Rec Playground Improvements	60,000	0	0	0	0	0%			No anticipated underspend for 2020/21.		Mar-21
St. Andrews Play Area, Playground Improvements	73,000	0	0	0	0	0%			No anticipated underspend for 2020/21.		Mar-21
Purchase of Green Bins	20,000	18,300	0	18,300	0	0%			No anticipated underspend for 2020/21.	Jun-20	Oct-20
Petanque Rink construction, Marie Place Rec, BH	30,000	0	0	0	0	0%			Subject to further discussions with Burgess Hill Town Council - expected to be spent in this financial year		Mar-21
Corporate Estates & Facilities BU29											
Finches Field Pavilion	21,000	20,171	0	20,171	0	0%			Car park and landscaping works complete.	Nov-17	
St Johns Park BH Playground Imps	30,000	0	0	0	0	0%			On hold awaiting results from play master plan		
Drainage capital works	12,000	2,079	19,154	21,233	0	0%			In progress		Mar-21
Window Replacement Works	110,000	68,249	30,357	98,606	(2,400)	-2%			Phase 1 & 2 complete - retention held Phase 3 practically complete - final snagging and finalisation of final account to be completed	Sep-19	Oct-20

Capital Monitoring for Scrutiny Committee Leader, Finance and Performance for the period ending 30th September 2020


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
















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	£	£	£	£	£	%					
Council Chamber Modernisation	577,000	261,327	287,797	549,124	0	0%			Works underway - due to complete December 2020. Additional works required, resulting in an overspend of £84k. Amendment to programme included in Budget Management report to Cabinet 23rd November 2020	Feb-20	Dec-20
Victoria Park Tennis Court upgrade	-	(1,682)	1,682	(0)	0	0%			Work complete - retention held		
Mount Noddy Pavilion - Extension and Alterations	-	(9,264)	9,264	0	0	0%			Work complete - retention held	Oct-18	Feb-19
Dale Avenue Car Park Hassocks - resurfacing	-	(646)	646	0	0	0%			Work complete - retention held		
Gower Road Car Park HH - resurfacing	-	(374)	374	(0)	0	0%			Work complete - retention held		
Franklyn Road Car Park HH - resurfacing	-	(1,534)	1,534	0	0	0%			Work complete - retention held		
Hurst Farm development costs	50,000	57,615	0	57,615	0	0%			Budget increased to £70,000 in the Budget Management Report to Cabinet 23 November 2020		
Scaynes Hill Millennium Village Hall Car Park Ext.	-	(625)	625	0	0	0%			Work complete - retention held		
Worlds End Rec - Changing Places toilet	-	(2,099)	2,099	(0)	0	0%			Work complete - retention held	Dec-18	01/01/19
Oaklands Replacement heating distribution system	138,000	47,992	140,214	188,206	5,300	4%			Practically complete - final snagging and finalisation of final account to be completed.	Apr-20	09/10/20
Replace intruder alarms Oaklands	33,000	461	0	461	0	0%			Some initial works carried out - further works to be specified and agreed	01/12/2019	01/03/20
Resurface Queensway car park East Grinstead	41,000	0	0	0	0	0%			On hold pending confirmation of car parks future.		
Resurface St Wilfrids Way HH top car park	-	(129)	129	0	0	0%			Work complete - retention held	Jan-19	01/02/19
Christopher Road Car Park, EG	-	(453)	453	(0)	0	0%			Work complete - retention held	Jan-19	01/02/19
Upgrade St Wilfrids Way Service Road	-	(741)	741	(0)	0	0%			Work complete - retention held	Jan-19	01/02/19
Oaklands Refurbish West Wing Grd Floor Gents	-	(518)	518	0	0	0%			Work complete - retention held	01/01/2020	01/03/20
Oaklands Refurbish East Wing Kitchen E104	-	0	65	65	0	0%			Work complete - retention held		
Oaklands Refurbish East Wing Gents	-	(525)	525	0	0	0%			Work complete - retention held	01/01/2020	01/03/20
Oaklands Refurbish IT Suite	-	(1,576)	1,576	0	0	0%			Work complete - retention held		
Tollgate Car Park upgrade Lindfield	-	(358)	358	0	0	0%			Work complete - retention held		
Trinity Road Car Park upgrade Hurstpierpoint	-	(1,017)	1,017	0	0	0%			Work complete - retention held		
Martlets Hall Demolition and Car Park extension	-	80	0	80	80	0%			Works complete		
East Court Pavilion Nursery	-	705	0	705	705	0%			Works complete	Aug-19	

