
15 March 2022

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 COMMUNITY, CUSTOMER SERVICES AND SERVICE DELIVERY** will be held **VIA REMOTE VIDEO LINK** on **WEDNESDAY, 23RD MARCH, 2022 at 6.00 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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To: **Members of Scrutiny Committee for Community, Customer Services and Service Delivery:** Councillors A Boutrup (Chair), Anthea Lea (Chair), L Bennett, R Cartwright, P Chapman, R Clarke, B Dempsey, J Edwards, S Ellis, T Hussain, M Pulfer, C Phillips, S Smith (Vice-Chair), A Sparasci and D Sweatman

**Minutes of a meeting of Scrutiny Committee for Community,
Customer Services and Service Delivery
held on Wednesday, 2nd February, 2022
from 6.00 - 6.56 pm**

Present: Anthea Lea (Chair)
S Ellis (Vice-Chair)

L Bennett	J Edwards	S Smith
R Cartwright	T Hussain	D Sweatman
P Chapman	C Phillips	R Eggleston
R Clarke	M Pulfer	R Whittaker

Absent: Councillors A Boutrup, B Dempsey and A Sparasci

Also Present: Councillors R Bates, I Gibson, S Hatton, S Hillier and R Salisbury

**Present as
Cabinet**

Members: Councillors J Belsey, R De Mierre and N Webster

In the absence of the Chairman on this occasion, the Vice-Chairman, Councillor Anthea Lea assumed the role of Chairman and appointed Councillor Ellis to be her Vice-Chairman for the duration of the meeting which the Committee agreed.

1 ROLL CALL AND VIRTUAL MEETING EXPLANATION

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

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

Councillor Whittaker substituted for Councillor Boutrup and Councillor Eggleston substituted for Councillor Sparasci.

3 TO RECEIVE APOLOGIES FOR ABSENCE.

Apologies were received from Councillors Boutrup, Dempsey and Sparasci.

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

Councillor Pulfer declared a personal interest in Item 9: Draft Terms of Reference for forthcoming Community Governance Reviews as he is Leader of Haywards Heath Town Council.

Councillor Philips declared a personal interest in Item 9: Draft Terms of Reference for forthcoming Community Governance Reviews as he is a Member of Worth Parish Council.

Cllr Eggleston declared a personal interest in Item 9: Draft Terms of Reference for forthcoming Community Governance Reviews as he is Leader of Burgess Hill Town Council.

Councillor Sweatman declared a personal interest in Item 9: Draft Terms of Reference for forthcoming Community Governance Reviews as he is Leader of East Grinstead Town Council.

Councillor Bennett declared a personal interest in Item 9: Draft Terms of Reference for forthcoming Community Governance Reviews as she is a Member of East Grinstead Town Council.

5 TO CONFIRM THE MINUTES OF THE MEETING OF THE COMMITTEE HELD ON 17 NOVEMBER 2021.

The minutes of the meeting held on 17 November 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.

The Chairman had no urgent business.

7 AIR QUALITY.

The report was presented by Adam Dracott, Team Leader for Environmental Protection, to update Members on the Council's Annual Status Report on Air Quality and highlight the Air Quality Programme across the District. The Committee were recommended to endorse the approach of the Council on Air Quality Management.

The Team Leader for Environmental Protection summarised the findings of the report, which relate to the 2020 data sets. He emphasised the importance of working with colleagues at West Sussex County Council as the Highways Authority, noting the schedule and current actions from the Air Quality Management action plan, specifically in relation to the work at Stonepound Crossroads.

The Team Leader for Environmental Protection advised that as a result of lockdowns during the Pandemic, pollution drastically reduced, particularly levels of Nitrogen dioxide (NO₂) during 2020. Therefore, when considering the data for 2021 in the next report, it was important to consider this when making decisions on the Air Quality Management areas. He concluded the air quality in the Mid Sussex District area is generally good, remaining in line with objectives and steadily improving. He noted further investigation was underway at a site on London Road, East Grinstead and the project was underway to install a real-time air quality monitoring station, anticipated for installation in the summer.

A Member thanked the Team Leader and officers for their hard work on Air Quality Management and for producing such a concise report. He noted the site on London Road, East Grinstead and thanked the Team Leader for advising when the real-time air quality monitoring station was due to be installed.

A Member raised concerns regarding the same site and the impact of additional housing under the Site Allocations SA 19 and 20. Discussion was also held around the Air Quality Management scheme in relation to the District Plan proposals.

The Team Leader noted that the District Plan has enabled the Council to embed policies on transportation and pollution. He also confirmed that the Environmental Protection Team would continue to scrutinise applications where air quality is a material consideration. The installation of the real-time air quality monitoring station would help with this.

A Member referred to page 13 of the report, asking for further clarification of the installation of pollutant sensors to optimize traffic signalling. The Team Leader clarified this was a pilot project with West Sussex County Council to install sensors at each of the four branches at the Stonepound Crossroads.

The Cabinet Member for Community thanked the Air Quality Steering Group Members and officers for providing such a thorough report. He emphasised the Site Allocations document goes through a very diligent process and that Air Quality impact would be assessed as part of that process. He concluded by supporting the installation of the real-time air quality monitoring station at London Road, East Grinstead.

As there were no further indications for comment, the Chairman took Members to a vote on the recommendation contained in the report. This was approved unanimously.

RESOLVED

The Committee endorsed the approach of the Council on Air Quality Management.

8 OVERVIEW OF COMPLAINTS – 2020/2021.

Simon Hughes, Head of Digital and Customer Services introduced the report which also summarises complaints referred to the Local Government Ombudsman (LGO) during the same period. He advised it was important to learn from the complaints to help improve Council services as well as learn from the compliments as it is equally important to learn and repeat when processes are effective. He highlighted the key points in the report and that Mid Sussex District Council compares favourably to neighbouring local authorities for complaints to the LGO.

A Member was pleased with the Council's complaints performance during the pandemic and thanked officers for their hard work. The Member asked if the pandemic had generated an increase in complaints. The Head of Digital and Customer Services acknowledged that different complaints had been generated during the pandemic, potentially as a result of the changes made to the way services were delivered. The Council can use the pandemic as an opportunity to learn how services meet the needs of residents. He emphasised the positive feedback from residents.

The Cabinet Member for Customer Services expressed delight that compliments had increased and gave thanks to frontline officers and emphasised the importance for all Members to read the review of the LGO to raise the profile of the Council's Complaints process.

The Chairman noted that no Member wished to speak so moved to the vote on recommendation to note the report on Overview of Complaints – 2020/2021, which was agreed unanimously.

RESOLVED

The Committee noted the report on Overview of Complaints – 2020/2021.

9 DRAFT TERMS OF REFERENCE FOR FORTHCOMING COMMUNITY GOVERNANCE REVIEWS.

Terry Stanley, Business Unit Leader for Democratic Services introduced the report informing the Committee that within the report were five Terms of Reference for Community Governance Reviews (CGRs).

He explained that two of the five Terms of Reference are for petitioned Community Governance Reviews as discussed at the Scrutiny meeting on 17th November 2021. It is with the Committees permission that these be presented first; Worth Parish Council and Hurstpierpoint and Sayers Common Parish Council, followed by the three deferred Community Governance Reviews of the Town Councils.

The Business Unit Leader for Democratic Services gave a summary of Members feedback from the last Committee, which had been reflected in the updated report. He explained the Terms of Reference for Worth Parish and Hurstpierpoint and Sayers Common Parish and addressed the enquiries from Members relating to each, in turn, including providing an update on the outcome of the Hurstpierpoint & Sayers Common Parish Council meeting on 25th November.

A Member confirmed they were happy with the Terms of Reference for Worth Parish Council and for the process to commence, given that a majority consensus had been reached on the Terms of Reference.

The Chairman noted that there were no further questions relating to the first two Community Governance Reviews and concluded that Members agree to the proposed Community Governance reviews as outlined in the report for Worth Parish and Hurstpierpoint and Sayers Common.

The Business Unit Leader for Democratic Services outlined a proposal to defer the Community Governance Reviews of Burgess Hill Town Council, East Grinstead Town Council and Haywards Heath Town Council for consideration at the meeting on 23rd March to allow the affected Parish Councils more time to consider both the Terms of Reference and Local Government Boundary Commission for England (LGBCE) Final Recommendations for Mid Sussex District Council.

The Chairman confirmed it was important more time was given to the Parish Councils affected by this to assess the implications of the review.

Members discussed the option to defer the Town Council Community Governance Review's. In response to a Member's query, the Business Unit Leader for Democratic Services explained there would be a slight impact to the proposed timetable and consultation period, with a view to publishing the results no later than November 2022 to meet the deadline of the publication of the Electoral Register.

The Cabinet Member for Community thanked officers for their hard work on the project and Members for working collaboratively on this project.

Tom Clark, The Head of Regulatory Services, announced for the benefit of the Committee Members, the amended recommendations, to reflect the changes in the report.

The Chairman took Members to the vote on the revised recommendations which were proposed by Councillor Clarke and seconded by Councillor Pulfer. This was approved unanimously.

RESOLVED

The Scrutiny Committee for Community, Customer Services and Service Delivery:

- (i) Agreed the draft terms of reference and guidance for respondents for the Community Governance Reviews for Hurstpierpoint and Sayers Common and Worth Parish Councils;
- (ii) Deferred consideration of the draft terms of reference and guidance for the Community Governance Reviews at Burgess Hill, Haywards Heath and East Grinstead to the March 2022 meeting of this Committee to give all affected Town and Parish Councils time to consider these draft terms of reference in the light of the final report of the Boundary Commission for electoral arrangements for Mid Sussex District Council published on 1st February 2022 to take effect from the May 2023 local elections;
- (iii) Authorised the Head of Regulatory Services to make amendments to the agreed Terms of Reference if additional matters arise during the progress of the Community Governance Reviews, and
- (iv) Noted that further reports will be brought to the Committee as the agreed reviews progress.

10 SCRUTINY COMMITTEE FOR COMMUNITY, CUSTOMER SERVICES AND SERVICE DELIVERY WORK PROGRAMME 2021/22.

Tom Clark, Head of Regulatory Services and Solicitor to the Council, introduced the Work Programme noting the addition of three Community Governance Review Terms of Reference for the March meeting of this committee.

As there were no indications for comment, the Chairman took Members to a vote on the recommendation contained in the report. This was approved unanimously.

RESOLVED

The Committee noted the Committees Work Programme for 2021/22 as set out at paragraph 5 of the report.

