
2 March 2021

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, 10TH MARCH, 2021 at 5.00 pm** when your attendance is requested.

Yours sincerely,
KATHRYN HALL
Chief Executive

A G E N D A

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| 3. | To receive apologies for absence. | |
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9. 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, 13th January, 2021
from 5.00 - 6.29 pm**

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

A Bennett	A Eves	L Stockwell
H Brunsdon	S Hicks	C Trumble
R Cartwright	R Jackson	R Whittaker
P Coote	Andrew Lea	
R Cromie	C Phillips	

Also Present as Cabinet Member Councillors J Ash-Edwards and J Llewellyn-Burke

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

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.**

None.

3 TO RECEIVE APOLOGIES FOR ABSENCE.

None.

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

In relation to any discussion concerning West Sussex County Council, Councillor Andrew Lea declared that he is a West Sussex County Councillor.

5 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 11 NOVEMBER 2020.

The minutes of the meeting held on 11 November 2020 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.**

The Chairman acknowledged that he had received a question related to Clair Hall, however it would not be considered at this meeting. The information requested was not available at short notice, and Clair Hall falls under the business of the Scrutiny Committee for Community and Customer Services.

7 DRAFT CORPORATE PLAN AND BUDGET 2021-22.

The Chairman thanked Members for submitting detailed questions in advance, and confirmed that responses have been provided. He reminded Members that in consideration of the Corporate Plan and Budget, the Council's key priorities should be the main focus.

The Leader provided an introduction, noting that the Council was in the unusual position of having recently agreed a revised Corporate Plan in September, due to the impact of the pandemic. He noted that the new draft Corporate Plan is a continuation of the priorities and workstreams recently agreed and is based on using the Council's reserves to underpin the provision of services. He noted that this was not a sustainable position and in the medium term there is a need to bring the budget back into balance and rebuild the reserves. One step is to increase Council Tax, not just to put the Council's funding into a secure position, but to safeguard the services that can be delivered to residents and businesses.

Kathryn Hall, Chief Executive reiterated the financial pressures faced by the Council as a result of the pandemic. She noted that the report being considered by the Committee has been updated to include the provisional settlement, but that the situation nationally changes quickly, and the report does not take into consideration the effects of the recent restrictions announced in January.

Members discussed the need for the Council to be actively commercial, noting that the Minister recently commented on the need for Local Authorities to change their methods of investment. It was noted that this Council is not highly leveraged, and investments have often been in areas where there is a synergy with the Council's existing interests. It was acknowledged that there is a need to generate a diverse source of revenue but to also balance the risks and benefits of this. A number of Members supported this approach.

Discussion was held on whether the Corporate Plan and Budget was resilient in the face of unforeseeable changes. It was noted that the Council entered the pandemic in a strong financial position which is key to being agile in responding to the needs of residents and the pressures put on by Government. The Leader noted that the financial income support scheme that Government put in place for Local Authorities also responds in an agile fashion and covers 75% of some areas of lost revenue. As it is backdated to the first quarter of the financial year, this will assist.

Members discussed the position of the reserves, noting that the budget was drawn up prior to the recent further closure of the Leisure Centres, which is an ongoing pressure on the Council's finances. Peter Stuart, Head of Corporate Resources noted that the budget proposal is for 4 years, however it is very hard in the current climate to project that far ahead, and figures will change. Although allowance has not been made for further costs related to centre closures, allowance has been made for a reduction in income. Similarly, capital programme costs will be a draw on reserves but have only been projected for one year as any further ahead is unknown. He did however note that funds and subsidies will continue to come in. Members reiterated the importance of being actively commercial, and that council tax is major part of income both for the continuation of services and to boost the reserves.

Discussion was held around the implementation of the job evaluation scheme which should hopefully fall into 2021/22, and financial provision has been made for this. A Member raised the issue of the climate emergency and the omission of focus on this in the Corporate Plan, particular around how the Council will reduce carbon emissions. A Member also queried the insurance services that the Council use, and it was confirmed that these are value for money, and more beneficial than employing in-house provision.

A Member queried the savings from the efficiency programme and whether there were any cost savings in the new ways that staff are working. The Chief Executive noted that identified efficiencies are around using technology to assist the public, and therefore aren't cashable savings. The Council has agreed efficiency and service redesign work, which will begin in 2021/22 with the aim to achieve cashable savings of around £250k from that workstream.

The impact of the end of furlough and economic downturn was discussed and it was noted that the Council had responded well with grants to support businesses during difficult times. A Member queried if the Corporate Plan afforded the flexibility to research the economic downturn affecting small businesses. The Leader acknowledged that the Council continues to run Government and discretionary grant schemes for businesses, as well as issuing Covid Recovery funds, and in the longer term has projects such as the full fibre installation which is important in assisting the District's economy to recover.

Members discussed the Service Plans and Summary Budget Plans, with the Head of Service for each area providing a summary introduction.

Judy Holmes, Assistant Chief Executive gave credit to the Business Units who have responded and continue to perform well in response to the demands placed by the pandemic. She highlighted that contractors have responded well with affordable housing coming on stream, and the majority of rough sleepers have been found accommodation. The impact of Leisure Centre closures was acknowledged particularly in terms of a difficulty in predicting income going forward.