Capital Monitoring for Scrutiny Committee Leader, Finance and Performance for the period ending 30th September 2020


Key - Project Status


Amber = Not yet started indicator











In progress





















completed

Key - Budget Variance

Green = < 10% or £10k Forecast Variation to budget (i.e. within tolerance limits)


Red = > 10% or £10k Forecast Variation to budget (whichever is lower)


Scheme Name	Revised Annual Budget	Actual to 30 Sept 2020	Commitments	Total To Date	Year-end Forecast Variation		TRAFFIC LIGHT - PROJECT STATUS	TRAFFIC LIGHT - BUDGET VARIANCE	Progress to Date	Expected Start Date	Expected Completion Date
	£	£	£	£	£	%					
Sheddingdean Community Centre refurbishment works	0	(939)	939	0	0	0%			Work complete - retention held		
St. John's Park Pavillion	180,000	39,860	91,806	131,666	0	0%			Works underway		23/10/20
Disposal of Handcross Car Park	15,000	13,715	1,680	15,395	0	0%			In progress		
Stone Quarry Post Office Hollands Way EG	-	24,950	0	24,950	0	0%			Approval of budget of £24,950 included in the Budget Management Report to Cabinet 23 November 2020		
Bolnore Road Disposal Costs	-	21,875	0	21,875	0	0%			Approval of budget of £21,875 included in the Budget Management Report to Cabinet 23 November 2020		


Revenue Projects											
Planning Policy BU03											
Burgess Hill Station Project RP	56,000	33,238	0	33,238	0	0%			No underspend Anticipated in 2020/21	Apr-20	Mar-21
Digital & Technology BU06											
Telephony System Replacement RP	250,000	17,291	10,406	27,698	0	0%			First phase implementation underway, possible transfer of remaining funds into 21/22 for phase II as service redesign (as per Appendix C - Revised Corporate Plan) required to better identify more complex needs.	Apr-20	Nov-20
Supporting Infastructure Refresh RP	36,000	9,498	0	9,498	0	0%			In progress - completion by March 2021	Apr-20	Mar-21
Landscapes and Leisure BU17				0	0						
Centre for Outdoor Sport (Master Planning) RP	245,000	0	0	0	245,000	100%			Amendment to the programme to be included in Budget Management report to Cabinet 23rd November 2020. This project has been delayed due to Covid and not expecting to commision consultant to do the design work until end 2021/22		
Corporate Estates & Facilities BU29				0	0	0%					
Drainage Works RP	125,000	11,787	0	11,787	0	0%			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 21/22 once this is quantified later in the year.		
MCR Refurbishment of Committee Room RP	68,000	0	0	0	68,000	100%			Works not able to start until Council Chamber is complete. Specification to be updated following Chamber works completion and tender documents produced early 2021 to enable project start April 2021. Amendment to the programme to be included in Budget Management report to Cabinet 23rd November 2020.		
MCR Refurbishment of Oaklands Meeting Room RP	30,000	0	0	0	30,000	100%			Works not able to start until Council Chamber is complete. Specification to be updated following Chamber works completion and tender documents produced early 2021 to enable project start April 2021. Amendment to the programme to be included in Budget Management report to Cabinet 23rd November 2020.		
MCR Resurfacing Oaklands Car Park RP	32,000	0	0	0	0	0%			Out to tender		01/03/21
MCR Resurfacing of Haywards Heath Road Service Road RP	25,000	0	0	0	0	0%			Out to tender		01/03/21
MCR Resurfacing of Denmans Lane Car Park RP	10,000	0	0	0	0	0%			Out to tender		01/03/21

Capital Monitoring for Scrutiny Committee Leader, Finance and Performance for the period ending 30th September 2020


Key - Project Status


Amber = Not yet started indicator



In progress

completed

Key - Budget Variance

Green = < 10% or £10k Forecast Variation to budget (i.e. within tolerance limits)

Red = > 10% or £10k Forecast Variation to budget (whichever is lower)