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

No questions were received.

The meeting finished at 6.56 pm

Chairman

Proposed Community Governance Reviews for the Administrative and Electoral Arrangements of Town and Parish Councils affected by the outcome of the LGBCE's Electoral Review of Mid Sussex District Council.

REPORT OF: Head of Regulatory Services
Contact Officer: Terry Stanley, Business Unit Leader - Democratic Services
Email: terry.stanley@midsussex.gov.uk Tel: 01444 477415
Wards Affected: Burgess Hill Dunstall, Burgess Hill Leylands, Cuckfield, Haywards Heath Heath, Haywards Heath Franklands, Haywards Heath Ashenground, High Weald, Lindfield, and all East Grinstead Wards
Key Decision: No
Report to: Scrutiny Committee for Customer Services & Service Delivery
23 March 2022

Purpose of Report

1. Owing to the outcomes of the Electoral Review of Mid Sussex District Council conducted by the Local Government Boundary Commission (England) [LGBCE] which were published 1 February 2022 following two rounds of public consultation, to propose that this Council should now conduct Community Governance Reviews (CGRs) of the affected Town and Parish Councils to consider aligning administrative and electoral arrangements ahead of the May 2023 local government elections.
2. To consult the Committee regarding the content of the Draft Terms of Reference (ToR) for these Community Governance Reviews.

Recommendations

3. **The Committee is recommended to:**
 - (i) **Agree the proposed CGRs to consider administrative and electoral arrangements for Burgess Hill and Haywards Heath Town Councils and consequential considerations for the parish councils of Ansty & Staplefield, Lindfield and Lindfield Rural.**
 - (ii) **Agree the proposed CGR to consider Councillor numbers and ward boundaries for East Grinstead Town Council.**
 - (iii) **Agree each of the draft Terms of Reference and Guidance for Respondents which have been the subject of consultation with affected town and parish councils.**
 - (iv) **Authorise the Head of Regulatory Services to make amendments to Terms of Reference if additional matters arise, and as otherwise may prove necessary during the period of the CGRs.**
 - (v) **And to note that further reports would be provided as this Council's draft and final recommendations are available at later stages of the Reviews.**

Background

4. As part of an electoral review, the LGBCE must have regard to the statutory criteria set out in Schedule 2 to the Local Democracy, Economic Development and Construction Act 2009 (the 2009 Act). The Schedule provides that if a parish is to be divided between different wards it must also be divided into parish wards, so that each parish ward lies wholly within a single ward. The LGBCE cannot make changes to the external boundaries of parishes as part of an electoral review.

- 5. Under the 2009 Act the LGBCE only has the power to make changes to parish electoral arrangements where these are as a direct consequence of their recommendations for principal authority warding arrangements. However, Mid Sussex District Council has powers under the Local Government and Public Involvement in Health Act 2007 to conduct Community Governance Reviews to effect changes to parish electoral arrangements.
- 6. As a result of the LGBCE’s final recommendations for MSDC ward boundaries and having regard to the statutory criteria set out in schedule 2 to the 2009 Act, they are providing revised parish electoral arrangements for Ansty & Staplefield, Burgess Hill, East Grinstead, Haywards Heath, and Lindfield Rural.

Revised parish electoral arrangements

- 7. The LGBCE has provided revised parish electoral arrangements for Ansty & Staplefield parish. The allocation of parish councillors for this parish is based on the existing electorate. This is because the development to the north of Burgess Hill Town, as well as the development south of the county division boundary in the Rocky Lane area within Ansty & Staplefield parish, will not be fully populated by the time of the first election in 2023. It would be unreasonable for more than one parish councillor to represent so few electors.
- 8. They can do this for parish council electoral arrangements as they did not have to consider the five-year electoral forecast. The LGBCE has used the forecast electorate for allocating parish councillors in each of the other parishes as growth in these areas is not as significant.
- 9. The LGBCE has concluded that Ansty & Staplefield Parish Council shall comprise nine councillors, as at present, representing seven wards:

Parish ward	Number of parish councillors	
Ansty	2	
Brook Street & Borde Hill	1	(CGR would consider increasing to 2)
Northern Arc East *	1	(in MSDC Ward: BH Leylands)
Northern Arc West *	1	(in MSDC Ward: BH Dunstall)
Rocky Lane North *	2	(in MSDC Ward: HH Ashenground)
Rocky Lane South *	1	(in MSDC Ward: HH Ashenground)
Staplefield	1	

- 10. It is proposed that a CGR considers aligning the administrative and electoral arrangements for the asterisked parish wards to be coincident with the new district wards. If we do not undertake this now, electoral arrangements in May 2023 would be misaligned. This would result in voters electing district councillors for Haywards Heath wards whilst at same time electing parish councillors for Ansty & Staplefield Parish Council – a situation that can be confusing and disagreeable to electors.
- 11. As the CGR would consider increasing representation for Brook Street and Borde Hill to take account of permitted developments there, the Review proposals if resolved, would see a net decrease of 4 Councillors, resulting in a new total of 5.

12. The Parish Council is concerned that it has made plans for parish projects and has taken out a Public Works Loan based on the current tax base and feels that the pace of the proposed change is inappropriate. They also wondered why the proposed changes for the Burgess Hill Northern Arc boundary are to be implemented before any significant housing will be built.
13. The Planning Policy team believes that the Northern Arc will build out at around 250 dwellings per year. On this basis there would be 500 new dwellings by the end of 2023 and by the end of 2027, almost all the forecast 1,550 dwellings will be built.
14. Such development as does exist by 2023, is likely to look to Burgess Hill for community identity, interests, amenity, and services.
15. Rocky Lane developments do exist, and these almost certainly look to Haywards Heath for community identity, interests, amenity, and services.
16. We would carefully evaluate and consider all submissions received during the two public consultation periods. Our resulting draft and final recommendations would be scrutinised by this committee.
17. The LGBCE concluded that Burgess Hill Town Council shall comprise 18 councillors, as at present, representing 11 wards:

Parish ward	Number of parish councillors
Burgess Hill Dunstall	1
Burgess Hill Franklands	3
Burgess Hill Gatehouse	1
Burgess Hill Hammonds North	1
Burgess Hill Leylands	2
Burgess Hill Meeds & Hammonds	2
Burgess Hill Norman	1
Burgess Hill St Andrews	3
Burgess Hill St Johns	1
Burgess Hill Victoria East	2
Burgess Hill Victoria West	1

18. If the CGR resolves to align the new parish wards of Northern Arc East and Northern Arc West with Burgess Hill Leylands and Dunstall wards respectively, the total number of town councillors should in the first electoral cycle remain the same, to reflect that the build rate in the Northern Arc strategic development sites is expected to be 250 p.a. and the electorate would therefore rise steadily, rather than rapidly.
19. If we do not undertake this CGR now, electoral arrangements in May 2023 would be misaligned. This would result in voters electing district councillors for Burgess Hill wards whilst at same time electing parish councillors for Ansty & Staplefield Parish Council – a situation that can be confusing and disagreeable to electors.
20. Burgess Hill Town Council supports the proposal to conduct a CGR to consider these matters.

21. The LGBCE has concluded that Haywards Heath Town Council shall comprise 16 councillors, as at present, representing nine wards:

Parish ward	Number of parish councillors
HH Ashenground	2
HH Bentswood & Heath East	3
HH Bentswood & Heath West	1
HH Franklands	3
Haywards Heath Lucastes & Bolnore	3
Haywards Heath Lucastes Boltro	1
Haywards Heath North Central	1
Haywards Heath North East *	1 (in MSDC Ward: Lindfield)
Haywards Heath West	1

22. The LGBCE was persuaded that electors on the northern side of College Road shared community interests with those on the northern side of Gander Hill. They also noted the strength of the railway line as a boundary. They therefore adopted the proposals to include the area east of the railway line around Wickham Way in Lindfield ward. They noted that the railway line and College Road are strong boundaries, the use of which is facilitated by the additional changes proposed to the west.
23. It is proposed that the CGR considers aligning the administrative and electoral arrangements for the asterisked parish ward to be coincident with the district ward. If we do not undertake this CGR now, electoral arrangements in May 2023 would be misaligned. This would result in voters electing district councillors for Lindfield ward whilst at same time electing town councillors for Haywards Heath Town Council – a situation that can be confusing and disagreeable to electors
24. The Review proposal if resolved would see a decrease of 1 Councillor for Haywards Heath Town Council and a consequential increase of 1 Councillor for Lindfield Parish Council.
25. The LGBCE concluded that Lindfield Rural Parish Council shall comprise nine councillors, as at present, representing three wards:

Parish ward	Number of parish councillors
Scayne's Hill & Rural	4
The Hollow *	1 (in MSDC Ward: HH Franklands)
Walstead	4

26. It is proposed that the CGR considers aligning the administrative and electoral arrangements for the asterisked parish ward to be coincident with the district ward. If we do not undertake this CGR now, electoral arrangements in May 2023 would be misaligned. This would result in voters electing district councillors for Haywards Heath Franklands ward whilst at same time electing parish councillors for Lindfield Rural Parish Council – a situation that can be confusing and disagreeable to electors
27. The Review proposal if resolved would see a decrease of 1 Councillor for Lindfield Rural Parish Council.

28. Officers have engaged fully with resident's concerns regarding postal addresses, property valuations and future school catchment areas. There is no impact for postal addresses which are determined entirely by Royal Mail and the National & Local Land & Property Gazetteer. The official addresses of the indicated cul-de-sacs are currently 3rd Line: Lindfield and 4th Line: Haywards Heath, and this will not change as result of a CGR. There is also no evidence that administrative and electoral arrangements for parishes have any impact at all on property valuations or school catchment areas. WSCC has confirmed the latter and we continue to engage with residents.
29. Lindfield Rural Parish Council is concerned about potential loss of precept, which if resolved by this CGR, is estimated to be c.£7,342. At the invitation of the parish council we attended a council meeting to answer questions from elected representatives and members of the public and we now await LRPC's formal response to the draft Terms of Reference.
30. We would carefully evaluate and consider all submissions received during the two public consultation periods. Our resulting draft and final recommendations would be scrutinised by this committee.
31. The LGBCE concluded that East Grinstead Town Council should comprise 19 councillors, as at present, representing nine wards:

Parish ward	Number of parish councillors
East Grinstead Ashplats North	4
East Grinstead Ashplats South	1
East Grinstead Baldwins	2
East Grinstead Herontye	2
East Grinstead Imberhorne	4
East Grinstead Sackville	1
East Grinstead South	1
East Grinstead Town North	1
East Grinstead Town South	3

32. It is requested by East Grinstead Town Council that a CGR is undertaken to consider a reduction in the number of Councillors to 16, representing six wards.
33. This Council has no reason to decline this request. Accordingly, your officers recommend that we undertake the CGR to consider the proposed reduction in Councillor numbers, and future town ward boundaries.