The Head of Corporate Resources commended the Revenues and Benefits department as the service has been exemplary in providing grants. He also noted key areas of modernisation that are planned both within the Council and the District, as well as the ongoing management of Council owned assets.

Members acknowledged the positive work around site allocations and the Burgess Hill Growth Programme and welcomed the developments with the Place and Connectivity programme. It was acknowledged that parking income is significantly reduced this year, but projected to be better next year. Members put forward suggestions for other possible income streams such as charging double council tax for empty properties. Discussion was also held on the need to promote recycling, and to consider the services that the Leisure Centres can offer to meet changing need. The sustainable economic development strategy was raised, and an update will be provided at the next meeting.

Rafal Hejne, Interim Head of Digital and Customer Services noted that business units had mobilised effectively to new working methods and work will continue to build on investment in technology and people, to maximise how the Council can deliver its services. He clarified that the people strategy and workforce plan was centred around succession planning and developing and supporting the staff. A Member

commended the Customer Services and Communications service area for its effective handling of a volume of enquiries. A Member raised the need to include users of online forms in the assessment of customer feedback rather than only people who contact the Council by phone.

Tom Clark, Head of Regulatory Services noted the impact of the pandemic on the increased workload for the Environmental Health, Land Charges and Building Control teams, and the forthcoming focus of Democratic Services in implementing a Governance review and facilitating elections in a Covid-secure manner. It was noted that the elections are paid for externally and so the budgeted amount is appropriate.

Members discussed the Capital Programme, particularly around sustainability. The Head of Corporate Resources confirmed that the Council strikes a balance between environmental efficiencies and value for money in terms of items such as heating and windows.

The Chairman took Members to a vote on the recommendation contained in the report, which was agreed with 10 in favour, 1 against and 4 abstentions.

Councillor	Yes	No	Abstain
Bennett, A			y
Brunsdon, H	y		
Cartwright, R			y
Coote, P	y		
Cromie, R	y		
Eves, A		y	
Hicks, S			y
Jackson, R			y
Knight, J (Chairman)	y		
Lea, Andrew	y		
Phillips, C	y		
Pulfer, M (Vice Chairman)	y		
Stockwell, L	y		
Trumble, C	y		
Whittaker, R	y		

RESOLVED

The Committee considered the proposals for 2021/22 set out in the report and agreed any comments or recommendations that it wishes to make to Cabinet on:

- (a) The financial outlook facing the Council given the extent of the Covid-19 pandemic;
- (b) The proposed increase in Council Tax;
- (c) The strategy to use General Reserve to balance the budget over the short term;
- (d) The proposed Capital Programme; and

(e) The service commentaries and supporting summary budget tables for each business unit.

8 SCRUTINY COMMITTEE FOR LEADER FINANCE AND PERFORMANCE WORK PROGRAMME 2020-21.

Tom Clark, Head of Regulatory Services introduced the report, noting the 2 items to be discussed at the meeting in March.

The Chairman took Members to the recommendation contained in the report which was agreed unanimously.

RESOLVED

The Committee agreed the indicative Work Programme as set out at paragraph 5 of the report.

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

None.

The meeting finished at 6.29 pm

Chairman

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SUSTAINABILITY STRATEGY PROGRESS REPORT

REPORT OF: ASSISTANT CHIEF EXECUTIVE
Contact Officer: Emma Sheridan, BUL for 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
10th March 2021

Purpose of Report

1. This report provides the Committee with an update on progress to date against the Council's Sustainability Strategy. The report also outlines the plans for the development of a new Sustainable Economy Strategy as approved by Council in the revised Corporate Plan (September 2020).

Recommendations

2. **The Committee is asked to:**
 - (i) **Note the progress of delivery of the implementation of the Council's Sustainability Strategy as outlined in Appendix A.**
 - (ii) **Note the roadmap for the development of the new Sustainable Economy Strategy as outlined in paragraphs 9 to 14 including the establishment of a Member Working Group to oversee this work.**

Background

3. The Council's Sustainability Strategy 2018–2023 was adopted by Council on 29th March 2018. Progress against the strategy was last reported to this Committee on 12th March 2019.
4. A Notice of Motion on Environment and Climate Change was adopted by Council on 26th June 2019. The Notice pledged to actively look for ways to protect the environment and tackle climate change, while supporting the government's work to cut greenhouse gas emissions to zero by 2050.
5. Following the adoption of the Notice of Motion, further progress against the strategy was reported to and discussed by a cross party Member Working Group, known as the Sustainability and Climate Change Panel. The group had focused discussions on sustainability matters relating to the sustainability metrics and target setting biodiversity, and travel and transport at meetings on 10 October 2019 and 30 January 2020.
6. The onset of the Covid19 Pandemic in March 2020 led to a pause in all Council meetings, including Scrutiny and Member Working Group meetings. Further, the increased workloads faced by the Council in its responder duties and the impacts of the pandemic on pre-existing Council Services, necessitated a reprioritisation of Council resources.

7. In addition, given the impact of Covid 19 on the economy, the Council recognised the immediate need to revise its Economic Development Strategy (adopted 2018) to ensure prioritisation of appropriate interventions to support local businesses in responding to and recovering from the pandemic.
8. The culmination of the above was Council approval of a revised Corporate Plan, on 30th September 2020. The revised Corporate Plan included a way forward for the continued delivery and evolution of the Sustainability Strategy, with commitment, in light of the impacts of the Covid19 pandemic, to revise and merge the Council's Sustainability and Economic Development Strategies with the aim of driving a Green Recovery for the District.

