
2 November 2021

Advisory Committees can meet virtually with appropriate Councillors attending via remote video link. Public access is available 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 NOVEMBER, 2021 at 6.00 pm** when your attendance is requested.

Yours sincerely,
KATHRYN HALL
Chief Executive

A G E N D A

Pages

- | | | |
|----|--|----------------|
| 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 15 September 2021. | 3 - 6 |
| 6. | To consider any items that the Chairman agrees to take as urgent business. | |
| 7. | Performance Monitoring for the Second Quarter of 2021/22. | 7 - 22 |
| 8. | Capital Programme Monitoring. | 23 - 30 |

- | | | |
|-----|---|----------------|
| 9. | Draft Corporate Plan and Budget 2022/23 Consultation Process. | 31 - 32 |
| 10. | Scrutiny Committee for Leader, Finance and Performance Work Programme 2021-2022. | 33 - 34 |
| 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, P Coote, R Cromie, A Eves, I Gibson, J Henwood, S Hicks, R Jackson, Andrew Lea, L Stockwell, C Trumble and R Whittaker

**Minutes of a meeting of Scrutiny Committee for Leader, Finance
and Performance
held on Wednesday, 15th September, 2021
from 6.00 - 6.56 pm**

Present: J Knight (Chair)

A Bennett	S Hicks	S Ellis
H Brunsdon	R Jackson	A Peacock
A Eves	Andrew Lea	S Smith
I Gibson	L Stockwell	R Webb
J Henwood	R Whittaker	

Absent: Councillors M Pulfer, P Coote, R Cromie and C Trumble

Also Present: Councillors R Clarke, R de Mierre, S Hillier and N Webster

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

1 ROLL CALL AND VIRTUAL MEETINGS EXPLANATION.

The Chairman carried out a roll call to establish attendance at the meeting.

The Chairman proposed that Councillor Whittaker be appointed as Vice-Chairman for this meeting in the absence of Councillor Pulfer. This was seconded by Councillor Smith and agreed by all Members.

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

The substitutes were as follows: Councillor Webb for Councillor Pulfer, Councillor Peacock for Councillor Trumble, Councillor Ellis for Councillor Cromie and Councillor Smith for Councillor Coote.

3 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received from Councillors Cromie, Pulfer, Coote and Trumble.

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

None.

5 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 19 MAY 2021.

The minutes of the meeting held on 19 May 2021 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 PERFORMANCE MONITORING FOR THE FIRST QUARTER OF 2021/22.

Neal Barton, Policy, Performance and Partnerships Manager introduced the report noting that 71% of indicators shown are at green and therefore meeting target. It was noted that this report reflects continuing impacts of the pandemic as restrictions only started to be lifted after the end of this quarter. He drew Members attention to extra areas of work as a result of the pandemic, particularly an increase in Covid-compliant inspections carried out by Environmental Health, an increase in people placed in temporary accommodation, and extra business grants issued by the Revenues and Benefit Teams. He noted that there are no updates on priority projects in this report as there are no current projects listed in the Corporate Plan. Projects that are ongoing will be updated through reports to individual Scrutiny Committees, Cabinet reports and the Member Information Service.

The Chairman thanked Cllr Anne Eves for pre submitting questions which helps Officers in providing answers for the meeting.

Discussion was held on the key performance indicators for electric charging points to ensure they capture meaningful data. The Business Unit Leader for Community Services, Policy and Performance confirmed that there is an opportunity to review the KPI's as a result of the contract awarded in partnership with West Sussex County Council. A range of KPI's will be reported on a regular basis including operational uptime, turnaround times for repairs and usage.

Members discussed the traffic light system for the performance report. It was confirmed that indicators will show red if it is felt that the target will not be reachable by year end, and any amber and red indicators will have accompanying reasons. Some indicators did not have targets to reflect where the Government had dictated action nationwide, particularly regarding the closure of leisure centres and increase in temporary accommodation requirements. Members expressed a wish to look at long term trends in areas such as temporary accommodation and footfall in leisure centres, to see comparisons over time. It was agreed that this would be considered as part of the reporting options available to the committee for future meetings.

Members discussed statistics relating to waste and fly tipping. The increase in the amount of waste taken to landfill reflects a national trend as result of the pandemic where commercial waste moved to domestic waste as people were furloughed and more people were required to work at home. It was confirmed that there are prescribed standards for street cleaning across both towns and rural areas, with an inspection of a cross section of each area taking place every 3 months. With regards to fly-tipping, the number of fly tips is pro-actively measured as a statutory requirement for the Government. Consideration can be given to adding these targets back into the performance report at the next KPI review. It was requested by Members that more consideration be given on the subject, including the ability to

issue enforcement notices. This falls under the portfolio of the Cabinet Member for Environment and Service Delivery and could be considered by the Scrutiny Committee for Community, Customer Service and Service Delivery.

Discussion was also held on the compliments received for the Play Days and customer satisfaction figures. It was confirmed that the Council records customer data across all communication channels and reviews the information to shape improvements in the way that information is shared and to improve customer transactions.

Members also discussed the targets relating to building control and planning enforcement and a request was made to include information on the number of enforcement notices issued verses successful prosecution in the year-end report.

The Chairman took Members to the recommendations contained in the report which were agreed.

RESOLVED

The Committee:

- (i) Noted the Council's performance in the first quarter of the year and identified any areas where further reporting or information is required;
- (ii) Agreed to advise the Cabinet of any issues that the Committee considers should be given particular consideration at the Cabinet meeting on 18th October 2021 being year on year trend analysis and a further look at fly tipping.