Policy Context

34. When boundary changes occur, for example as result of an Electoral Review, it is advisable for a principal authority to review all or part of its administrative area to ensure that parish and town council boundaries are coincident with district ward boundaries for the effective and efficient administration of elections at all tiers of local government.

Other Options Considered

35. Do nothing regarding BHTC, HHTC, Lindfield, Lindfield Rural Parish Council and Ansty and Staplefield Parish Council - This is possible for one electoral cycle but would mean accepting the administrative and electoral complexities and risks identified elsewhere in this report. It is not however sustainable in the long term and would need to be considered again in 2025, to occur sufficiently ahead of the 2027 local government elections. Your officers do not recommend this approach.

Financial Implications

36. The costs involved with conducting Community Governance Reviews fall to the Principal Authority and are within existing Democratic Services budgetary provision.

Risk Management Implications

37. As the conduct of Community Governance Reviews is a statutory duty for this Authority, the Reviews will be conducted according to government guidance, so the risk level is assessed to be low.
38. The do-nothing option does present a raised level of risk for the efficient and effective administration of combined district and parish local government elections.

Equality and Customer Service Implications

39. The Reviews incorporate two substantial public consultation periods, so that all local government electors have opportunities to contribute.
40. The Terms of Reference describe how we will publicise and conduct the Reviews. The Review timetable is also included.

Other Material Implications

41. At the conclusion of any CGR and following adoption in Council, the Council's Legal Services Division would be required to make Community Governance Orders.

Sustainability Implications

42. A key aim of any Community Governance Review is to alight upon suitable Governance and Electoral arrangements that are capable of enduring. There is little or no environmental impact.

Background Papers

[Government & Local Government Boundary Commission Guidance on Community Governance Reviews.](#)

[LGBCE Draft Recommendations for Mid Sussex District Council.](#)

[LGBCE Final Recommendations for Mid Sussex District Council](#)

Enc.

- Appendix A - Draft ToR for CGR of HHTC (Electoral & Administrative Boundaries)
- Appendix B - Draft ToR for CGR of BHTC (Electoral & Administrative Boundaries)
- Appendix C - Draft ToR for CGR of EGTC (Councillor Numbers & Wards)

Community Governance Review 2022

Local Government and Public Involvement in Health Act 2007

Terms of Reference

1. Introduction

1.1 What is a community governance review?

A community governance review is a review of the whole or part of the Principal Council's area to consider one or more of the following:

- creating, merging, altering or abolishing parishes;
- the naming of parishes and the style of new parishes;
- the electoral arrangements for parishes (the ordinary year of election council size; the number of councillors to be elected to council and parish warding); and,
- grouping parishes under a common parish council or de-grouping parishes.

A community governance review is now required to consider:

- the impact of boundary and ward changes recommended by the Local Government Boundary Commission (England)
- the impact of community governance arrangements on community cohesion; and
- the size, population and boundaries of a local community or parish.

If the Council (MSDC) is satisfied that the recommendations from a community governance review would ensure that community governance within the area under review will reflect the identities and interests of the community in that area; and is effective and convenient, the Council (MSDC) makes a community governance order.

1.2 Scope of the review

The review is being undertaken to take account of electoral boundary changes being applied as a result of the LGBCs Review of Mid Sussex District Council.

Specifically, the Town and Parish Council boundaries to be considered are:

- Haywards Heath Town Council – To move the south-western boundary to include the developments in the Rocky Lane area.
- Haywards Heath Town Council – To move the northern boundary of the Haywards Heath Franklands ward to Westlands Road and the junction with Gravelye Lane to make the town council boundary coincident with the District Council ward.
- Lindfield Parish Council – To move the western boundary to run along the railway line and College Road / Gander Hill to take in the new parish ward HH North-East.
- Consequential changes for Ansty & Staplefield Parish Council, Lindfield Rural Parish Council, Haywards Heath Town Council and Lindfield Parish Council.

A key aim is complete this review and give effect to any new boundaries to take effect at the next ordinary local government elections in May 2023.

Other related matters which may arise during the review in response to representations received will be considered as appropriate.

2. Consultation

2.1 How the Council proposes to conduct consultations during the Review

Before making any recommendations or publishing final proposals, the Council must consult local government electors for the Haywards Heath Town Council areas under review and any other person or body (including a local authority) which appears to the Council to have an interest in the review. The Council will therefore:

- publish a notice and the Terms of Reference (ToR) on the council's website (www.midsussex.gov.uk) and arrange for copies to be available for public inspection at Mid Sussex District Council, Oaklands, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS during normal office hours;
- send a copy of the notice and the ToR to the Parish Councils listed in 1.2 above, Mid Sussex Association of Local Councils, Ward Members, Members of West Sussex County Council whose electoral divisions encompass the area concerned and the MP for the Arundel & South Downs constituency.
- write to all registered electors in the parish and town council areas listed in 1.2 above
- publicise the review and the notice in this council's residents' magazine, and
- send a copy of the notice and the Community Governance Review (CGR) ToR to the Local Government Boundary Commission for England (LGBCE) and to the relevant officers of West Sussex County Council.

Before making any recommendations, the Council will take account of any representations received. The Council will publish its recommendations as soon as practicable and take such steps as it considers sufficient to ensure that persons who may be interested in the community governance review are informed of the recommendations and the reasons behind them.

The Council will notify each consultee and any other persons or bodies who have made written representations of the outcome of the review.

3. Timetable for the community governance review

- 3.1 A community governance review is concluded on the day on which the Council publishes the recommendations made by the community governance review.

The table below sets out the timetable for the review.

Action	Date	Outline of Action
Start Date	4 April 2022	Council publishes the terms of reference
Public Consultation 1	4 April 2022	Eight-week consultation period starting with publication of the Review Terms of Reference.
Public Consultation ends	27 May 2022	All representations are examined & considered
Draft proposals considered by MSDC Scrutiny Committee (Customer Services & Service Delivery)	22 June 2022	Any additional recommendations of the Scrutiny Committee are recorded and added to the draft proposals.
Draft proposals re-published if the Scrutiny Committee proposes any amendments	24 June 2022	Council publishes draft proposals
Public Consultation 2	1 July 2022	Further six-week consultation period.
Public Consultation ends	12 August 2022	All representations are examined & considered
Final recommendations [Review ends]	6 September 2022	Published at the MSDC website
Final recommendations considered by MSDC Scrutiny Committee (Customer Services & Service Delivery)	14 September 2022	Scrutiny Committee will consider the extent to which the Council should give effect to the recommendations and make recommendations to Full Council
Final recommendations (as amended, if applicable) are recommended to Full Council for adoption.	28 September 2022	Full Council considers and determines the extent to which the Council shall give effect to the recommendations
Order made	By 31 October 2022	Council publishes Community Governance Order
Order takes effect	May 2023	Next scheduled local government elections

4. Background information

4.1 The Local Government Act 1972 provides that any parish council must have at least five councillors. No maximum number is prescribed.

4.2 When considering the number of councillors to be elected for a parish the Council must have regard to the number of local government electors for the parish and any change to that number that is likely to occur within five years of the date on which these terms of reference are published.

4.3 Joint guidance issued by the Department of Communities and Local Government and the Local Government Boundary Commission for England in 2010 provides further information on community governance reviews and the factors influencing size and membership of parish councils. On size, the guidance says:

“154. In practice, there is a wide variation of council size between parish councils. That variation appears to be influenced by population. Research by the Aston Business School Parish and Town Councils in England (HMSO, 1992), found that the typical parish council representing less than 500 people had between five and eight councillors; those between 501 and 2,500 had six to 12 councillors; and those between 2,501 and 10,000 had nine to 16 councillors. Most parish councils with a population of between 10,001 and 20,000 had between 13 and 27 councillors, while almost all councils representing a population of over 20,000 had between 13 and 31 councillors.

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156. In considering the issue of council size, the LGBCE is of the view that each area should be considered on its own merits, having regard to its population, geography and the pattern of communities. Nevertheless, having regard to the current powers of parish councils, it should consider the broad pattern of existing council sizes. This pattern appears to have stood the test of time and, in the absence of evidence to the contrary, to have provided for effective and convenient local government.

157. Principal councils should also bear in mind that the conduct of parish council business does not usually require a large body of councillors. In addition, historically many parish councils, particularly smaller ones, have found difficulty in attracting sufficient candidates to stand for election. This has led to uncontested elections and/or a need to co-opt members in order to fill vacancies. However, a parish council’s budget and planned or actual level of service provision may also be important factors in reaching conclusions on council size.”

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Electors	Councillors	Electors	Councillors
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4.5 The electoral cycle for parish councils is for elections every four years.

5. Making representations

5.1 If you wish to make written representations on the community governance review please do so here: [[Hyperlink to online form for HHTC CGR response](#)]

Or via e-mail: elections@midsussex.gov.uk

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Community Governance Review
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Guidance: Responding to a Community Governance Review - APPENDIX 1

This guidance refers to Community Governance Reviews conducted within the administrative area of the Mid Sussex District Council and explains how you may respond to a Review.

What is a Community Governance Review?

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Considering the Terms of Reference, we want your views of what the Community Governance arrangements for your area should be. In support of your case for the boundary being moved or not, you need concisely to explain how your proposition might derive the following benefits:

- Improved community engagement
- Enhanced community cohesion
- Better local democracy
- More effective and convenient delivery of local services and local government

You should also explain how your proposition:

- Reflects the identities and interests of the community

Can I just write to say that I support or do not support a particular outcome?

No. A Community Governance Review is a qualitative examination of a range of issues as explained within the Public Notice, the Terms of Reference, and this guidance.

It is not a poll of any kind, and the numbers of submissions for each proposition will have no effect upon the outcome. The decision of this authority will depend wholly on the quality of the propositions and the evidence offered in support of them.

Accordingly, we will reject any written submission that merely expresses support or opposition for a particular outcome or is so brief that it is uncertain or provides nothing for us to consider.

How will I know that my views have been received and considered?

All online and email submissions will be acknowledged. Depending on the volumes received, it may not be possible to acknowledge all those received by post, but we will try do so.