Roadmap for the Sustainable Economy Strategy

9. As agreed by Council in the revised Corporate Plan, the development of the strategy will be supported and informed by a cross party Member Working Group. Given the cross-cutting nature of this work, it will be made up of members of this Scrutiny Committee. The Member Working Group will advise the Leader of the Council who is the Cabinet Member responsible for this Strategy. The draft terms of Reference are attached as Appendix B. These will be formally agreed at the first meeting of the Member Working Group.
10. The scope of the Strategy will be agreed by the Member Working Group. However, officers propose that the Strategy covers a 5 year period and that, especially in light of the uncertain economic climate left in the wake of the Covid19 pandemic, officers will undertake an annual review of relevance to ensure that it remains appropriate to the needs of the Council and the District.
11. It will be important to ensure that the strategy is informed and led by a robust evidence base. This will include a wide range of data and stakeholder input including, but not limited to, carbon baselining and the preparation of a new economic profile of the District including updated research on the social, economic, and environmental impacts of the pandemic. It will be important that up to date evidence is used to not only develop the Strategy, but to inform its delivery on an ongoing basis.
12. It should be recognised that one strategy alone cannot, incorporate all workstreams the Council has relating to economic development/recovery, sustainability and climate change. This Strategy will not duplicate or replace the excellent work that is already set out and being delivered across the Council and its wider partnerships. In particular, it should be noted that the review of the District Plan is underway and, as one of the Council's core strategies, that Plan will continue to secure the delivery of social, economic and environmental sustainability, not least through its spatial strategy.
13. The Sustainable Economy Strategy will, however, seek to provide an agile framework which links and complements workstreams across all Council services, activities and wider partnerships to deliver against the UN Sustainable Development Goals and support a positive future for Mid Sussex by fully embracing the national government desire to "Build Back Greener".
14. It is anticipated that the final draft strategy will, subject to Scrutiny and Cabinet agreement, be presented to Council in the early Autumn.

Policy Context

15. The Sustainability Strategy is consistent with the Council's statement of main purpose and Corporate Priorities, particularly the priorities of Sustainable Economic Growth, Strong and Resilient Communities and providing Effective and Responsive Services and these priorities will continue to be at the heart of the new strategy.
16. Both before and since the onset of the Covid19 pandemic, the national and regional policy landscape of sustainability and climate change has evolved significantly.

Other Options Considered

17. The option exists to retain two separate strategies for Economic Development and Sustainability and Climate Change, however, the issues are so integrated, it is considered that greater value and increased synergy can be achieved by bringing these two essential workstreams together.

Financial Implications

18. Due to the crossing cutting nature of the Sustainable Economy Strategy it will draw on a number of different budgets in both its development and its subsequent delivery.
19. On 4th March 2020, the Council established a specific reserve, from the General Reserve, of £100k for Environment and Sustainability work. This is in addition to the annual sustainability revenue budget of £85k. It has not, as yet been necessary to call on the reserve, but it is anticipated that it will be used to develop and deliver elements of the new strategy in the coming financial year.
20. The annual Economic Development revenue budget of £170k covers the delivery of this service and includes resourcing for the Burgess Hill Growth Programme. This is supported by a baseline annual project budget of £210k which is used for research and development, marketing and promotion and delivering events.
21. These budgets and reserves will be used to support the development and delivery of the new strategy in the coming financial year.
22. The Council has been very successful in leveraging in external resources from the Government, its agencies and the private sector to deliver both the sustainability action plan and the economic development action plan and officers will continue to ensure this continues with regard to the Sustainable Economy Strategy.

Risk Management Implications

23. The actions and proposed way forward presented in this report will mitigate the risks of the Council not fulfilling both its statutory duties and to also enable delivery of the Council's objectives.
24. The development of the Sustainable Economic Strategy will protect the Council's reputation as a leader and champion of positive future development of the District.

Equalities and Customer Services Implications

25. The actions and proposed way forward presented in this report include measures to benefit specific vulnerable groups including actions to assist those in fuel poverty. An Equalities Impact Assessment (EIA) of the new Strategy will be undertaken as part of its development and individual projects that emerge will be subject to EIAs in line with the Council's Equalities and Diversity programme.

Other Material Implications

26. None.

Background Papers

1. MSDC Notice of Motion: Environment and Climate Change
<https://midsussex.moderngov.co.uk/documents/g2246/Printed%20minutes%2026th-Jun-2019%2019.00%20Council.pdf?T=1> (page 12)
2. MSDC Budget 2020-21 Environment and Sustainability Special Reserve
<http://midsussex.moderngov.co.uk/documents/b7428/Tabled%20amendment%20to%20item%208.%2004th-Mar-2020%2019.00%20Council.pdf?T=9>
3. Greater Brighton City Region Environment Pledge <https://greaterbrighton.com/gb10/>
4. UN Sustainability Goals <https://sdgs.un.org/goals>

Update on delivery of the Sustainability Action Plan 2018-23

Sustainable Council

1. The Sustainable Council theme focuses on the areas where the Council can directly improve its own performance to reduce environmental impacts through the management of buildings and public spaces and the Council's procurement.