8 SCRUTINY COMMITTEE FOR LEADER FINANCE AND PERFORMANCE WORK PROGRAMME 2021-22.

The Solicitor to the Council introduced the report. He noted that there is a working group focussing on the Sustainable and Economic Strategy which will be reported back to this Committee in due course, prior to going to a full Council meeting for adoption. With the agreement of the Committee it may require a special meeting to be scheduled, depending on when the report is available.

The Chairman took Members to a vote on the recommendation contained in the report which was agreed.

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 6.56 pm

Chairman

PERFORMANCE MONITORING FOR THE SECOND QUARTER OF 2021/22

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 November 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 second quarter of 2021/22 from July to September 2021.

Summary

2. Performance during the second quarter of 2021/22 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 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 29th November 2021.**
-

4. Introduction

5. One of the functions of the Committee is to regularly monitor the performance of the Council's services, with a view to determining whether any additional scrutiny is required of specific services, particularly if performance is not of a satisfactory level. This report sets out performance in the second quarter of 2021/22 covering the period from 1st July to 30th September 2021.
6. Performance indicator information for the first quarter is provided at Appendix A. This is set out in tabular form using a traffic light system as explained below:



green – OK. On or exceeding target.



amber – Alert. Off target but under control with mitigation measures in place or is temporary and the target is still deliverable.







red – Warning. Off target and fundamental change or immediate action is required or that the target is no longer viable.



health check – data only with no target.

Performance Indicators

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

Quarter 2	 Green	 Amber	 Red	 Health check	Total
2021/22	28 (76%)	6 (16%)	3 (8%)	24	61
2020/21	36 (84%)	4 (9%)	3 (7%)	22	65

8. This level of performance is particularly noteworthy given the continuing challenges in quarter 2 arising from the pandemic in the delivery of Council services and in contributing to the District's recovery. Although the majority of Covid restrictions were lifted on 19th July, there are still changes to working arrangements required to allow Council staff and contractors to carry out their roles safely and in line with guidance.
9. Some parts of the Council continue to have to deliver additional Covid related responsibilities, while providing their "business as usual" services. These include Revenues and Benefits in administering grants to local businesses; the Economic Development team continuing to roll out the government's reopening High Streets and now the Welcome Back funding; Environmental Health involvement in advising businesses on Covid precautions; and Housing with continued additional responsibilities for providing temporary accommodation.

Conclusions

10. The Council's services continued to perform well in the second quarter of 2021/22, 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.

Risk Management Implications

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

Equalities Implications

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

Sustainability Implications

13. The suite of performance indicators monitored by the Scrutiny Committee contains sustainability-based indicators.

Financial Implications





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

Background papers

None.



Quarter 2 Performance Report 2021-22 to Scrutiny Committee for Leader, Finance and Performance







PI Status	
	OK - On or exceeding target
	Alert. Off target but under control with mitigation measures in place or is temporary and the target is still deliverable
	Warning. Off target and fundamental change or immediate action is required or the target is no longer viable
	Data Only

Community Portfolio - Cllr Norman Webster



Building Control


	2021/22	Q1 2021/22	Q2 2021/22			Latest Note
	Target	Value	Value	Target	Status	
The percentage of plans received by Building Control which are checked within 15 working days	87%	78%	97%	87%		Q2 21/22 - 257 plans checked Q2 20/21 - 314 plans checked
Building Control Site inspections carried out within 24 hours of date requested.	98%	99%	99%	98%		Q2 21/22 - 1,750 inspections Q2 20/21 - 2,098 inspections

Community Services, Policy and Performance


	2021/22	Q1 2021/22	Q2 2021/22			Latest Note
	Target	Value	Value	Target	Status	
Anti-social behaviour cases resolved within 3 months as a percentage of those referred	Data only	68.9%	59.7%	Data only		46 out of 77 ASB cases in Quarter 2 were resolved within 3 months.
Overall Crime Rate per 1000	Data only	10.60	N/A	Data only		Information awaited from the Home Office.
Number of health and wellbeing interventions delivered	1250	390	409	300		The Wellbeing Team have been able to recommence face to face community outreach, weight off workshops and workplace health activities. They are also getting more referrals from GP surgeries. A dedicated Wellbeing Health Coach has been recruited for the Moatfield Surgery in East Grinstead, which the surgery has funded.
Proportion of health and wellbeing interventions resulting in health improvement	85%	100%	100%	85%		This indicator involves calling back three months after the intervention to monitor whether it has led to a sustained improvement.

Environmental Health



	2021/22	Q1 2021/22	Q2 2021/22			Latest Note
	Target	Value	Value	Target	Status	
Proportion of Environmental Health service requests which are actioned and resolved within 3 months of receipt	94%	96%	97%	94%		Q2 21/22 – 1,290 service requests Q2 20/21 – 1,156 service requests
Percentage of Environmental Health service requests that are	95%	99%	99%	95%		Q2 21/22 – 1,415 service requests Q2 20/21 – 1,480 service requests

	2021/22	Q1 2021/22	Q2 2021/22			Latest Note
	Target	Value	Value	Target	Status	
responded to within five working days						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	28	50	Data only		


Land Charges




	2021/22	Q1 2021/22	Q2 2021/22			Latest Note
	Target	Value	Value	Target	Status	
The percentage of Local Authority Searches replied to within 7 working days	96%	100%	100%	96%		Q2 ytd 21/22 – 2,274 searches Q2 ytd 20/21 – 1,762 searches

Legal and Member Services





	2021/22	Q1 2021/22	Q2 2021/22			Latest Note
	Target	Value	Value	Target	Status	
The percentage of agendas which are published on the website 5 days before a meeting	100%	100%	100%	100%		
Number of legal cases which are live as at the end of each month	Data only	517	492	Data only		