All qualitative submissions will be carefully considered and when we publish our draft recommendations all such responses will be published together with respondent's names at the council's website. Other personal information such as address, and contact details will be redacted in accordance with general data protection regulations.

We will not publish any submissions that are rejected for undue brevity, or which are wholly uncertain. At a Community Governance Review such data is meaningless.

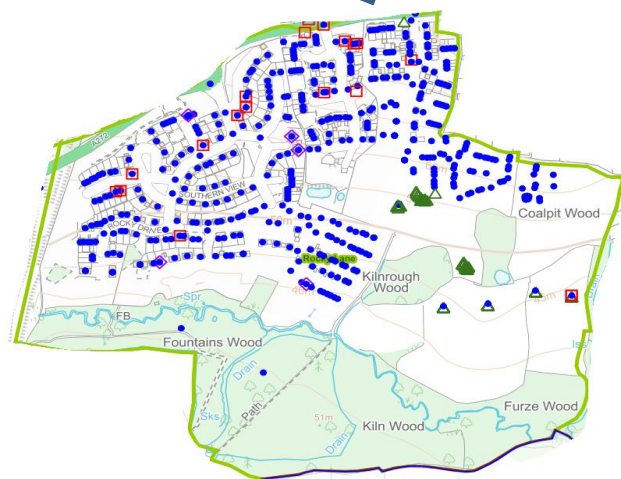
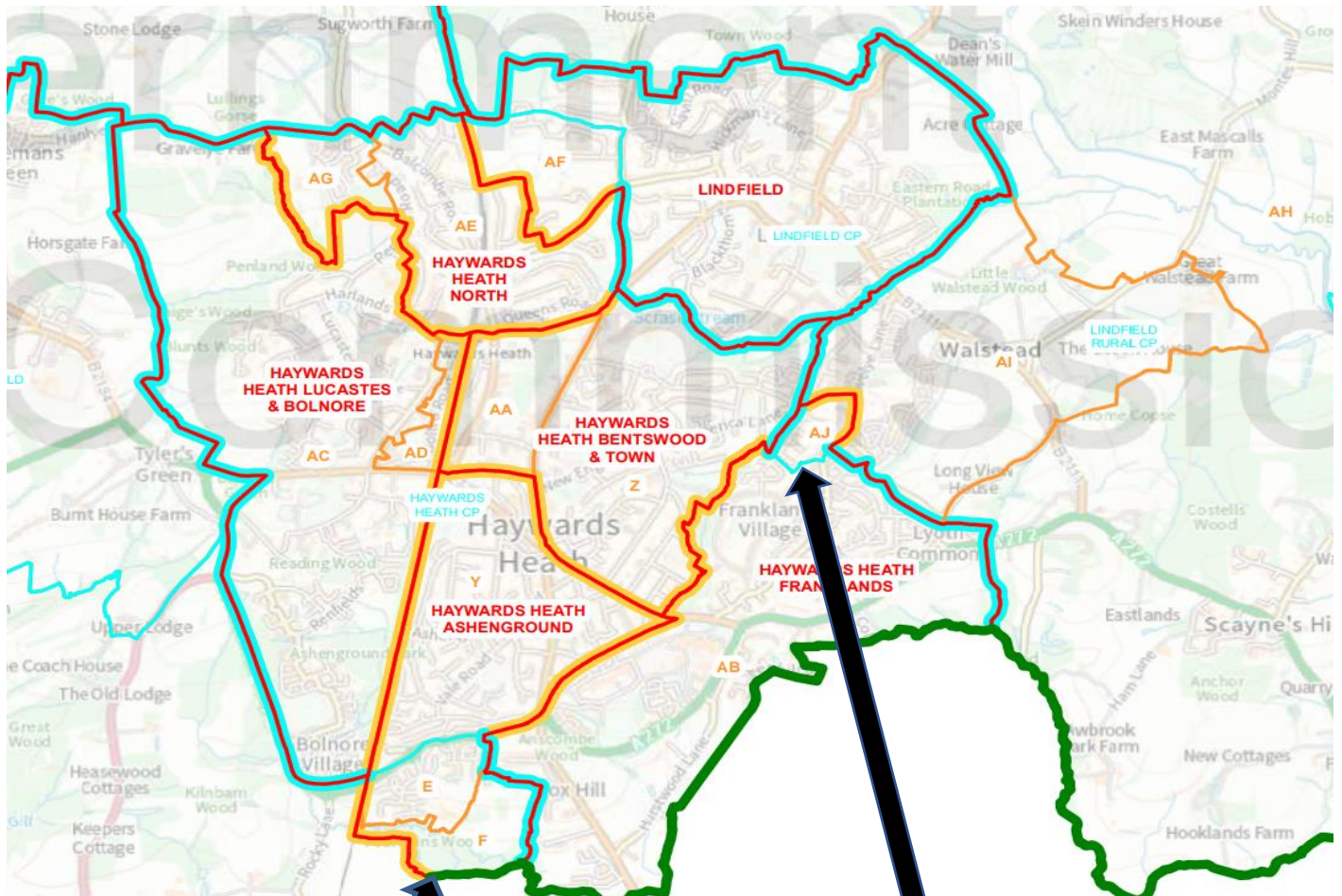
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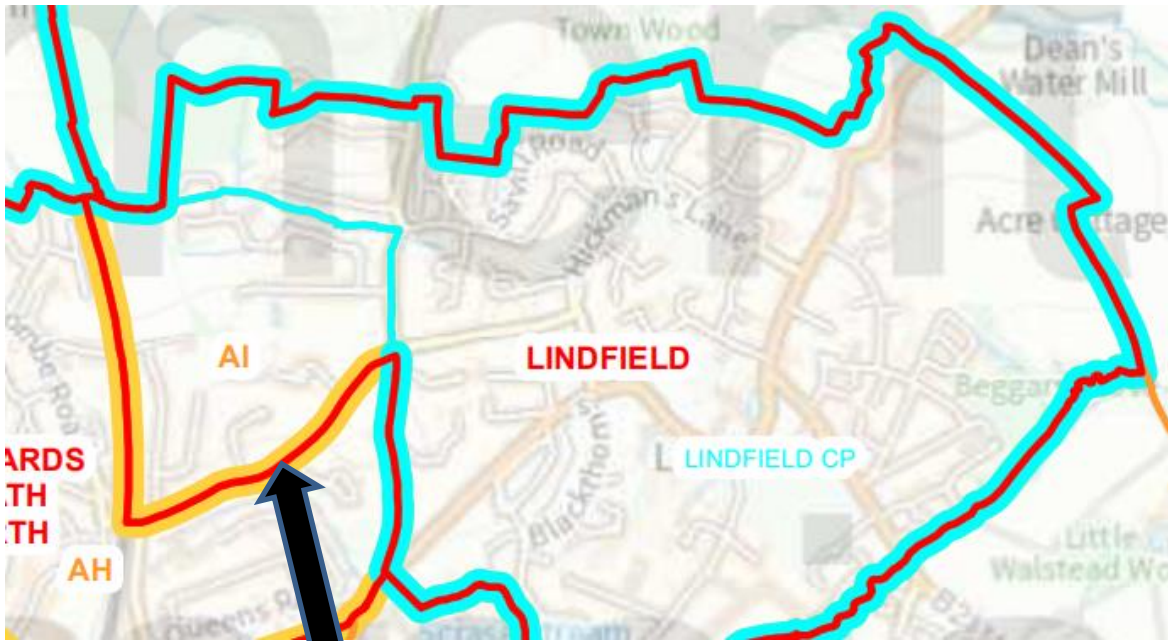
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The timetable also shows when these matters are due to be considered by a Scrutiny Committee and by a meeting of the full Council. Agendas and papers for all the Council's formal meetings are available via the MSDC website and all such meetings are webcast.

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HAYWARDS HEATH TOWN COUNCIL CGR – PROPOSED BOUNDARY CHANGES





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Community Governance Review 2022

Local Government and Public Involvement in Health Act 2007

Terms of Reference

1. Introduction

1.1 What is a community governance review?

A community governance review is a review of the whole or part of the Principal Council's area to consider one or more of the following:

- creating, merging, altering or abolishing parishes;
- the naming of parishes and the style of new parishes;
- the electoral arrangements for parishes (the ordinary year of election council size; the number of councillors to be elected to council and parish warding); and,
- grouping parishes under a common parish council or de-grouping parishes.

A community governance review is now required to consider:

- the impact of boundary and ward changes recommended by the Local Government Boundary Commission (England)
- the impact of community governance arrangements on community cohesion; and
- the size, population and boundaries of a local community or parish.

If the Council (MSDC) is satisfied that the recommendations from a community governance review would ensure that community governance within the area under review will reflect the identities and interests of the community in that area; and is effective and convenient, the Council (MSDC) makes a community governance order.

1.2 Scope of the review

The review is being undertaken to take account of housing developments which have been built across existing boundaries. This will aim to amend the parish boundaries to reflect the community that residents of Northern Arc development will belong to.

Specifically, the Town and Parish Council boundaries to be considered are:

- Burgess Hill Town Council – To move the northern boundaries of Dunstall and Leylands Wards to include the northern arc developments.
- Consequential changes for Ansty & Staplefield Parish Council.

A key aim is complete this review and give effect to any new boundaries to take effect at the next ordinary local government elections in May 2023.

Other related matters which may arise during the review in response to representations received will be considered as appropriate.

2. Consultation

2.1 How the Council proposes to conduct consultations during the Review

Before making any recommendations or publishing final proposals, the Council must consult local government electors for the Burgess Hill Town Council areas under review and any other person or body (including a local authority) which appears to the Council to have an interest in the review. The Council will therefore:

- publish a notice and the Terms of Reference (ToR) on the council's website (www.midsussex.gov.uk) and arrange for copies to be available for public inspection at Mid Sussex District Council, Oaklands, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS during normal office hours;
- send a copy of the notice and the ToR to the Parish Councils listed in 1.2 above, Mid Sussex Association of Local Councils, Ward Members, Members of West Sussex County Council whose electoral divisions encompass the area concerned and the MP for the Arundel & South Downs constituency.
- write to all registered electors in the parish and town council areas listed in 1.2 above
- publicise the review and the notice in this council's residents' magazine, and
- send a copy of the notice and the Community Governance Review (CGR) ToR to the Local Government Boundary Commission for England (LGBCE) and to the relevant officers of West Sussex County Council.

Before making any recommendations, the Council will take account of any representations received. The Council will publish its recommendations as soon as practicable and take such steps as it considers sufficient to ensure that persons who may be interested in the community governance review are informed of the recommendations and the reasons behind them.