Energy in Council buildings

2. The corporate performance indicator, for Greenhouse gas emissions from Council Buildings, has outperformed the target set for Q1-Q3 2020-21 by 17.4%. This is due in part to reduced occupation since March 2020 as a consequence of the Covid19 pandemic. Some savings have, however, been offset by cooler than average winter temperatures.
3. Technical building improvements continue despite the pandemic; the majority of the Oaklands site has LED lighting and the window replacement programme will deliver additional energy and carbon savings together with ongoing work on heating system improvements.
4. PV panels on the Council's buildings produced 27,404 kwh of solar electricity during 2020-21; a carbon reduction of 6.9 tonnes. This accounts for approximately 10% of the council's electricity demand. Overall, since 2017, 88,493 kWh of pollution-free electricity has been generated, the equivalent of the annual emissions from 25 homes.
5. In June 2020, the council renewed its gas and electricity contract with the LASER Local Authority consortium. Although not a carbon saving measure, the council did use this opportunity to join an improved purchase-in-advance contract avoiding a default to deemed energy contract rates that would have incurred a minimum 15% (£40,000) cost penalty.

Next steps

6. **Commissioning a District-level carbon baseline & emissions reduction cost options report**

The work will form a significant part of the evidence base upon which the new Sustainable Economy Strategy will be developed and provide an indication of the council's potential as an organisation to achieve a net zero carbon emissions reduction target.

7. **Council Chamber**

Works to improve the Council Chamber continue and as well as improved accessibility also include more sustainable heating, air conditioning and upgrades to LED lighting.

Action on single-use plastics

8. Work has continued through the Terracycle and Refill community waste schemes. Terracycle is a recycling company that handles hard to recycle waste, whereas Refill promotes the use of reusable containers for food and drink. The pandemic initially affected progress, but new work continues – notably through the Terracycle scheme.

9. The council's aim is to promote each scheme district-wide, both as a scheme participant and by supporting the network of community volunteers. To this extent the council has established a network of Terracycle contacts in Mid Sussex and consulted the community to identify new potential collection sites.

Next Steps

10. Promotion of the 'Refill Refreshed' campaign through social media and sustainability contacts in Mid Sussex has continued. Refill has, however, suffered from the effects of Covid19 lockdown restrictions given its reliance on retail and hospitality partners, most of whom have been closed for much of the past year.
11. Focus on ways to increase the volume and range of materials being sent for reprocessing through Terracycle.
12. With the reopening of the high streets and easing of social distancing restrictions distances, restart the Refill reusable bottle scheme, promoting the app directly to businesses and through sustainability advocates across the district.

Corporate Travel

13. The pandemic and the government's "stay at home" directives have had a considerable impact on staff commuting and council business travel.
14. Business mileage claim costs and emissions compared to 2019-20 have fallen by approximately 40% Q1-Q3 2020/21.
15. Since March 2020, the Council's two electric bikes have enjoyed continued and repeated use by those staff working from Oaklands. Used for both business and recreation, they have helped to promote and enable cycling for staff and usage has encouraged several staff to go on to purchase their own electric bicycles.
16. Parking Services are in the process of placing an order to lease three Renault Zoe electric vehicles to replace part of the current petrol civil enforcement fleet. There is a considerable lead in time for these vehicles, but it is hoped that they will be introduced in the summer of 2021.

Next Steps

17. **Sustainable Staff Travel Plan**

As longer-term working trends emerge from the Covid19 pandemic, policies and working practices will be developed that consider travel options that reflect the changing needs of future council services.

18. **On Campus EV Charging**

Increase number of EVCPs at the Councils offices to accommodate the new electric parking fleet with support via an OZEV funding application.

Sustainable Environment

19. The Sustainable Environment theme focuses on areas where the Council can promote sustainable development and economic growth.

The Burgess Hill Growth Programme

20. This programme has secured £20 million of funding (including S106 monies) for sustainable transport initiatives in Burgess Hill which are being delivered by the Place and Connectivity programme including over 3,500m of enhanced footways and bridleways which have been delivered in the past year.
21. The commitment by Homes England to sustainability in their development at the Northern Arc is set out in its Masterplan and included in the S106 legal agreement which has a net biodiversity gain commitment of 10% but is on track to achieve more.
22. Further, with regards to Electric Vehicles
- (i) All homes with private off-street parking will have capability for trickle charging points;
 - (ii) 1 in 5 dwellings with off street parking will have fast home charging points;
 - (iii) 30 public car parking spaces will have rapid charging points located with the three mixed use local centres;
 - (iv) 1 in 10 commercial car parking spaces will have fast charging points.

Local Cycling and Walking Infrastructure Plan (LCWIP)

23. In November 2020 transport consultants PJA began an eight-month commission to identify infrastructure improvements that would support increased walking and cycling. The commission considers the district's three towns and will be used as an evidence-based for future funding bids to create detailed designs and scheme implementation. Two of the five stages are now complete.

Electric Vehicle Charging Points (EVCP)

24. Besides two at the Oaklands campus, a further six charge points are currently provided at three Council owned car parks. Following technical issues with some of the chargers over the past 18 months, the charge points have experienced an increase in use with 39000 kWh consumed – an increase of 30% compared with 2019-20. In total there are now 33 publicly available chargers under the control of various operators in Mid Sussex.