Scheme Name	Revised Annual Budget	Actual to 30 Sept 2020	Commitments	Total To Date	Year-end Forecast Variation		TRAFFIC LIGHT - PROJECT STATUS	TRAFFIC LIGHT - BUDGET VARIANCE	Progress to Date	Expected Start Date	Expected Completion Date
	£	£	£	£	£	%					
MCR Resurfacing of Ardingly Car Park RP	12,000	0	0	0	0	0%			Out to tender		01/03/21

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DRAFT CORPORATE PLAN AND BUDGET 2021/22 – CONSULTATION PROCESS

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

Wards Affected: All
Key Decision: No
Report to: Scrutiny Committee for Leader, Finance and Performance
11th November 2020

Purpose of Report

1. The purpose of this report is to inform the Committee of the proposed consultation process for the Corporate Plan and Budget 2021/22.

Recommendation

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

Background

3. In accordance with the Council's Budget and Policy Framework Procedure Rules, this Committee has an important role in the service planning and budget making process. The Committee has the opportunity to consider the service and budget proposals and to make any recommendations to Cabinet prior to the proposals being finalised for submission to Council. Cabinet is required to have regard to the recommendations when finalising their proposals.
4. The process of consultation for the draft Corporate Plan and Budget for 2021/22 will follow a similar time-line to last year. Further details are set out below.

Process of Consultation for Corporate Plan and Budget 2020/21

5. As is usual, it is proposed that there will be a six-week consultation period, commencing on 18th December 2020 when the Cabinet has agreed to submit the draft Corporate Plan and Budget for consideration by Members. At the start of the consultation process the draft report is planned to be circulated to Scrutiny Committee Members.
6. It should be noted that Cabinet will not, at this stage, have adopted the draft in formal session, and the Committee will have a period of six weeks from the commencement of the consultation period to submit comments to Cabinet. This period of consultation is planned to conclude on 29th January 2021.
7. A special meeting of this Committee on 13th January 2021 is planned to discuss the draft proposals. The Committee's comments, suggestions and recommendations are proposed to be reported to Cabinet on 8th February 2021. The draft Corporate Plan and Budget would then be presented for recommendation to Council on 3rd March 2021.

8. The service and budget proposals will have been drafted by the Business Unit Leaders and the appropriate Heads of Service and Cabinet members. The entire Management Team will be present to deal with the overall budget and strategic issues.

Context for the 2021/22 Plan

9. The proposals have been put together in line with the Council's robust approach to service and financial planning and will as far as is possible in these challenging times, follow the model adopted in previous years. The draft Corporate Plan will not contain the detailed Service Plans for each Business Unit, but these can be provided to Members electronically or in hard copy, on request.
10. Members should be aware that in light of the forthcoming second national lockdown there will be a need for services to be agile and adapt, often at pace, to changes in government guidance and potential new responsibilities as directed by national government. This will likely require some flexibility in priorities and deadlines in the coming months. As members will appreciate, the ability to forward plan beyond the short term with any degree of certainty is extremely difficult at this time.
11. In response to the Covid-19 pandemic, the Council adopted a revised Corporate Plan 2020/21 at the meeting on 30th September. This included revisions to the financial strategy and a recovery plan under each of the Council's corporate priorities with proposed actions in the short, medium and longer term. Service Plans will set out how, as far as is possible at this time, these recovery plans are proposed to be delivered in 2021/22.
12. In considering the Corporate Plan and Budget proposals, the Committee will need to be mindful of the Council's financial strategy and address the effects of any recommended proposals. If, for example, the Committee proposes that increased spending in a certain area should be made, the Committee should have regard to how the resultant shortfall in the overall budget will be addressed. The Council can only agree a balanced budget. For the coming year, in light of the Covid19 pandemic and it's impacts this will be more challenging than usual.