The Council will notify each consultee and any other persons or bodies who have made written representations of the outcome of the review.

3. Timetable for the community governance review

- 3.1 A community governance review is concluded on the day on which the Council publishes the recommendations made by the community governance review.

The table below sets out the timetable for the review.

Action	Date	Outline of Action
Start Date	4 April 2022	Council publishes the terms of reference
Public Consultation 1	4 April 2022	Eight-week consultation period starting with publication of the Review Terms of Reference.
Public Consultation ends	27 May 2022	All representations are examined & considered
Draft proposals considered by MSDC Scrutiny Committee (Customer Services & Service Delivery)	22 June 2022	Any additional recommendations of the Scrutiny Committee are recorded and added to the draft proposals.
Draft proposals re-published if the Scrutiny Committee proposes any amendments	24 June 2022	Council publishes draft proposals
Public Consultation 2	1 July 2022	Further six-week consultation period.
Public Consultation ends	12 August 2022	All representations are examined & considered
Final recommendations [Review ends]	6 September 2022	Published at the MSDC website
Final recommendations considered by MSDC Scrutiny Committee (Customer Services & Service Delivery)	14 September 2022	Scrutiny Committee will consider the extent to which the Council should give effect to the recommendations and make recommendations to Full Council
Final recommendations (as amended, if applicable) are recommended to Full Council for adoption.	28 September 2022	Full Council considers and determines the extent to which the Council shall give effect to the recommendations
Order made	By 31 October 2022	Council publishes Community Governance Order
Order takes effect	May 2023	Next scheduled local government elections

4. Background information

4.1 The Local Government Act 1972 provides that any parish council must have at least five councillors. No maximum number is prescribed.

4.2 When considering the number of councillors to be elected for a parish the Council must have regard to the number of local government electors for the parish and any change to that number that is likely to occur within five years of the date on which these terms of reference are published.

4.3 Joint guidance issued by the Department of Communities and Local Government and the Local Government Boundary Commission for England in 2010 provides further information on community governance reviews and the factors influencing size and membership of parish councils. On size, the guidance says:

“154. In practice, there is a wide variation of council size between parish councils. That variation appears to be influenced by population. Research by the Aston Business School Parish and Town Councils in England (HMSO, 1992), found that the typical parish council representing less than 500 people had between five and eight councillors; those between 501 and 2,500 had six to 12 councillors; and those between 2,501 and 10,000 had nine to 16 councillors. Most parish councils with a population of between 10,001 and 20,000 had between 13 and 27 councillors, while almost all councils representing a population of over 20,000 had between 13 and 31 councillors.

155. The LGBCE has no reason to believe that this pattern of council size to population has altered significantly since the research was conducted. Although not an exact match, it broadly reflects the council size range set out in the National Association of Local Councils Circular 1126; the Circular suggested that the minimum number of councillors for any parish should be seven and the maximum 25.

156. In considering the issue of council size, the LGBCE is of the view that each area should be considered on its own merits, having regard to its population, geography and the pattern of communities. Nevertheless, having regard to the current powers of parish councils, it should consider the broad pattern of existing council sizes. This pattern appears to have stood the test of time and, in the absence of evidence to the contrary, to have provided for effective and convenient local government.

157. Principal councils should also bear in mind that the conduct of parish council business does not usually require a large body of councillors. In addition, historically many parish councils, particularly smaller ones, have found difficulty in attracting sufficient candidates to stand for election. This has led to uncontested elections and/or a need to co-opt members in order to fill vacancies. However, a parish council’s budget and planned or actual level of service provision may also be important factors in reaching conclusions on council size.”

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5. Making representations

5.1 If you wish to make written representations on the community governance review please do so here: [[Hyperlink to online form for Burgess Hill TC & Northern Arc CGR response](#)]

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Guidance: Responding to a Community Governance Review - APPENDIX 1

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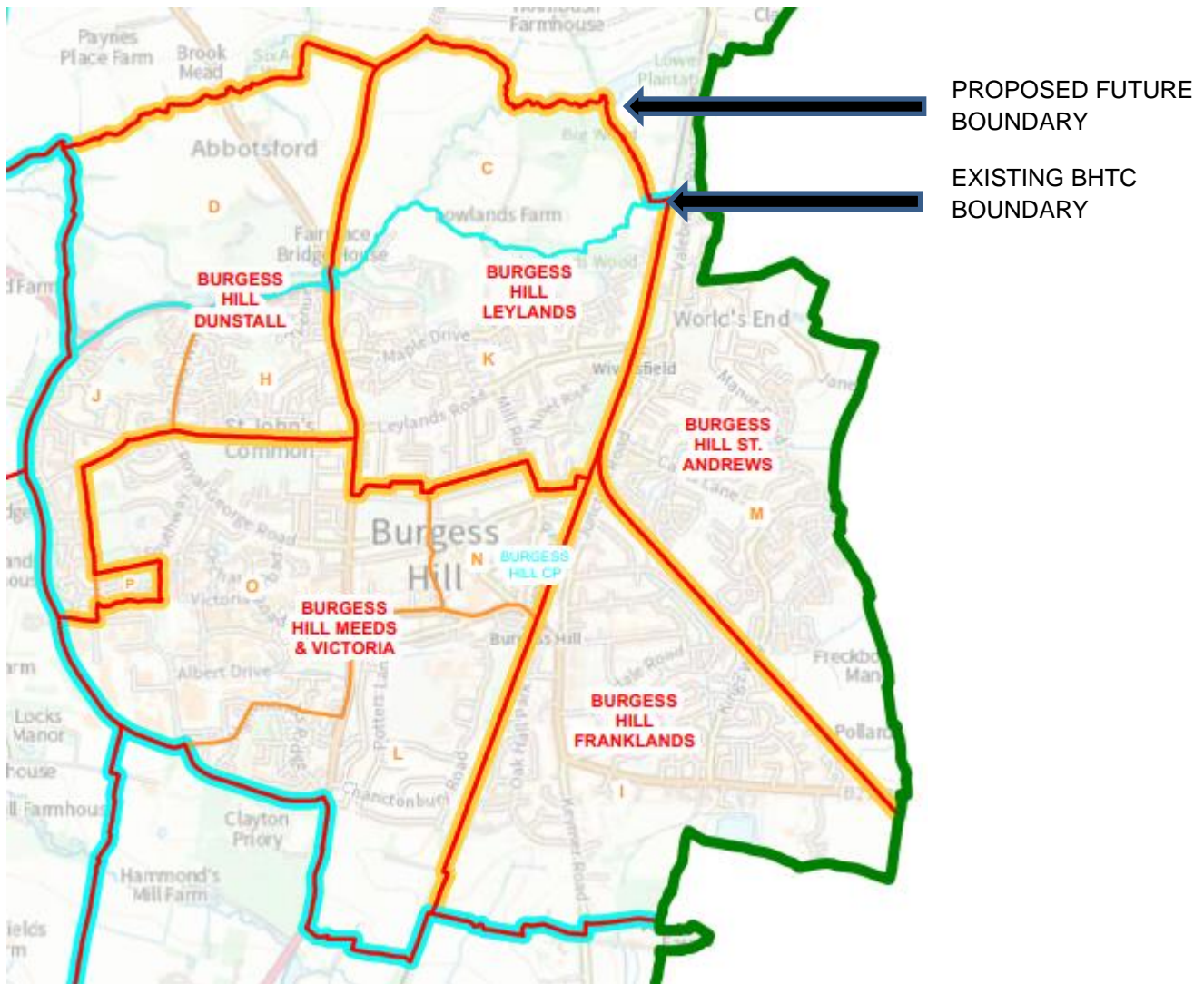
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BURGESS HILL TOWN COUNCIL CGR – PROPOSED BOUNDARY CHANGES



Community Governance Review 2022

Local Government and Public Involvement in Health Act 2007

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- the impact of boundary and ward changes recommended by the Local Government Boundary Commission (England)
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- the size, population and boundaries of a local community or parish.

If the Council (MSDC) is satisfied that the recommendations from a community governance review would ensure that community governance within the area under review will reflect the identities and interests of the community in that area; and is effective and convenient, the Council (MSDC) makes a community governance order.

1.2 Scope of the review

The review is being undertaken to consider the feasibility and desirability of a reduction to the Council size from 19 Councillors to 16 Councillors.

The entire town council warding pattern would be considered as part of the Review.

A key aim is complete this review and give effect to any new council size and boundaries to take effect at the next ordinary local government elections in May 2023.

Other related matters which may arise during the review in response to representations received will be considered as appropriate.

2. Consultation

2.1 How the Council proposes to conduct consultations during the Review

Before making any recommendations or publishing final proposals, the Council must consult local government electors for the East Grinstead Town Council area under review and any other person or body (including a local authority) which appears to the Council to have an interest in the review. The Council will therefore:

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- write to all registered electors in the parish and town council areas listed in 1.2 above
- publicise the review and the notice in this council's residents' magazine, and
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- Reflects the identities and interests of the community

Can I just write to say that I support or do not support a particular outcome?

No. A Community Governance Review is a qualitative examination of a range of issues as explained within the Public Notice, the Terms of Reference, and this guidance.

It is not a poll of any kind, and the numbers of submissions for each proposition will have no effect upon the outcome. The decision of this authority will depend wholly on the quality of the propositions and the evidence offered in support of them.

Accordingly, we will reject any written submission that merely expresses support or opposition for a particular outcome or is so brief that it is uncertain or provides nothing for us to consider.

How will I know that my views have been received and considered?

All online and email submissions will be acknowledged. Depending on the volumes received, it may not be possible to acknowledge all those received by post, but we will try do so.









All qualitative submissions will be carefully considered and when we publish our draft recommendations all such responses will be published together with respondent's names at the council's website. Other personal information such as address, and contact details will be redacted in accordance with general data protection regulations.

We will not publish any submissions that are rejected for undue brevity, or which are wholly uncertain. At a Community Governance Review such data is meaningless.