Green Flag Awards

25. Awards have been retained by Beech Hurst, St Johns Park, and East Court. Ashplats Wood in East Grinstead achieved the standard in August 2019.

Air Quality

26. The annual report on air quality was considered by the Scrutiny Committee for Community, Customer Services and Service Delivery in February 2021. Air pollution in the District is in line with the regional average. There has been continued improvement in the one designated Air Quality Management Area in the District at Stonepound Crossroads, Hassocks. This improvement is mainly due to improved technology in the national vehicle fleet, i.e. vehicles with lower emissions and the use cleaner fuels.

27. Through the Sussex Air Quality Partnership awareness is being raised of the issue of domestic solid fuel burning with promotion cleaner fuel options and upgrading appliances. The Government has recently announced plans for the phasing out of sales of coal and wet wood. Defra funding has also been secured for an anti-idling project to be run across Sussex, targeting schools and businesses close to pollution hotspots, including two schools in Hassocks. The Council is also part of the West Sussex Inter-Authority Group which has adopted an Air Quality Plan. The Council will review the installation of an air quality real time monitor, which will measure additional pollutants such as PM_{2.5}.

Next Steps

28. **LCWIP and Active Travel**

In the coming year discussions with stakeholders will consider and further refine the data to develop the final plans. With respect to Burgess Hill, this work is being carefully coordinated with the Place and Connectivity Programme.

Work will continue to support major infrastructure schemes including the sustainable transport initiatives through the Place and Connectivity Programme.

29. **EVCP**

Retender, in partnership with West Sussex County Council and Horsham, Adur and Worthing, Arun and Crawley district and borough councils for a supplier to plan, fund, install and operate a county-wide EV charging infrastructure.

Support local businesses and other organisations to secure OZEV grant funding and other support to install EVCP infrastructure.

30. **District Plan Review.**

The review of the District Plan, already underway, will provide the opportunity to consider policy approach going forward in the light of new evidence and changes in national requirements.

31. **Green Flag Award**

Work towards a fourth Green Flag award at Victoria Park, Haywards Heath.

32. **Rewilding**

The success of the Rewilding schemes will be evaluated following trials at a number of sites in the District, including West Common in Lindfield, Beech Hurst Gardens, East Court in East Grinstead and Coopers Close open space in Burgess Hill.

Sustainable Communities

33. The Sustainable Communities theme focuses on initiatives and interventions that seek to address sustainability issues by working with our communities to encourage, support and enable behaviour change and raise awareness of sustainability and climate change mitigations.

Green Homes Grant Scheme

34. Work to promote the scheme is underway and will continue next financial year. An award of £3.1m was made to a consortium of West Sussex and Hampshire authorities to target support for low-income householders living in homes with the poorest energy-efficiency. The scheme nationally and locally has been beset by delays, although marketing and surveys have now commenced. Across West Sussex installations to date are so far limited to just a handful of park homes, although the scale and nature of support is expected to change and increase. Recognising the shortages in the supply chain and administrative delays government is extending implementation timescales.
35. In January 2021 a new Home Energy Advice Service, managed through Citizens Advice, was launched to help those who live in West Sussex with their home energy bills and home energy improvements. The service fills a notable gap in provision, for Mid Sussex and other districts and boroughs, by providing an impartial one-stop shop, single phone number and point of contact.

Waste

36. Following considerable changes to service demand arising from the pandemic and the increasing interest in exploring the introduction of food waste, the waste contract is undergoing review and redesign. The percentage of household waste sent for reuse, recycling and composting was 42% in 2019, whilst the contamination rate of recyclables was 4%, which is the lowest in West Sussex. In addition, the Council's garden waste service has reached its capacity of 20,000 subscribers and the Waste Team have developed proposals for its further expansion.
37. The British Heart Foundation kerbside collection pilot of textiles and small electrical equipment resulted in 46 tonnes of material being collected in the trial period.

Building the Evidence Base

38. In partnership with West Sussex County Council and Local Partnerships, using a model developed by Hampshire's Behavioural Insights team, a County wide engagement exercise was undertaken to examine how to secure householder behaviour change and engagement in sustainability issues. The details from this work are expected for publication by March 2021. The council's new strategy towards raising awareness and public action on sustainability will aim to reflect and apply recommendations arising from this research

Next Steps

39. Building the evidence base

Development of, a post-Covid19, socio-economic and health inequalities profile and needs assessment for the District. This will aid identification and targeting of groups eligible for affordable warmth and/or wider health and wellbeing support.

Draft Terms of Reference for Member Working Group**Sustainable Economy Strategy Working Group – Terms of Reference****Membership**

8 Members proportionate to the political balance, drawn from the Scrutiny Committee for Leader Finance and Performance.

Objective of the Working Group

The objective of the Working Group is to oversee the revision and merging of the Council's Economic Development and Sustainability Strategies, as set out in the Sustainable Economic Growth Recovery Plan approved as part of the Revised Corporate Plan 2020-21.

Action 8 iii)

“Respond to the Government’s economic recovery strategy by revising and merging the Economic Development and Sustainability Strategies to direct an emphasis on support for those sectors most significantly impacted and on driving a green recovery. It is proposed that this work will be overseen by a Member working group”

Frequency of Meetings

The Members’ Working Group will meet bi-monthly with additional meetings if necessary, with the agreement of the Chair. It is anticipated that 4 - 5 meetings will be convened to inform the development of the new Sustainable Economic Recovery Strategy, before presentation to the Scrutiny Committee for Leader, Finance & Performance in August 2021.