Customer Services Portfolio - Cllr Ruth de Mierre
Customer Services and Communications




	2021/22	Q1 2021/22	Q2 2021/22			Latest Note
	Target	Value	Value	Target	Status	
Number of Complaints received	Data only	38	59	Data only		<p>Complaints breakdown by service area and summary of main reasons for complaints.</p> <p>Waste & Outdoor Services = 26 (new clinical waste procedures, garden waste service, fly tipping clearance, alleged behaviour of Serco crews).</p> <p>Revenues = 15 (issuing of summonses, other recovery action and use of bailiffs).</p> <p>Development Management = 7 (planning enforcement, process for determining planning applications, pre-app planning procedure).</p> <p>Community Services, Policy and Performance = 2 (ASB action taken and the process).</p>
Average waiting time (in seconds) to speak to a customer services officer for all services answered in the Customer Contact Centre, including switchboard.	30	N/A	N/A	30	N/A	<p>Information is not currently available for this indicator due to the new telephone system and development of new reporting arrangements.</p> <p>Number of calls made to the Contact Centre:</p> <p>Q2 21/22 – 16,855 calls.</p> <p>Q2 20/21- 21,627 calls.</p> <p>In addition to phone calls, Centre staff also dealt with 2,119 personal callers to reception in Q2, against 2,170 in the same period of 20/21. Due to the pandemic, reception at Oaklands has been open for those needing emergency support such as Housing Needs.</p>

	2021/22	Q1 2021/22	Q2 2021/22			Latest Note
	Target	Value	Value	Target	Status	
Percentage of enquiries resolved at point of Contact	85%	94%	N/A	85%	N/A	Information is not currently available for this indicator due to the new telephone system and development of new reporting arrangements.
Number of Compliments received	Data only	78	83	Data only		Compliments breakdown by main service area: Customer Services & Communications = 39 Waste and Outdoor Services = 17 Development Management = 13 Landscapes = 3 Parking = 2 Corporate Estates & Facilities = 2 Planning & Building Control Support = 2
Number of e-forms submitted directly by the public	Data only	7896	7816	Data only		
Monthly customer satisfaction scores	90%	N/A	N/A	90%	N/A	Information is not currently available for this indicator due to the new telephone system and development of new sampling arrangements to allow customer satisfaction surveys.
Percentage of complaints responded to within published deadlines	100%	96%	100%	100%		The deadline for responding to complaints is to acknowledge within 5 days and respond within 10 working days.






Human Resources




	2021/22	Q1 2021/22	Q2 2021/22			Latest Note
	Target	Value	Value	Target	Status	
Staff sickness absence rate (Cumulative) days per fte	7.0	0.83	2.18	3.60		
Staff turnover (cumulative)	12%	2.89%	7.44%	6%		7.44% turnover represents 23 staff leaving the Council in the year to date. Some of these were due to retirements. There is also a more active labour market post Covid affected by the greater availability of home working. This is being monitored through exit interviews.
Ethnic Minority representation in the workforce - employees	Data only	4.1%	4.8%	Data only		
Percentage of Employees with a Disability	Data only	6.7%	6.4%	Data only		

ICT and Digital

	2021/22	Q1 2021/22	Q2 2021/22			Latest Note
	Target	Value	Value	Target	Status	
The percentage of ICT help desk service requests completed within the target time agreed with the customer	95%	97%	98%	95%		Q2 21/22 – 1,074 service requests Q2 20/21 – 1,195 service requests
Percentage of ICT helpdesk calls outstanding	15%	14%	12%	15%		
Freedom of Information Requests responded to within 20 working days	100%	99.1%	99.3%	100%		Q2 21/22 - 250 FOI requests Q2 20/21 - 175 FOI requests


Revenues and Benefits

	2021/22	Q1 2021/22	Q2 2021/22			Latest Note
	Target	Value	Value	Target	Status	
Speed of processing - new Housing Benefit claims (days)	21	21.3	16.3	21		Q2 21/22 - 109 claims Q2 20/21 - 99 claims
Speed of processing - new Council Tax Support claims (days)	20.0	17.8	13.8	20.0		Q2 21/22 - 388 claims Q2 20/21 - 487 claims
Speed of processing - changes of circumstances for Housing Benefit claims (days)	8.0	8.4	8.1	8.0		Q2 21/22 - 1,785 adjustments Q2 20/21 - 1,906 adjustments
Speed of processing - changes of circumstances for Council Tax Support claims (days)	9.0	10.5	10.4	9.0		Q2 21/22 - 5,070 adjustments Q2 20/21 - 4,194 adjustments Covid-19 has led to an increase in the number of adjustments to Council Tax Support required. The change in the scheme to enforce the Minimum Income Floor and the increase in Universal Credit claims means that more claims need to be reviewed each month. The Benefits Team have also had to administer Test and Trace Support and Exceptional Hardship payments.
Percentage of Council Tax collected	98.5%	29.0%	56.6%	56.8%		Q2 21/22 - £70,574,756 collected Q2 20/21 - £66,435,038 collected There is £6.7m more Council Tax to collect in the financial year 2021/22 than 2020/21. The Job Furlough scheme ended on 30 th September 2021, which may have an impact on collection. Revenues and Benefits are working with other Council services such as Housing, Economic Development and Community Services and outside agencies to respond to the impacts of the end of furlough.