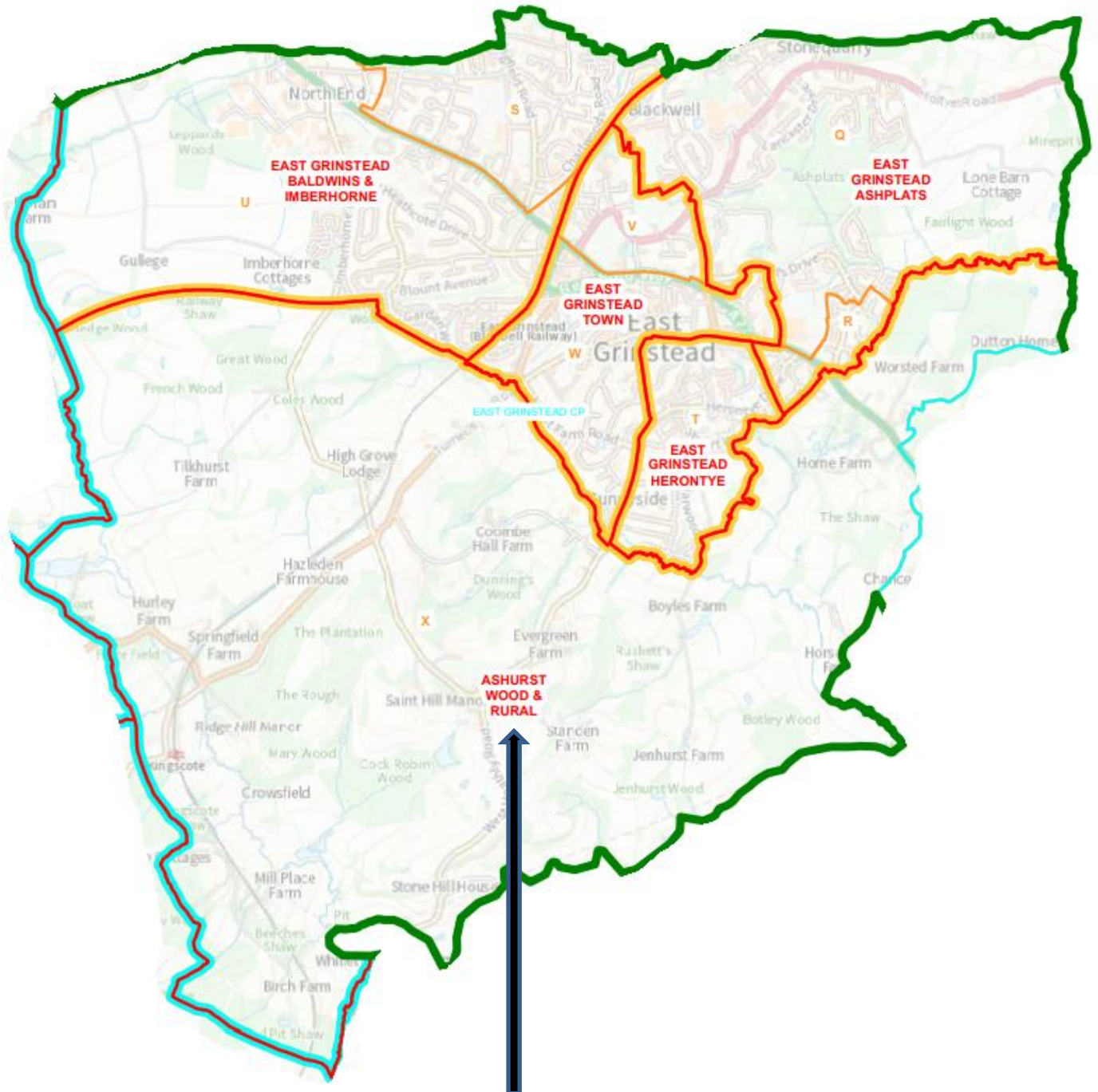
When and how will participants know the outcome of the Review?

The Review timetable at section 3 of the Terms of Reference sets out when each stage of the review will happen. When we publish draft recommendations and later the final recommendations, we will at the same time write to all those who contributed to that stage of the Community Governance Review.

The timetable also shows when these matters are due to be considered by a Scrutiny Committee and by a meeting of the full Council. Agendas and papers for all the Council's formal meetings are available via the MSDC website and all such meetings are webcast.

KEY	
	DISTRICT COUNCIL BOUNDARY
	PROPOSED WARD BOUNDARY
	PARISH BOUNDARY
	PROPOSED PARISH WARD BOUNDARY
	PROPOSED WARD BOUNDARY COINCIDENT WITH PARISH BOUNDARY
	PROPOSED WARD BOUNDARY COINCIDENT WITH PROPOSED PARISH WARD BOUNDARY
 HASSOCKS	PROPOSED WARD NAME
 FULKING CP	PARISH NAME

EAST GRINSTEAD TOWN COUNCIL CGR – EXPECTED WARDING PATTERN



The ward name shown here is an error on the LGBCE map from the draft recommendations. It is now most likely to be called Worsted Rural.

EQUALITY AND DIVERSITY PROGRESS REPORT 2021

REPORT OF: HEAD OF REGULATORY SERVICES
Contact Officer: Neal Barton, Policy and Performance Manager
Email: Neal.Barton@midsussex.gov.uk Tel: 01444 477588
Wards Affected: All
Key Decision: No
Report to: Scrutiny Committee for Community, Customer Services and Service Delivery
Date of meeting 23rd March 2022

Purpose of Report

1. This report provides Members with an update on progress in 2021 against the Council's Equality and Diversity Scheme 2020 – 2024.

Recommendations

2. **The Scrutiny Committee is requested to endorse the Council's approach to meeting its duties under the Equality Act, as evidenced by the Equality and Diversity Progress Report 2021 included at Appendix 1.**
-

Background

3. The Equality Act 2010 places a duty on the Council to publish an annual report setting out progress against their Equality and Diversity Scheme. The Council's Equality and Diversity Scheme 2020 – 2024 was approved by Council on 22 July 2020 and it was agreed that annual reports on progress should be provided to this Committee.
4. The Council's Equality and Diversity Scheme has been shaped by the Equality Act 2010, which introduced a number of responsibilities for councils, including a public sector equality duty and a requirement to promote equality of opportunity between those with "protected characteristics" and others. The public sector equality duty means that the Council must, in the exercise of its functions, have due regard to:
 - Eliminating unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
 - Advancing equality of opportunity between people who share a protected characteristic and those who do not
 - Fostering good relations between people who share a protected characteristic and those who do not.

The nine protected characteristics are:

- disability
- age
- race
- sexual orientation
- religion or belief
- sex
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity

The Act also introduced specific duties for public bodies to publish Equality Objectives and equality data to show their compliance with the duty.

5. The Council continues to mainstream its equalities work with its customer service activities, recognising that meeting the needs of individual customers for Council services is consistent with good equalities practice. In addition to considering the needs of those with protected characteristics, our equalities work looks at disadvantage arising from income or skill level and by virtue of where people live.
6. The Equality and Diversity Scheme also covers the Council's work in relation to the Armed Forces Community Covenant to support those who have served in the Armed Forces and their families. The Covenant and achievement of the Bronze Employer Recognition Scheme award shapes the Council's work to support the armed forces community.
7. The Covid-19 pandemic has continued to greatly impact upon the Council's work to support the protected groups in 2021. The pandemic has especially affected BAME groups, older people who have been most physically at risk from the virus and young people who have had their education disrupted and suffered mental health issues arising from the lockdown.
8. Social distancing and lockdown measures have also necessitated changes to how the Council has been able to deliver its support to protected groups. Examples of this include less emphasis on the delivery of face-to-face interventions and public events, with a move to more virtual services.
9. Much of the Council's work to support the protected groups in Mid Sussex involves working with community groups and voluntary organisations. The provision of grants to support the voluntary sector are especially important, given that many CVS organisations have faced a reduction in their financial resources due to the pandemic, while demand for the services they provide has risen.

Progress Report 2021

10. The Annual Report for 2021 is included at Appendix 1 and sets out progress against the Council's Equality Objectives. Particular areas of progress include:
 - Continuing to use our Community Grants Schemes to provide for organisations that support vulnerable people.
 - Provision of the second stage of the £300k Covid Grants Fund Scheme to support community groups and voluntary organisations affected by the pandemic.
 - Working with Citizens Advice to use the Community Champions Network to engage with local minority communities to improve access to support, information and services linked to Covid.
 - Providing a programme of Play Days on tour during school holidays at 9 locations across the District with free activities for local families.
 - Investment in our property assets and working to provide facilities with improved accessibility through the new Council Chamber.
11. The Annual Report provides examples of work that has been done over the past year to mitigate the effects of the pandemic on some of the most disadvantaged members of our community. It concludes that overall good progress has been made in meeting our duties and highlights further initiatives to be developed in the year ahead.

12. In addition to service developments for those with protected characteristics, the progress report comprises information about the composition of the Council's staff with regard to age, ethnicity, disability and gender. This includes the Council's gender pay gap and related information, which is required to be published under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017.

Policy Context

13. The Annual Report demonstrates progress against the Council's Equality Objectives. The delivery of these objectives will make a major contribution to the priorities set out in the Corporate Plan.

Other Options Considered

14. The report updates on progress to the Equality and Diversity Scheme, which is designed to set out a programme to meet the Council's statutory requirements under the Equality Act. No other practicable options were identified.

Financial Implications

15. There are no direct financial implications arising from this report.

Risk Management Implications

16. The Progress Report helps the Council to continue to demonstrate that it is meeting the public sector equalities duty under the Equality Act and to avoid the risks associated with non-compliance.

Equalities and Customer Services Implications

17. Customer service and ensuring equality of access are of continuing importance, especially with regard to meeting the needs of those who are vulnerable or may find it difficult to access our services. The report sets out steps to meet the needs of vulnerable groups and refers to the Council's programme of impact assessments, which are designed to promote equality and to identify and address the barriers that may prevent people accessing its services.

Sustainability Implications

18. The Council's Equality and Diversity Scheme supports its community leadership role in the delivery of local and UK sustainable development goals. Specifically, this contributes towards: Goal 10: Reduced Inequalities, Goal 5: Gender Equality, Goal 1: No Poverty, Goal 2: Zero Hunger and Goal 3: Good Health and Well-Being.

Other Material Implications

19. None.

Background Papers

20. None.

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MID SUSSEX DISTRICT COUNCIL

Equality and Diversity

Progress Report 2021

March 2022

INTRODUCTION

1. This is the Council's annual Equality and Diversity progress report, setting out the achievements made in supporting equality and diversity in Mid Sussex. The report highlights key pieces of work we have undertaken as a District Council and sets out the future direction in our provision of fair and inclusive services.
2. Progress is reported against the context of the Council's Equality and Diversity Scheme 2020-24, which contains the following Equality Objectives:

Objective 1- We will show leadership and commitment in promoting equality and diversity.