On completion of this task the Working Group will cease to be in operation unless otherwise agreed by the Scrutiny Committee.

PERFORMANCE MONITORING FOR THE THIRD 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
10th March 2021

Purpose of Report

1. This report provides the Scrutiny Committee for Leader, Finance and Performance with information about the Council's performance for the third quarter of 2020/21 from October to December 2020. The report also updates on progress on delivery of the Council Priority Projects identified in the Corporate Plan.

Summary





2. Performance in the third quarter of 2020/21 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 third quarter of the year and identify any areas where further reporting or information is required; and**
 - (ii) **Advise the Cabinet of any issues that the Committee considers should be given particular consideration at the Cabinet meeting on 11th May 2021.**
-

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. 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

7. Performance continues to be good across the Council, with a small number of exceptions. The third quarter position in comparison with the previous financial year is summarised below:

Quarter 3	 Green	 Amber	 Red	 Health check	Total
2020/21	34 (77%)	4 (9%)	6 (14%)	22	66
2019/20	34 (63%)	10 (19%)	10 (19%)	14	68

8. 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.
9. 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 Test and Trace Support and Exceptional Hardship payments, as well as providing grants to local businesses. Also, Environmental Health are involved in Local Outbreak Plans and have additional responsibilities for COVID-19 preventative interventions.

Council Priority Projects

10. 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

11. The Council's services continued to perform well in the third 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

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

Equalities Implications

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

Financial Implications

14. 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 3 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	Q2 2020/21			Q3 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%	91%	87%		92%	87%		Q3 2020/21 = 251 plans checked Q3 2019/20 = 219 plans checked
Building Control Site inspections carried out within 24 hours of date requested.	99%	99%	99%		99%	99%		Q3 2020/21 = 1,959 inspections Q3 2019/20 = 1,755 inspections

Community Services, Policy and Performance





	2020/21	Q2 2020/21			Q3 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	70.71%			57.4%			31 out of 54 ASB cases received were resolved within 3 months.
Overall Crime Rate per 1,000 population	Data Only	12.04			N/A			Q3 crime data awaited from the Home Office.





Number of health and wellbeing interventions delivered	1700	204	300		352	500		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 pandemic has also led to less referrals from GP surgeries and health professionals. Public Health remain happy with progress on the service recovery.
Proportion of health and wellbeing interventions resulting in health improvement	80%	86%	80%		90%	80%		
Environmental Health								
	2020/21	Q2 2020/21			Q3 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%	98%	94%		98%	94%		Q3 2020/21 = 1,140 service requests Q3 2019/20 = 879 service requests
Percentage of Environmental Health service requests that are responded to within five working days	95%	98%	95%		99%	95%		Q3 2020/21 = 1,450 service requests Q3 2019/20 = 1,043 service requests Requests for services can be across the range of Environmental health activities including licensing, housing standards, environmental protection and food hygiene. Also COVID-19 related activity.
Disabled Facilities Grants completed	Data Only	74			96			

Land Charges

	2020/21	Q2 2020/21			Q3 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
The percentage of Local Authority Searches replied to within 5 working days	96%	66%	96%		12%	96%		An extremely busy property market has led to a 95% increase in searches, with a Q3 total of 1,265 for Full/LLC1 searches compared to 649 in Q3 last year. The majority of searches are being dealt with within 7 working days, with 85% within this timeframe in December.

Legal and Member Services









	2020/21	Q2 2020/21			Q3 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	551			527			

Customer Services Portfolio - Cllr Ruth de Mierre								
Customer Services and Communications								
	2020/21	Q2 2020/21			Q3 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
Number of Complaints received	Data Only	49			50			<p>Complaints breakdown- main services in receipt of complaints and causes.</p> <ul style="list-style-type: none"> • Revenues 17 (issuing of Final Notices and Summonses, advice on Council Tax liability) • Waste & Outdoor Services 14 (garden waste service, communal bin not collected, clinical waste collection, alleged crew behaviour and noise from street sweeping vehicle). • Development Management 6 (planning enforcement, environmental impact assessment, tree procedures and customer service) • Parking 2 (PCN issues incorrectly and customer service) • Planning & Building Control Support 2 (response to invalid application and validation of retrospective application) • Benefits 2 (system error and procedure for a closed benefit case)
Average waiting time (in seconds) to speak to a customer services officer for all services answered in the Customer Contact Centre, including switchboard.	30	27	30		21	30		<p>The Customer Services Centre received: Q3 20/21- 19,051 calls. Q3 19/20 – 20,844 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 1,225 personal callers to reception, compared to 8,455 in Q3 last year. Due to the pandemic, reception at Oaklands has</p>