	2021/22	Q1 2021/22	Q2 2021/22			Latest Note
	Target	Value	Value	Target	Status	
Percentage of Non-Domestic Rates Collected	54.3%	24.0%	46.7%	54.3%		Q2 21/22 - £20,694,550 collected Q2 20/21 - £15,592,253 collected Some of the business reliefs changed from 100% to 66% (with a cash cap) on the 1 st July 2021, which has meant rebilling a number of businesses. This has led to an increase in the amount to collect. The team has paid all Covid related business grants totalling £48.5m, but a high amount of administration remains in reconciliations and post assurance work. A further rates relief scheme is expected in the winter in place of some of the Covid-19 reliefs.
LA Overpayment Error	£105,000	£15,507	£19,342	£52,500		
Accuracy in Assessment	92.5%	94.4%	95.1%	92.5%		

Deputy Leader Portfolio – Cllr Judy Llewellyn-Burke

Finance



	2021/22	Q1 2021/22	Q2 2021/22			Latest Note
	Target	Value	Value	Target	Status	
Percentage of undisputed invoices paid within 10 days of receipt	95.0%	97.5%	96.0%	95.0%		Q2 21/22 – 1,012 invoices Q2 20/21 – 1,031 invoices

Property and Asset Maintenance



	2021/22	Q1 2021/22	Q2 2021/22			Latest Note
	Target	Value	Value	Target	Status	
The percentage of rent due collected	Data only	90%	94%	Data only		

Economic Growth Portfolio – Cllr Stephen Hillier

Economic Development

	2021/22	Q1 2021/22	Q2 2021/22			Latest Note
	Target	Value	Value	Target	Status	
Footfall in the Orchards Shopping Centre, Haywards Heath	Data only	+180.3%	+2.4%	Data only		The PI shows footfall comparison to the same quarter of last year. Footfall for Q2 21/22 was 1,099,424.
Micro business grants – funds awarded compared to total grant received	Data only	N/A	N/A	Data only		The Micro Business Grants Scheme is not operating in 2021/22 and the PI is being amended to include all economic development grants, such as the forthcoming West Sussex Retail Hub scheme.


Parking Services

	2021/22	Q1 2021/22	Q2 2021/22			Latest Note
	Target	Value	Value	Target	Status	
Cancellation rate of Penalty Charge Notices	7%	7%	7%	7%		511 PCNs cancelled out of 7,201 issued in Q2.
The percentage of pay and display transactions made by cashless payments	52%	57%	57%	52%		During September the percentage of cashless pay and display transactions was 57% (48% by machine and 9% by pay by phone platforms).



Environment & Service Delivery Portfolio – Cllr John Belsey
Landscapes

	2021/22	Q1 2021/22	Q2 2021/22			Latest Note
	Target	Value	Value	Target	Status	
% Satisfaction with the grounds maintenance service	95%	N/A	N/A	95%	N/A	Contractor IdVerde stopped carrying out face-to-face surveys during the pandemic due to social distancing requirements. An online version of the survey has now been developed which will be launched at the beginning of November.

Leisure Operations






	2021/22	Q1 2021/22	Q2 2021/22			Latest Note
	Target	Value	Value	Target	Status	
The number of visits made to the Leisure Centres	Data only	172,684	270,597	Data only		Leisure Centres reopened on 12 th April 2021 at reduced capacity. Compares with pre-pandemic performance (Q2 2019/20) of 443,782.

Sustainability

	2021/22	Q1 2021/22	Q2 2021/22			Latest Note
	Target	Value	Value	Target	Status	
Usage of Council-owned electric vehicle charging points in public car parks (in kWh)	Data only	8,978	6,087	Data only		Breakdown of usage of charging points in car parks (kWh): Cyprus Road, Burgess Hill – 432 Chequer Mead, East Grinstead – 1,311 Hazelgrove Road, Haywards Heath 4,344
Greenhouse gas emissions from Council buildings (kg)	Data only	59,849	38,941	Data only		New emission targets for 2021/22 will be set on completion of the Carbon Baseline and Net Zero Feasibility Study

						commissioned as part of the evidence base for the new Sustainable Economy Strategy
Number of Electric Vehicle Charging Points per 100,000 population	34	23	23	23		The annual target assumes delivery of additional charging points in Council car parks in Quarter 4, following the successful contract retender.

Waste and Outdoor Services








	2021/22	Q1 2021/22	Q2 2021/22			Latest Note
	Target	Value	Value	Target	Status	
% satisfied with refuse collection, recycling collection and street cleansing	89%	86%	83%	89%		The methodology for gauging customer satisfaction has changed from a telephone survey for quarter 1 to an on-line survey for quarter 2.
Amount of waste per household which is disposed of in landfill sites (kilos)	425	112	110	106		The increase in the amount of waste to landfill reflects a national trend as a result of the pandemic, where commercial waste moved to domestic waste as people were furloughed and more people were working at home.
Percentage of household waste sent for reuse, recycling and composting	44%	46%	47%	46%		
Number of subscriptions to green waste composting	Data only	21,422	21,915	Data only		
Number of missed collections per 100,000	60	48	45	60		
% of relevant land assessed as having below acceptable levels of litter	6%	N/A	N/A	6%	N/A	Street cleansing inspections do not align with the quarterly reporting as they are carried out in three tranches across the year. Tranche 1 will be concluded and reported in the Q3 report.
% of relevant land assessed as having below acceptable levels of detritus	8%	N/A	N/A	8%	N/A	