Objective 2- We will consider the needs of individuals across the whole community, and especially those groups protected by the Equality Act 2010, when we plan and deliver our services.

Objective 3- We will seek to prevent discrimination and to promote good relations between different sectors of the community.

Objective 4- As an employer, we will seek to promote equality and respect for diversity in the workplace by providing appropriate policies, training and support, including assistance for former members of the armed forces.

3. The Scheme identifies actions to support the delivery of these objectives. It also sets out measures to ensure that the Council meets its public sector equality duty and ensures that discrimination does not occur on the grounds of the protected characteristics set out in the Equality Act 2010. These protected characteristics are disability; age; race; sexual orientation; religion or belief; sex; gender reassignment; pregnancy and maternity; marriage and civil partnership.
4. In addition to considering the needs of those with protected characteristics, our Equality and Diversity Scheme and this progress report considers disadvantage arising from income or skill level, by virtue of where people live and the Council's work to support the Armed Forces Community Covenant.

PROGRESS IN DELIVERING SERVICE IMPROVEMENTS IN 2021

5. This section identifies service improvements for the protected groups, together with those who may find it difficult to access services by virtue of where they live and those with poor skills or low incomes. Some of our initiatives cover a range of equalities issues. These include our systems for reporting and dealing with hate crime and anti-social behaviour; safeguarding; the operation of our grants schemes; provision of activities through our leisure centres; and the Health and Wellbeing service.

Continued Implications of the Pandemic for the Protected Groups in Mid Sussex

6. The Council's work to the Equality and Diversity Scheme during 2021 has continued to be greatly influenced by the pandemic, with the protected groups especially impacted. In the initial stages of the pandemic and first lockdowns, 5,194 elderly and vulnerable Mid Sussex residents were required to be shielded, with 2,300 registering for support. Emergency Community Voluntary Sector (CVS) support was developed

during the shutdown through the local authority community hubs and community responders, for example to support food supply and distribution to vulnerable people. There were also significant economic implications for the District, with 23,700 jobs in Mid Sussex in June 2020 supported through the Job Retention and Self-Employment Schemes.

Covid Grants Scheme

7. Much of the Council's work to support the protected groups in Mid Sussex involves working with community groups and voluntary organisations. Grants to support the voluntary sector are especially important, given that many CVS organisations faced a reduction in their financial resources due to the pandemic, while demand for the services they provide increased.
8. As part of its Covid Recovery Plans, the Council introduced a £300,000 Covid Grant Fund Scheme for 2020/21 for community groups, voluntary organisations and local businesses affected by the coronavirus pandemic. Grants of £1,000 to £5,000 were made available to help local businesses and organisations in three key areas:
 - **Emergency Response** - financial help with the additional costs that are incurred while operating under Covid-19 restrictions
 - **Return to Pre-Covid Provision** – a grant to local groups and businesses to help them reopen and return to business as usual in a way that is Covid-19 secure.
 - **New service or business innovation** – financial support to help local businesses and support organisations adapt to new ways of working.
9. To ensure that the Community Voluntary Sector were able to take full advantage of the grant scheme, targeted engagement was undertaken by the Council's Community Services Team. The first round of grants awarded £70,108 to 26 community voluntary organisations, which were set out in the 2020 Equality Progress Report. The second round of grant awards were made in 2021 and amounted to £70,726 to 17 community voluntary organisations. Of these:
 - a. Five organisations were awarded funding to improve their facilities to accommodate and encourage attendance to their sessions/services. With the easing of Covid19 lockdown restrictions, the grants will enable a number of sports clubs to open and be fully compliant with Covid19-safe operation.
 - b. Two organisations running village halls were awarded grants to improve facilities and update their ability to provide a digital offer. Village halls have struggled to stay open for their users under Covid19 restrictions.
 - c. Five organisations were awarded grants to enhance their offer by introducing, improving and adding to their digital offer. This includes a specific service to provide increased networking and infrastructure support to those operating and managing village halls - to connect and be connected, strengthening the reach of a local radio station, broadening access to interactive online education lessons, support to find employment and enabling a small community group to communicate more effectively to respond to user needs.
 - d. Two groups were awarded funding to support the additional costs of PPE equipment that will enable them to operate in a Covid secure environment.

- e. Three groups were awarded grants to fund changes in how they deliver their community services; such as replacing the usual Easter events with Easter baskets and visits for isolated older people, a Covid commemoration concert and a project to connect and re-connect those living with dementia and their carers.

Support to community organisations through our Community Development and Facility Grants Scheme

10. The Covid Grants Scheme is in addition to the Council's existing Community and Development Grants Schemes, which continues to support a wide range of community organisations and projects that seek to assist vulnerable groups. The Scheme was reviewed in 2020, informed by an analysis of awards over the previous 5 years and an assessment of how representative this was of the Mid Sussex community.
11. The grants scheme includes partnership agreements with a core of voluntary organisations that support vulnerable people of all ages and backgrounds. These agreements are in place with Citizens Advice; Age UK West Sussex Brighton and Hove; Age UK East Grinstead; Mid Sussex Voluntary Action (MSVA); and Action in Rural Sussex. The partnership agreements are awarded over a six-year period (with break clauses) to provide continuity and financial security to these organisations.
12. Information about the contributions of the partnership agreement organisations to disadvantaged groups in Mid Sussex is provided below:
 - a. **Citizens Advice** deals with a variety of clients, with its biggest recent developments in its areas of advice for Mid Sussex clients being around Universal Credit claims and debt advice. They provide advice sessions at the job centre in Haywards Heath and at Saltworks, a community hub in the Bentswood area of Haywards Heath. The Council is working with Citizens Advice on the Mid Sussex Community Champions project, which is a network of volunteer community champions from EU, Black, Asian and Minority Ethnic groups.
 - b. **Age UK** has around 800 older people in Mid Sussex who are members of their three centres in Burgess Hill, East Grinstead and Haywards Heath. There have been significant challenges to Age UK during the pandemic, but all three centres have continued to provide for older people in Mid Sussex, offering: information and advice, signposting, telephone befriending, hot meals, doorstep deliveries, wellbeing checks, welfare and safety support and wellbeing advice. During 2021, the Council has assisted Age UK West Sussex, Brighton and Hove with the provision of new accommodation at the Kings Weald community building in Burgess Hill.
 - c. **Mid Sussex Voluntary Action (MSVA)** supports local charities, volunteers, community groups, non-profit organisations and social enterprises. In 2020/21 MSVA had 431 member groups, advertised 98 new volunteering roles and offered 31 training courses and events. MSVA has been closely involved in supporting the voluntary sector in responding to the pandemic and assisting the Council in enabling the community voluntary sector to access its Covid Grants Scheme. Their initiatives last year included the setting up of the Mid Sussex Food Partnership and working on Digital Inclusion. The Council has provided support to Mid Sussex Voluntary Action to move to the Cherry Tree at Burgess Hill and work to make this into a Community Hub.

- d. **Action in Rural Sussex (AiRS)** provides valuable support to village halls, which are often the heartbeat of rural communities. This has included provision of legal, organisational and development advice for the trustees and management committees running these facilities on behalf of local people. They are working to support recovery for community halls and similar buildings for recovery from Covid19 closures and the impacts of related restrictions. AiRS were also awarded in 2021 a Covid Recovery Grant of £5,000 to fund the establishment of a Centre Manager Steering Group for community halls and similar buildings to support recovery from Covid19 closures and the impacts of related restrictions, development of a dedicated 'Basecamp' online forum and message board for Mid Sussex. The grant also funded website development, training and associated staffing costs

13. In addition to the Community Development Grants schemes, in 2021 there were 7 Facility Grants, funded through the release of s106 contributions, totalling £485,377. The awards supported sports club, community centres, arts organisations and playground improvements.

Leisure Centres

14. The Council's Leisure Centres have been significantly affected by the pandemic, with periods of statutory closure and opening at reduced capacity due to social distancing. Centres reopened on 12th April 2021. When able to operate, the centres aim to provide a balanced range of activities to suit all sectors of the community and includes a scheme for concessional use. Groups who benefit from concessional charges include the over 60's; juniors of 16/17 years of age; students in full-time education; those in receipt of certain benefits such as Job Seekers Allowance; and registered carers. The Leisure Centres also work through the GP Exercise Referral Programme and provide activities for local schools and community groups.

The Health and Wellbeing service

15. The Council's Health and Wellbeing Hub continues to be developed with a high emphasis on targeting people in the community who are at risk of the poorest health, with their services of particular benefit to vulnerable groups. Ways of promoting healthy lifestyles were disrupted during the lockdown, with the Council's Wellbeing Team having to move to more virtual contact due to social distancing requirements. There has been a gradual movement back to more face-to-face interventions.

16. Examples of some of their work in 2021 include:

- a. The falls prevention programme - which has been integrated into the Local Falls Pathway (especially useful for older people to improve their strength and mobility following periods of lockdown inactivity). During the COVID-19 pandemic the service quickly adapted to support its clients in a more virtual way and is now also providing face to face classes.
- b. The Better You Virtual Exercise Referral Programme - has been introduced across Mid Sussex using Sport England Tackling Inequalities funding. This seeks to help reduce the negative impact of COVID-19 and the widening of the inequalities in sport and physical activity. It provides a bespoke programme of one-to-one consultations alongside 12 weeks of online fitness classes designed to improve your health and mental wellbeing. The programme seeks to engage people from lower socio-economic groups;

BAME communities; disabled people and those with long-term health conditions.