APPENDIX A

								been closed to visitors except for those needing emergency support such as Housing Needs.
Percentage of enquiries resolved at point of Contact	75%	94%	75%	✓	94%	75%	✓	
Number of Compliments received	Data Only	123		📊	140		📊	Breakdown of main services in receipt of compliments: <ul style="list-style-type: none"> • Customer Services 71 • Waste & Outdoor Services 33 • Development Management 9 • Revenues 7 • Planning & Building Control Support 5 • Parking 4 • Landscapes 4 • Corporate Estates & Facilities 3 • Environmental Health 2
Number of e-forms submitted directly by the public	Data Only	6,364		📊	6,991		📊	
Monthly customer satisfaction scores	80%	99%	80%	✓	100%	80%	✓	
Percentage of complaints responded to within published deadlines	100%	94%	100%	⚠️	97%	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	Q2 2020/21			Q3 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
Staff sickness absence rate (Cumulative)	6.10	3.16	4.15		4.40	6.10		
Staff turnover	12%	4.59%	5%		6.93%	8%		
Ethnic Minority representation in the workforce - employees	Data Only	4.0%			4.0%			
Percentage of Employees with a Disability	Data Only	8.0%			7.0%			

ICT and Digital



	2020/21	Q2 2020/21			Q3 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%		96%	95%		
Percentage of ICT helpdesk calls outstanding	20%	18%	20%		24%	20%		Delivery of the telephony project, as well as a 3% increase in calls to the Digital Helpdesk year on year for this quarter made achieving the target a significant challenge.
Freedom of Information Requests responded to within 20 working days	100%	99.5%	100%		97%	100%		Q3 2020/21 - 345 FOI requests Q3 2019/20 - 193 FOI requests

Revenues and Benefits								
	2020/21	Q2 2020/21			Q3 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
Speed of processing - new Housing Benefit claims (days)	23	19.3	23	✓	19.1	23	✓	Q3 2020/21 = 115 claims Q3 2019/20 = 101 claims
Speed of processing - new Council Tax Support claims (days)	20	15.4	20	✓	15.8	20	✓	Q3 2020/21 = 461 claims Q3 2019/20 = 322 claims
Speed of processing - changes of circumstances for Housing Benefit claims (days)	8	7.6	8	✓	11.4	8	✗	Q3 2020/21 = 1,656 changes Q3 2019/20 = 1,893 changes The ytd speed of processing for Housing Benefit changes of circumstances is 7.4 days. This will be further reduced by rent increases which are normally processed in a day in March 2021.
Speed of processing - changes of circumstances for Council Tax Support claims (days)	8	7.7	8	✓	9.4	8	✗	Q3 2020/21 = 4,093 changes Q3 2019/20 = 2,933 changes Covid-19 has led to a 40% increase in the number of adjustments to Council Tax Support required. Performance has also been affected by the Benefits Team having to administer Test and Trace Support payments and Exceptional Hardship payments. The ytd speed of processing for CTS changes of circumstances is 7.6 days.
Percentage of Council Tax collected	98.6%	56.8%	47.0%	✓	85.0%	84.6%	✓	Q3 2020/21 = £99,479,720 collected Q3 2019/20 = £95,401,240 collected
Percentage of Non-Domestic Rates Collected	70.0%	54.3%	42.0%	✓	80.2%	70.0%	✓	£22,905,371 collected to end of December 2020 compared to £39,123,544 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	£13,968	£56,399	✓	£22,761	£84,599	✓	
Accuracy in Assessment	92.0%	93.7%	92.0%	✓	94.4%	92.0%	✓	


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









	2020/21	Q2 2020/21			Q3 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
Percentage of undisputed invoices paid within 10 days of receipt	95.0%	95.0%	95.0%		96.7%	95.0%		Q3 2020/21 = 1,130 invoices paid Q3 2019/20 = 1,351 invoices paid


Property and Asset Maintenance







	2020/21	Q2 2020/21			Q3 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
The percentage of rent due collected	Data Only	86%			90%			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"> Work in progress to develop a proposal and business case.

Economic Growth Portfolio – Cllr Stephen Hillier								
Economic Development								
	2020/21	Q2 2020/21			Q3 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
Footfall in the Orchards Shopping Centre, Haywards Heath	Data Only	-42.5%			-22.5%			Q3 figure shows the reduction in footfall compared to the same period last year.
Micro business grants – funds awarded compared to total grant received	Data Only	0%			6.3%			It was agreed with WSCC and other District and Boroughs in West Sussex 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. The first new micro business grants were awarded at Cabinet Grants Panel on 14 th December 2020.
Parking Services								
	2020/21	Q2 2020/21			Q3 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
Cancellation rate of Penalty Charge Notices	7%	6%	7%		6%	7%		426 PCNs cancelled out of 6,565 issued.
The percentage of pay and display transactions made by cashless payments	39%	49%	39%		51%	39%		The 51% of transactions made via cashless platforms comprised 45.5% at parking machines and 5.5% 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"> • Good progress on both Local Full Fibre Network (LFFN) and Converged Fibre Connectivity Project (CFCP). • Projects on schedule for completion: LFFN by March 2021 and CFCP by July 2021. • Rural Fibre Project initiating for works in 2021/22.

