Housing and Planning Portfolio – Cllr Robert Salisbury

Development Management

	2021/22	Q1 2021/22	Q2 2021/22			Latest Note
	Target	Value	Value	Target	Status	
Validation of planning applications within 7 working days	96%	97%	99%	96%	✓	
The average time taken to process planning applications (days)	65	77	73	65	⛔	Q2 ytd 21/22 – 1,347 applications (all categories) Q2 ytd 20/21 – 1,176 applications (all categories) The average processing time is above the target due to increased volumes and a small number of applications which took a significant time to determine, mainly related to enforcement issues. This is a cumulative figure and is expected to flatten out over the year with proactive management of the processing of applications.
Costs awarded against the Council where the decision of the Council is overturned at Planning appeal	Data only	£00	£00	Data only	📊	
Processing of planning applications: Major applications within 13 weeks (or agreed extension of time)	90%	100%	93%	90%	✓	Q2 ytd 21/22 – 31 major applications Q2 ytd 20/21 – 18 major applications
Processing of planning applications: Minor applications within 8 weeks	90%	97%	100%	90%	✓	Q2 ytd 21/22 – 133 minor applications Q2 ytd 20/21 – 154 minor applications
Processing of planning applications: Other applications within 8 weeks	95%	99%	99%	95%	✓	Q2 ytd 21/22 – 772 other applications Q2 ytd 20/21 – 503 other applications
Planning appeals allowed	33%	29%	23%	33%	✓	

Planning Enforcement site visits made within 10 days of complaint	80%	87%	87%	80%		
---	-----	-----	-----	-----	---	--

Housing						
	2021/22	Q1 2021/22	Q2 2021/22			Latest Note
	Target	Value	Value	Target	Status	
Number of households assisted to access the private rented sector	Data only	19	37	Data only		As a result of the pandemic there has been an increase in demand for assistance. The Government directed all Councils to house all rough sleepers and to extend the provision of temporary accommodation to all homeless households. These measures have increased the number of households in temporary accommodation.
Number of households accepted as homeless	Data only	21	23	Data only		
Number of households living in temporary accommodation	Data only	107	117	Data only		
Number of households in nightly paid temporary accommodation	Data only	45	63	Data only		
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	203	194	Data only		
The % of policy compliant section 106's signed in the year on sites that meet the affordable housing threshold	Data only	67%	33%	Data only		2 out of the 6 s106's signed (33%) for schemes above the affordable housing threshold in the year to date were policy compliant. This has meant that there has been a loss of 66 affordable housing units on viability grounds.
Number of affordable homes delivered (gross)	Data only	63	136	Data only		

CAPITAL PROGRAMME MONITORING

REPORT OF: HEAD OF CORPORATE RESOURCES
Contact Officer: Peter Stuart
Email: peter.stuart@midsussex.gov.uk Tel: 01444 477315

Wards Affected: All
Key Decision: No
Report to: Scrutiny Committee for Leader, Finance and Performance
10th November 2021

Purpose of Report

1. To update the Committee on the various projects that form the Capital Programme.

Recommendation

2. **The Committee is requested to note the update.**
-

Background

3. The Council has a relatively modest capital programme funded from a combination of general reserve, grants, S106 funds and revenue contributions.
4. Some years back, during a period when uneven progress was being made on some projects within the programme, Members asked for an annual update to enable them to more knowledgeably respond to constituents who had enquiries regarding those projects.
5. This is the latest report and is produced for November each year.

Discussion

6. The projects are listed within the appendix and each is briefly described and the current financial and progress position set out.
7. It should be noted that for brevity and clarity, a traffic light system has been used which follows the usual meaning; with the exception that a 'red' for budget variance can mean both an underspend or an overspend, as appropriate.
8. None of the projects is the subject of any unexplained delay, and any over or underspends are adequately explained.
9. Members are invited to peruse the programme and make such enquiries as they see fit.
10. As usual, enquiries of any significant detail are best communicated before the meeting whereupon a more comprehensive answer can be assembled than would otherwise be possible during the meeting.

Financial Implications

11. This report does not have any financial effects.

Risk Management Implications

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

Equality and Customer Service Implications

13. There are none associated with this report.

Sustainability Implications

14. None arising directly from this report.

Other Material Implications


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


Background Papers


Corporate Plan and Budget for 2021/22 report to Council 3rd March 2021.

Capital Monitoring for Scrutiny Committee Leader, Finance and Performance for the period ending 30th September 2021


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)


 Slipped Budget to next year


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


Scheme Name	Revised Annual Budget	Actual to 30 Sept 2021	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											
<u>Planning Policy BU03</u>											
Goddards green Sewage Treatment Works	-	2,237,263	0	2,237,263	0	0%			Works completed on this project in 2021/22 are now funded from Housing Infrastructure funds (HIF). The final claim was made in September.	Nov-18	Mar-22
Burgess Hill Place and Connectivity Programme	2,675,000	662,363	1,651,813	2,314,177	0	0%			Works underway. As previously reported to Members the whole project, totalling £6,839m will span a five year period. Increases to the programme total were included in the Budget Management report to Cabinet 26th July and 13th September 2021 to reflect the latest phasing of these works. This project is funded entirely through West Sussex County Council grant, from Coast to Capital Local Enterprise Partnership grant and s106s. No slippage is anticipated at this stage.	Mar-20	Mar-22
<u>Digital & Technology BU06</u>											
PC Replacement Programme	67,000	5,149	10,200	15,349	0	0%			21/22 phase concentrates on peripherals. In addition, remainder of 20/21 budget was slipped into 21/22 to assist with acquisition of additional technology to enable collaborative working. 21/22 phase now started -currently reviewing asset needs across campus.	Jan-20	Mar-22
Supporting Infrastructure Refresh	-	(4,250)	4,250	0	0	0%			Complete -Accrual from 20/21 awaiting payment	Jan-20	Mar-21
Host Replacement - Production Farm & DMZ	55,000	41,157	0	41,157	0	0%			All equipment purchased, migration planning in progress, looking to complete by end of December 2021.	Dec-20	Dec-21
Fibre Channel Switch Replacement	36,000	26,935	0	26,935	0	0%			To be completed alongside Host Replacement project as works connected.	Dec-20	Dec-21
Replacement Document Management	50,000	0	0	0	(50,000)	-100%			£20k spent last year on essential upgrade but remaining £50k not required at the moment and will be reported as a saving in the next Budget Management Report to Cabinet 29th November 2021.		
Oaklands Wifi Refit	50,000	23,552	0	23,552	0	0%			Cabling complete - slight delay due to supplier issues - awaiting facilities fit of Access points - go live planned November 21.	Jun-21	Nov-21
Local Full Fibre Network	-	3,501	0	3,501	0	0%			Civils completed (duct/cabling and remedial works). Testing completed. Current variation is linked to outstanding WSCC recharge for fibre project. No forecast variation is anticipated by year end.		Apr-21
Rural Connectivity Programme	3,182,000	129,938	0	129,938	0	0%			Design and contract cost phase completed through SCAPE framework. Build commencing late October. All spend is funded by the Coast to Capital LEP. No forecast variation is anticipated by year end.	Aug-21	Apr-22
Research and Innovation Fibre Ring	612,000	31,412	0	31,412	0	0%			Design completed. Contract cost phase underway. All spend is funded by Brighton & Hove City Council (BHCC). No forecast variation is anticipated by year end.	Aug-21	Apr-22
<u>Housing BU08</u>											