Financial Implications

13. This report does not have any financial effects.

Risk Management Implications

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

Equality and Customer Service Implications

15. There are none associated with this report.

Other Material Implications

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

Background Papers

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

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 Tel: 01444 477588
Wards Affected: All
Key Decision: No
Report to: Scrutiny Committee for Leader, Finance and Performance
11th November 2020

Purpose of Report

1. This report provides the Scrutiny Committee for Leader, Finance and Performance with information about the Council's performance for the second quarter of 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. **The Committee is recommended to:**
 - (i) **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;**
 - (ii) **Advise the Cabinet of any issues that the Committee considers should be given particular consideration at the Cabinet meeting on 23rd November 2020.**
-

Introduction

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





-  red – 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

6. First quarter performance was reported as part of the revised 2020/21 Corporate Plan and Budget Report to this Committee on 26th August 2020, which was subsequently considered by Cabinet on 14th September and Council on 30th September. The report also agreed changes to some of the original Performance Indicator targets in the light of the COVID-19 pandemic. These amended targets are reflected in the appendix.
7. 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 in the appendix 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

8. 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

9. 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.
10. 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

11. 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.

Conclusions

12. 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

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

Equalities Implications

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

Financial Implications

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

Background papers

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

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Scrutiny Committee for Leader, Finance and Performance. Quarter 2 2020-21 Performance Report



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			N/A			Q2 crime data awaited from the Home Office.

	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.
Environmental Health								
	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			

Land Charges								
	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.
Legal and Member Services								
	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.





	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.


Human Resources









	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%			
ICT and Digital								
	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%		
Revenues and Benefits								
	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







	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
Orchards Shopping Centre Strategic Plan	Peter Stuart		<ul style="list-style-type: none"> Development consultants have completed initial options appraisal; work in progress on feasibility and appraisal of options.

















Economic Growth Portfolio – Cllr Stephen Hillier								
Economic Development								
	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 th October to complement the Councils Covid recovery grants programme.
Parking Services								
	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
Enabling Full Fibre Infrastructure	Marius Kynaston		<ul style="list-style-type: none"> Local Full Fibre Network (LFFN) project works commenced on site in Burgess Hill on 5th October; good initial progress. 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.




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 st March and reopened on 1 st 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.

	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.
Waste and Outdoor Services								
	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
Sustainability Action Plan	Judy Holmes	✓	<ul style="list-style-type: none"> 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.
Service Redesign: waste and cleansing	Rob Anderton	✓	<ul style="list-style-type: none"> Service redesign consultants appointed and work in progress.
Parks Investment	Rob Anderton	✓	<ul style="list-style-type: none"> John Pears play area reopened following refurbishment. Work has begun on Twineham Play Area. Re-consultation on Master Plans for Victoria Park, Hemsleys, St Johns Park and Mount Noddy is complete. Project timetable revised because of Covid-19 delays in construction: project completion now forecast August 2021.

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%		

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

SCRUTINY COMMITTEE FOR LEADER, FINANCE AND PERFORMANCE WORK PROGRAMME 2020/21

REPORT OF: Head of Regulatory Services
Contact Officer: Lucinda Joyce, Senior Democratic Services Officer
Email: lucinda.joyce@midsussex.gov.uk 01444 477225
Wards Affected: All
Key Decision: No
Report to: Scrutiny Committee for Leader, Finance and Performance
11 November 2020

Purpose of Report

1. For the Scrutiny Committee for Leader, Finance and Performance to agree its work programme for 2020/21, in so doing the Committee will note that the current crisis means that this will likely change.

Summary

2. Members are asked to note the attached work programme. The work programme will be reviewed as the final piece of business at each meeting, enabling additional business to be agreed as required. In light of the current crisis, the work programme should be considered indicative only.

Recommendations

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

4. It is usual for Committees to agree its work programme at the first meeting of a new Council year and review it at each subsequent meeting, to allow for the scrutiny of emerging issues during the year. The current crisis introduces very significant uncertainty into the work programme of all the Council's committees, as does the demands of virtual meetings.

The Work Programme

5. The Committee's indicative Work Programme for 2020/21 is set out below:

Meeting Date	Item	Reason for Inclusion
13 January 2021	Draft Corporate Plan and Budget for 2021/22.	To report on the Council's 2021/22 Corporate Plan and Budget.
10 March 2021	Council Performance for the Third Quarter 2020/21	To report on the Council's performance in the third quarter.

Policy Context

6. The work programme should reflect the key priorities of the Council, as defined in the Corporate Plan and Budget. The current Corporate Plan is subject to revision in light of the current crisis.

Financial Implications

7. None.

Risk Management Implications

8. None.

Background Papers

None.