Environment & Service Delivery Portfolio – Cllr John Belsey								
Landscapes								
	2020/21	Q2 2020/21			Q3 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
% Satisfaction with the grounds maintenance service	93%	N/A						Contractor IDV has not been able to carry out any satisfaction surveys due to Covid-19 and social distancing restrictions.
Leisure Operations								
	2020/21	Q2 2020/21			Q3 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
The number of visits made to the Leisure Centres	Data Only	46,987			105,794			Leisure centres are currently closed. Attendance figures reflect previous lockdown closures and operation of centres at reduced capacity.
Sustainability								
	2020/21	Q2 2020/21			Q3 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	10,745			8,978			Breakdown of usage of charging points in Q3: Cyprus Road, Burgess Hill - 3,090 Chequer Mead, East Grinstead - 1,422 Hazelgrove Road, Haywards Heath - 4,466
Greenhouse gas emissions from Council buildings (kg)	310,340	35,022	62,068		82,895	62,068		Q3 is higher than target, but this is a reflection of the quarterly target value, not actual performance. The running 12-month average is still 13% below annual April-March emissions reduction target of 310,340. The quarterly forecast target value is subject to natural weather variation as well as estates operational changes to the building heating system.















Number of Electric Vehicle Charging Points per 100,000 population	34	14.7	14.7		21.9	14.7		This PI measures the total number of publicly available charging points in the District per 100,000 population. The increase from Q2 is due to the opening of a new charging hub at Haywards Heath station. Plans for an additional 26 charging points in the Council's car parks have been delayed by the need to establish a new partnership procurement agreement.
Waste and Outdoor Services								
	2020/21	Q2 2020/21			Q3 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
% satisfied with refuse collection, recycling collection and street cleansing	87%	N/A	87%	N/A	90%	87%		
Amount of waste per household which is disposed of in landfill sites (kilos)	460	109	115		113	115		
Percentage of household waste sent for reuse, recycling and composting	46%	44%	46%		43%	46%		Tonnages for garden waste collected decrease in the winter months, which impacts the overall percentage.
Number of subscriptions to green waste composting	Data Only	20,862			20,951			
Number of missed collections per 100,000	50	46	50		52	50		
% of relevant land assessed as having below acceptable levels of litter	6%	5%	6%		6%	6%		
% of relevant land assessed as having below acceptable levels of detritus	8%	9%	8%		7%	8%		




Council Priority Projects			
Project name	Lead Officer	Status	Commentary
Sustainability Action Plan	Judy Holmes	✓	<ul style="list-style-type: none"> A progress report on the Sustainability Action Plan will be considered at the scrutiny committee for Leader, Finance & Performance on 10th March 2021. This will also introduce the proposed approach to developing the Sustainable Economy Strategy.
Service Redesign: waste and cleansing	Rob Anderton	✓	<ul style="list-style-type: none"> Service redesign work in progress; proposals for future service operation will be prepared by spring 2021 and shared with Members in the usual way.
Parks Investment	Rob Anderton	✓	<ul style="list-style-type: none"> Bolney and Twineham play areas reopened following refurbishment. Work has begun on Bolney Pump Track (an addition to the existing, improved play facilities). Final designs received for master plans at Victoria Park, St Johns Park, Hemsleys and Mount Noddy. Analysis of designs underway. Project timetable revised because of Covid-19 delays in construction from June to late Summer 2021.

Housing and Planning Portfolio – Cllr Andrew MacNaughton

Development Management

	2020/21	Q2 2020/21			Q3 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
Validation of planning applications within 7 working days	96%	95%	96%		97%	96%		Q3 ytd 20/21 – 1,821 applications Q3 ytd 19/20 – 1,746 applications
The average time taken to process planning applications (days)	65	62	65		64	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%		96%	85%		Q3 ytd 20/21 – 28 major applications Q3 ytd 19/20 – 41 major applications
Processing of planning applications: Minor applications within 8 weeks	85%	99%	85%		98%	85%		Q3 ytd 20/21 – 223 minor applications Q3 ytd 19/20 – 271 minor applications
Processing of planning applications: Other applications within 8 weeks	94%	100%	94%		100%	94%		Q3 ytd 20/21 – 764 other applications Q3 ytd 19/20 – 810 other applications
Planning appeals allowed	33%	17%	33%		24%	33%		
Planning Enforcement site visits made within 10 days of complaint	80%	90%	80%		89%	80%		

Housing								
	2020/21	Q2 2020/21			Q3 2020/21			Latest Note
	Target	Value	Target	Status	Value	Target	Status	
Number of households assisted to access the private rented sector	Data Only	37			28			Performance in dealing with homelessness and use of temporary accommodation has been impacted by the Covid-19 pandemic. The Government directed all Councils to house all rough sleepers and to extend the provision of temporary accommodation to all homeless households, including those to whom the council did not have a duty towards. These measures have increased the number of households in temporary accommodation.
Number of households accepted as homeless	Data Only	19			30			
Number of households living in temporary accommodation	Data Only	87			97			
Number of households in nightly paid temporary accommodation	Data Only	42			51			
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	174			232			
Number of affordable homes delivered (gross)	Data Only	85			183			
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"> • A further five TA units for families have been acquired and are being brought into use; this will complete this part of the project. • Negotiating private sector leased properties.
Local Plan Review	Sally Blomfield		<ul style="list-style-type: none"> • High level review of existing policies completed; collating evidence base information required for update. • Call for Sites has been carried out, officers are assessing the submissions.
Provision of sites for Gypsies and Travellers	Judy Holmes		<ul style="list-style-type: none"> • Copthorne site proposals withdrawn. • Assessment of need to be considered in Local Plan review. • Improvement plans for Bedelands are being developed.