Capital Monitoring for Scrutiny Committee Leader, Finance and Performance for the period ending 30th September 2021


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)


 Slipped Budget to next year


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


Scheme Name	Revised Annual Budget	Actual to 30 Sept 2021	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
	£	£	£	£	£	%					
Affordable Housing	1,000,000	0	0	0	(560,000)	-56%			The budget is an allowance for Affordable Housing costs financed from Commuted sums received for Affordable Housing. Blackwell Farm Road (£400K) is expected to complete by March 2022. In addition, £40K is expected to be paid for Rough Sleeper grant. The balance of £560K will then slip to 2022/23.		
TA Project - Stonefield Way	-	(341)	341	0	0	0%			Project complete -Accrual from 20/21 awaiting payment		
TA Project - Golden Hill, BH	-	(619)	619	0	0	0%			Project complete -Accrual from 20/21 awaiting payment		
Temporary Accommodation	2,800,000	0	1,075,000	1,075,000	0	0%			Properties with either exchange or completion dates due for purchase in 2021/22 include: Buckhurst Way, East Grinstead (£265K); Stonefield Way, Burgess hill (£240K); Stonefield Way, Burgess Hill (£245K). In addition, the following is due to complete subject to probate: Rosedene, Western Road, Burgess Hill (£250K). Planned costs for required works to enable occupation of these properties (£75K). Further properties will be identified in due course.		
<u>Environmental Health BU09</u>											
Disabled Facility grants	1,409,000	486,308	291,021	777,329	0	0%			The total grant available for 2021/22 is £1,409K. No forecast underspend is anticipated.	n/a	n/a
Air Quality Monitoring station	18,000			0	0	0%			No spend to date. Currently waiting for UKPN to provide the power supply and once this is completed, contractors are ready to carry out the installation.		Mar-22
<u>Landscapes and Leisure BU17</u>											
Bolney Recreation Ground Playground Improvements	32,000	(191)	31,318	31,128	(32,000)	-100%			Budget slipped from 20/21. Playground installation complete. Phase 2 of this project involves the installation of a BMX/ 'Pump Track' on site, using the remaining funds. Contract for this work was awarded in March. Works now delayed to 2022/23 when ground conditions are suitable. £32,000 is to be slipped to 22/23 and reported in April - September Budget Management Cabinet 29 November 21.	Apr-20	Jun-22
Kings Playground - New Playground Equipment	-	(1,076)	1,076	0	0	0%			Complete -Accrual from 20/21 awaiting payment	Jun-20	Mar-21
Forest Field HH Playground Improvements	60,000	0	0	0	0	0%			Slippage from 2020/21. Project delays due to impact of Covid on capacity. Public consultation completed, tender for design and build completed. Currently reviewing project scope in light of increased costs.		Jun-22
London Rd. Rec, Playground Improvements	80,000	0	0	0	(80,000)	-100%			Decision made to instigate a broader Parks Masterplan across the site. Budget no longer required (a new capital bid for site wide improvements will come forward in 22/23)		
Turners Hill Rec Playground Improvements	60,000	0	0	0	0	0%			Slippage from 2020/21. Project delays due to impact of Covid on capacity. Public consultation completed, tender for design and build underway. Aiming for a completion date of Feb 2022	Dec-21	Feb-22
St. Andrews Play Area, Playground Improvements	73,000	0	0	0	0	0%			Slippage from 2020/21. Project delays due to impact of Covid on capacity. Public consultation completed, tender for design and build underway. Aiming for a completion date of Feb 2022	Dec-21	Feb-22
Petanque Rink construction, Marie Place Rec, BH	30,000	0	0	0	0	0%			Slippage from 2020/21. Project being managed by BHTC. Construction delayed due to impact of Covid and adjacent Places & Connectivity works. Tender now awarded, and project due for completion in late 2021/22.		Mar-22

Capital Monitoring for Scrutiny Committee Leader, Finance and Performance for the period ending 30th September 2021


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)


 Slipped Budget to next year


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


Scheme Name	Revised Annual Budget	Actual to 30 Sept 2021	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
	£	£	£	£	£	%					
Scaynes Hill rec - New Playground Equipment	43,000	43,350	0	43,350	0	0%			Project complete		Aug-21
Garden Waste Bins	20,000	19,320	0	19,320	0	0%			On target		Mar-22
Corporate Estates & Facilities BU29											
Finches Field Pavilion	1,000	0	0	0	(1,000)	-100%			works complete and underspent		
St Johns Park BH Playground Imps	30,000	0	0	0	(30,000)	-100%			On hold awaiting results from play master plan		
Window Replacement Works	4,000	0	0	0	(4,000)	-100%			Phase 3 complete - retention released £4k project underspend.	Sep-19	Sep-19
Council Chamber Modernisation	16,000	(2,828)	148,433	145,605	129,605	810%			Initial building work complete - retention held. Installation of AV equipment over budget. £41.5k to be funded from Specific Reserve and the balance to be funded from General Reserve. Budget overspend to be reported in April - September Budget Management Cabinet 29 November 21.	Feb-20	Feb-21
Mount Noddy Pavilion - Extension and Alterations	-	410	0	410	410	0%			Work complete	Oct-18	Feb-19
Hurst Farm development costs	-	14,198	20,000	34,198	34,198	0%			Late invoices submitted from planning and environmental consultants to be netted off capital receipt. Budget overspend to be reported in April - September Budget Management Cabinet 29 November 21.		
Worlds End Rec - Changing Places toilet	-	(2,099)	2,099	0	0	0%			Work complete - retention held	Dec-18	Jan-19
Oaklands Replacement heating distribution system	-	(3,348)	3,348	0	0	0%			Work complete - retention held	Apr-20	Oct-20
Replace intruder alarms Oaklands	33,000	0	0	0	33,000	100%			Some initial works carried out. Currently finalising updated requirements based on investigative surveys and establishing contractors required to carry out different work areas. Project potentially to be combined with CCTV Digital project and may slip to 22/23 and an additional £12k required. This will be confirmed later in the year.	Dec-19	
Resurface Queensway car park East Grinstead	41,000	52,246	1,340	53,585	12,585	31%			Work complete at higher than budget - 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	-	1,173	64	1,237	1,237	0%			Completed in 20/21. Additional cost relates to concrete barriers required to secure the site post completion. Outstanding commitment to be cancelled.		

Capital Monitoring for Scrutiny Committee Leader, Finance and Performance for the period ending 30th September 2021


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)

 Slipped Budget to next year


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


Scheme Name	Revised Annual Budget	Actual to 30 Sept 2021	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
	£	£	£	£	£	%					
St. John's Park Pavillion	1,000	(4,581)	4,581	0	(1,000)	-100%			Work complete - retention held		Jan-21
Disposal of Handcross Car Park	2,000	2,023	0	2,023	23	1%			Work complete		
Burgess Hill Library Demolition	-	(5,074)		(5,074)	0	0%			Completed -Final Account for 20/21 less than estimated Accrual.		Mar-21
Oaklands Window Replacement Phase IV	175,000	134,425	30,390	164,815	0	0%			Works practically complete. Final account and snagging to agree		Oct-21
Partial Resurfacing of Oaklands Car Park	34,000	0	0	0	0	0%					
Heating Works Phase 3	139,000	118,406	3,501	121,907	(1,942)	-1%			Work complete - retention held		Oct-21
East Court Pavilion Sewage Pump	85,000	0	0	0	0	0%					
Cuckfield Rec Pavilion refurbishment	35,000	0	0	0	0	0%					


Revenue Projects											
Community Services, Policy and Performance BU01											
About the Place - Public Art Project - RP	98,000	0	0	0	(98,000)	-100%			To date, the route has been mapped and directions written up. Sites for the waymarkers have been identified and a draft brief has been prepared for the public art commission. It is intended to advertise the commission by the end of the financial year but it's unlikely there will be a need to draw down any of the funds until 2022/23 apart from £500 to advertise the commissions. The local parish projects have been delayed due to Covid as they are all participatory activities so they have been deferred until 2022. The project timeline has slipped by approx. 8 months and is likely to commence Jan 2022 – Jun 2023. £98,000 is to be slipped to 22/23 and reported in April - September Budget Management Cabinet 29 November 21.	Jan-22	Jun-23
CCTV at East Court and Mount Noddy - RP	43,000	14,071	14,070	28,140	0	0%			Project is now 90% complete, we just await dates from the utilities company to connect everything but the infrastructure is largely complete so should see full spend shortly.	Jun-21	Mar-22
Planning Policy BU03											
Burgess Hill Station Project RP	73,000	0	0	0	0	0%			Further £50K One Estate funding received in 2021/22 and reported to increase the budget to £73K. No slippage is anticipated at this stage.		Mar-22
Finance BU04											

Capital Monitoring for Scrutiny Committee Leader, Finance and Performance for the period ending 30th September 2021


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)


 Slipped Budget to next year


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


Scheme Name	Revised Annual Budget	Actual to 30 Sept 2021	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
	£	£	£	£	£	%					
Income Management Replacement System RP	-	0	62,950	62,950	62,950	0%			As reported in MIS26 on 30 June 2021, approved under delegated authority. The Revenue project cost is £63,000. First phase of implementation underway with a planned Go-live date of 9th December 2021. Approval of Budget of £63,000 is included in the Budget Management Report to Cabinet 29 November 2021	Oct-21	Dec-21
Digital & Technology BU06											
Telephony System Replacement RP	22,000	6,397	0	6,397	0	0%			Phase 1 (migration & implementation) completed in 20/21. £180,000 of Phase 2 (enhancement & development) now slipped to 2022/23 as reported to Cabinet 13 September 2021 to respond to service redesign following covid recovery.	Apr-20	Mar-23
Network Infrastructure Maintenance Project	20,000	0	0	0	0	0%			Project not started yet but no slippage anticipated at this stage.		
Landscapes and Leisure BU17											
Centre for Outdoor Sport (Master Planning) RP	245,000	0	0	0	(245,000)	-100%			Slippage from 2020/21 - due to Covid . The project has now been further delayed due to Covid. Initial feasibility work has been undertaken which has been funded from the BH Growth Reserve. £245,000 is to be slipped to 22/23 and reported in April - September Budget Management Cabinet 29 November 21.		Aug-23
John Pears Rec -Tennis Court Access	6,000	5,725	0	5,725	(275)	-5%			MIS Bulletin 47 25/11/20 £9000 approved- £7,540 from P35/667 – Land at Rentokil House, Garland Rd, EG ; £1460 from P35/694 – Land rear of 240 – 258 Holtye Road		May-21
Beech Hurst Garden Tennis Court Electronic Access Gates -R	-	0	5,005	5,005	0	0%			Electrical work complete- gates to be installed end November 21. Costs approved at report to Charity trustees 30th June 2021. £12,500 to be funded from Beech Hurst Trust Fund.		Dec-21
Beech Hurst Gardens Bowling Green Fencing - RP	-	9,943	6,857	16,800	0	0%			Order placed- works due to be completed by December 21. Costs approved at report to Charity trustees 30th June 2021. £20,000 to be funded from Beech Hurst Trust Fund.		Dec-21
Corporate Estates & Facilities BU29											
Drainage Works RP	91,000	0	24,115	24,115	(16,000)	-18%			£24k committed for Fairfield Rec SuDS swale, Vale Rd Trash screen, Holtye Weir Platform, EGTCF Watercourse survey & Lindfield Common Trash screen. A further project to commission a design and build tender for the new trash screen at the rear of EGTCF is expected to cost £30k to £50k. Tender planned for Dec21/Jan22, with construction Feb-Mar 22. £16k which was slipped from 20/21 is no longer required and will be reported as a saving in Apr-Sept Budget Management Cabinet 29 November 2021.	Apr-21	Mar-22
MCR Refurbishment of Committee & Oaklands Meeting Room	105,000	58,557	35,290	93,848	0	0%			Works in progress - tendered as one project	Apr-21	Mar-22
MCR Resurfacing Oaklands Car Park RP	9,000	8,400	0	8,400	(600)	-7%			Complete		Mar-21

Capital Monitoring for Scrutiny Committee Leader, Finance and Performance for the period ending 30th September 2021


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)

 Slipped Budget to next year

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

Scheme Name	Revised Annual Budget	Actual to 30 Sept 2021	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 Haywards Heath Road Service Road RP	-	(364)	364	0	0	0%			Work complete - retention held		Mar-21
MCR Resurfacing of Denmans Lane Car Park RP	-	(555)	555	0	0	0%			Work complete - retention held		Mar-21
MCR Resurfacing of Ardingly Car Park RP	-	(405)	405	0	0	0%			Work complete - retention held		Mar-21

DRAFT CORPORATE PLAN AND BUDGET 2022/23 – 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
10th November 2021

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 2022/23.

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 2022/23 will follow a similar timeline to last year. Further details are set out below.

Process of Consultation for Corporate Plan and Budget 2022/23

5. As is usual, it is proposed that there will be a six-week consultation period, commencing on 17th December 2021 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 28th January 2022.
7. A special meeting of this Committee on 12th January 2022 is planned to discuss the draft proposals. The Committee's comments, suggestions and recommendations are proposed to be reported to Cabinet on 14th February 2022. The draft Corporate Plan and Budget would then be presented for recommendation to Council on 2nd March 2022.

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 2022/23 Plan

9. The proposals will be put together in line with the Council's robust approach to service and financial planning and will follow the model adopted in previous years. The draft Corporate Plan will not contain the detailed Service Plans for each Business Unit, but these can be provided to Members electronically or in hard copy, on request.
10. Members should be aware of the continued context provided by the pandemic. This includes the delivery of the medium and long-term actions identified in the Council's recovery plans adopted as part of the revised Corporate Plan in September 2020 and taken forward through the 2021/22 Corporate Plan, which had recovering from the effects of the pandemic as its top priority.
11. 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.

Financial Implications

12. This report does not have any financial effects.

Risk Management Implications

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

Equality and Customer Service Implications

14. There are none associated with this report.

Sustainability Implications

15. None arising directly from this report.

Other Material Implications

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

Background Papers

Revised Corporate Plan and Budget 2020/21 report to Council 30th September 2020.
Corporate Plan and Budget for 2021/22 report to Council 3rd March 2021.

SCRUTINY COMMITTEE FOR LEADER, FINANCE AND PERFORMANCE WORK PROGRAMME 2021/22

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
 10 November 2021

Purpose of Report

1. For the Scrutiny Committee for Leader, Finance and Performance to agree its work programme for 2021/22, in so doing the Committee will note that this meeting is still being held with Covid restrictions in place.

Summary

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

Recommendations

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

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 Work Programme

5. The Committee's indicative Work Programme for 2021/2022 is set out below:

Meeting Date	Item	Reason for Inclusion
12 Jan 2022	Draft Corporate Plan and Budget 2022-23	Annual report
9 March 2022	Performance Monitoring for the 3 rd Quarter of 2021/22.	To report on the Council's performance in the third quarter.
	Sustainable Economy Strategy (SES)	To report on the work of the SES Working Group

Policy Context

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

Financial Implications

7. None.

Risk Management Implications

8. None.

Sustainability Implications

9. None

Background Papers

10. None.