- c. Several new community talks – were developed by the service and provided in 2021. The free Community Health Talks are for any Mid Sussex to book onto and offer a range of topics which include: Sleep awareness, Food and Mood, Menopause, Physical Activity, Stress and Resilience & breaking habits (smoking and alcohol).
- d. Workplace health - recognised by Public Health as a key vehicle through which to engage with younger, working age adults who are best placed to avoid developing long term conditions by adjusting lifestyle and behaviours. Traditional interventions are delivered face to face and so transitioning to a virtual service, in a matter of months, has been challenging, but has ultimately been successful. Through the pandemic, the wellbeing service has supported colleagues in Revenue and Benefits identifying and contacting businesses yet to claim government support in response to COVID-19. The service also continued to promote its wellbeing offer to all the local Business Associations across Mid Sussex. In 2020/21, 413 employees engaged with the Mid Sussex workplace health service, with a total of 46 Community or Workplace Health talks being delivered to 25 different workplaces. The service has received excellent feedback from local businesses which enhances the Council's reputation and commitment to supporting business throughout the pandemic.
- e. Workplace health initiatives have helped to counter one of the more reported impacts of the pandemic on working age adults, which has been loneliness. Loneliness is experienced across all ages and traditionally in Mid Sussex there has been a focus on these issues for older people. As well as being an undesirable experience, chronic loneliness increases risk of mental and physical ill-health, premature mortality, increased health care use and societal costs. The recent government report – Employment and Loneliness 2021, evidences the benefits, for both employers and employees, of addressing loneliness and supporting social connections as part of workplace wellbeing. According to the report, the cost of loneliness to UK employers has been estimated to be £2.5 billion every year. These costs are primarily due to increased staff turnover (64%, £1.62 billion) as well as lower levels of wellbeing and productivity (26%, £665 million), the impact of caring responsibilities (9%, £220 million) and ill health and associated sickness absence (1%, £20 million).
- f. The Mid Sussex Health and Wellbeing Network- is convened by the Hub and is made up of approximately 80 organisations, both statutory and third sector, working within the broad field of wellbeing. This is a key source of exchanging information and getting referrals to and from the service. The Network has had to move to virtual meetings. Subjects covered this year have included the impact on children's and young people's mental health during and after the pandemic. This has led to the development of a "Power 4 Parents" project to provide information packs for schools and parents, offering signposting, drop ins and workshops relating to mental health support and activities for young people.

Hate Crime Reporting

17. Figures for Hate Crimes reported in Mid Sussex for the last two years are shown below:

Table A: Reported Hate Crime

Type of Hate Crime	Mid Sussex		West Sussex	
	2020	2021	2020	2021
Transgender	9	6	31	46
Religion	5	2	66	46
Disability	10	20	127	128
Sexuality	26	35	205	229
Race	116	90	813	880
Total	166	153	1,242	1,329

18. A hate incident/hate crime is any incident where the victim or another person believes that they, the victim has been targeted because of their perceived race, religion, sexual orientation, disability or gender identity. Hate crimes tend to be under reported and increases can be seen as the success of initiatives to raise awareness of hate crime and how it can be reported. Training has previously been provided to staff and Members on the Prevent Duty in recognising and responding to hate crime and extremism.

Safeguarding

19. Mid Sussex District Council has a duty to safeguard children and vulnerable adults and continues to work in partnership with both the West Sussex Safeguarding Children's Partnership and Safeguarding Adults Board to ensure co-ordinated responses across West Sussex. The Council's Safeguarding Children and Adults Policy and Operating Procedures and Guidance were reviewed and updated in 2020. A programme of safeguarding training is also being delivered.

FOCUSED WORK AROUND PROTECTED CHARACTERISTICS IN 2021

20. The next section of the report identifies service improvements for the protected groups last year.

Disability

21. The 2011 census showed that 14.2% of Mid Sussex households contained at least one person with a long-term illness, health problem or disability which limits their daily activities. Health Study information and projections to 2030, suggest a particular increase in the number of people aged 65+ with a disability in Mid Sussex. A further consequence of our ageing population is the projected increase in the numbers living with dementia in Mid Sussex, from the current 2,270 to 3,500 by 2030. Mental health issues have also been accentuated during the pandemic.

Specific action in 2021 included:

- a. The Council's Housing Standards Team provided 134 Disabled Facilities Grants during 2020/21. These delivered a range of home adaptations to help

disabled people to live more independently in their own homes, including ramps, stairlifts, adapting kitchens for wheelchair use and replacing baths with level access showers. A further 73 have been awarded in the period April to December 2021.

- b. Improvements to the Council Chamber and Public Gallery at Oaklands have been progressed to improve accessibility. This has involved the installation of a lift to provide disabled access, together with the renewal of old and obsolete equipment, improved heating, air conditioning, audio-visual system and installation of hearing loops. The replaced audio-visual system will provide larger clearer pictures and improved sound, and together with the hearing loops will further improve access to those with hearing and visual impairments.
- c. A Community Grant of £5,000 was awarded to Carers Support West Sussex to fund their Check in and Chat befriending service. This grant funding will enable the charity to invest in digital equipment and expand virtual support groups that help carers connect with services and peers for support.
- d. A Community and Economic Development Grant was awarded to Disability Access East Grinstead to fund the continuing provision of advice to people and their carers on disability access, advice to providers of goods and services and input into planning applications.
- e. The Chairman's Charity for 2021 has been Kangaroos, which specialises in supporting and providing activities for children with learning disabilities.
- f. One wheelchair accessible new affordable unit was provided in 2020/21.

Age- older people

22. Age is a fundamental factor affecting people's life experiences. Mid Sussex has an older age structure with 20% of residents over 65 compared to 18% in England as a whole. The number of people aged 65+ and 85+ is projected to rise in the next 10 years by 22% and 28% respectively. An increasing number of people have one or more long-term health conditions and there are over 14,000 carers in the District. A large number of older people live alone (over 7,500 65+ in 2011) and due to the predominantly rural nature of the District, there is an increasing danger that many older people will face social isolation and feel cut off from the wider community. Such isolation has been exacerbated by the pandemic.

23. Specific action in 2021 included:

- a. The Council awarded a grant of £20,000 to Age UK West Sussex, Brighton and Hove towards the cost of furnishing and opening the new Kings Weald community building in Burgess Hill. The new building has been provided by developer Croudace as part of the Kings Weald planning development requirements. It will be run by Age UK and include a community café, provide extensive activities for children and families, services for older people and the halls and rooms will be available for residents to hire for a variety of events.
- b. A Covid 19 Recovery Grant was awarded to Befriended to fund an Easter basket with an Easter egg and related seasonal items with a hand-written letter to hand delivered to isolated older people.

- c. A Covid 19 Recovery Grant was awarded to Haywards Heath Dementia Friendly Community to support planned work for 2021 across the three towns - Haywards Heath, East Grinstead and Burgess Hill- including work in schools, local businesses, collaboration with primary care, cafes, pop up events and local groups, minority groups and rural areas.
- d. A Bringing people together living with dementia project has been completed, funded by the Mid Sussex Partnership. This was a cookery session within the Orchards Shopping Centre marquee run in partnership with the Council's Orchards team, the Impact Tasty Team, Haywards Heath Dementia Friendly Community and Mid Sussex Voluntary Action.
- e. The Council supported an event which was due to be held by Mid Sussex Older People Council with advice for people to continue to live in their own home. This event has been postponed to later in 2022 due to the Covid-19 pandemic.

Age – younger people

24. Young people have been one of the groups most affected by the Covid-19 pandemic through:
 - a. Disruption to their education
 - b. Worsened mental health outcomes
 - c. Worsened economic wellbeing from loss of work and earnings
25. The number of NEETS (Not in Education, Employment or Training) in the District is one indicator of the economic wellbeing of young people. The Council facilitates a NEETs Forum, which is made up of representatives from the Better Young Lives Partners group forum and works to support young people who are NEET.
26. There was a total of 31 NEETs in Mid Sussex at 1st December 2021, split as follows:
 - NEETs seeking Employment, Education and Training: 22
 - NEETs not available (those young people who for personal circumstances are not able to look for work – e.g. through pregnancy, illness etc.) 9.
 - Unknowns 336 – these are young people who WSCC officers have been unable to contact who might be NEET or EET but no details are available.

This compares to the figures for June 2021 of a total of 40 NEETs with 25 seeking Employment, Education and Training, 14 not available and 114 unknowns.

27. The meeting of the Mid Sussex Partnership Board in January 2021 focused on issues for young people in Mid Sussex arising from the pandemic and the support available. Haywards Heath College are now represented on the Board and provided a presentation on providing inclusive educational services, including their apprenticeships, vocational and support services.
28. The Council continues to work with West Sussex County Council's Youth Cabinet who have young members resident in Mid Sussex. During the pandemic there has been an increase in cabinet members and Mid Sussex has 7 representing areas across the district. Regular contact through Zoom meetings is now taking place with the Youth Cabinet. Recent discussion at these meetings have been with Mid Sussex Voluntary Action who are piloting a Volunteering App on which members of the Youth Cabinet have given their feedback and will help trial.

29. The Council's Community Engagement and Events Officer leads a forum of professionals from both the statutory and voluntary sector, Better Young Lives, to ensure better lives and outcomes for children and young people. The current number of partners is 66 representing 34 organisations. Three meetings are held per year with updates given by local organisations on the services provided. Issues discussed at meetings of the Better Young Lives Group in 2021 have included: finding suitable secure meeting rooms for professionals to meet 1:1 with young people; accessing sexual health services; redesign of WSCC Early Help Service and implications of this for Mid Sussex; mental health and wellbeing of young people; and appropriate services in the area.

30. Specific action in 2021 included:

- a. Play Days on Tour took place over the Summer holidays provided at 9 locations across the district, with lots of free activities to join in with for local families. These took place at Hassocks, Hurstpierpoint, Burgess Hill, Haywards Heath, Cuckfield, Ardingly, East Grinstead, Crawley Down and Ashurst Wood.
- b. The 2021 Mid Sussex Applauds awards recognised the contribution made by young people in the District through the young achiever and the young volunteer of the year awards.
- c. Skate Fests events were provided in the Summer at St John's Park, Burgess Hill, Victoria Park, Haywards Heath, and King George's Field East Grinstead. This included a DJ taking requests and running mixing workshops.
- d. The Places For People Young Persons Cancer Rehabilitation Project has been introduced funded through the Mid Sussex Partnership. The project works with Places Leisure to offer up to 10 cancer patients on a low or no income to take part in the 12-week exercise programme. This will be able to support them both during and after their treatment to improve both their mental and physical wellbeing.
- e. Section 106 developer contributions in the sum of £100,000 have been released to Mid Sussex District Scouts Council to help fund a new community centre they intend to build at Barn Cottage Recreation Ground in Haywards Heath. The new community building will enable the Scouts to accommodate an additional 180 young people per week and the facility will be available for community use during the daytime and at weekends.
- f. A Covid 19 Recovery Grant was awarded to The Escape Youth Club to fund the purchase of equipment to allow use of outside space – cover and seating.
- g. A Community Grant of £5,000 was awarded to Sussex Clubs for Young People to fund youth sessions at Court Bushes, Hurstpierpoint.
- h. A Community and Economic Development Grant was awarded to Albion in the Community to part fund a Premier League Kicks project in Burgess Hill and Oathall, Haywards Heath.

- i. A project has been completed funded through the Mid Sussex Partnership for Sussex Oakleaf to run 10 emotional resilience workshops. presented via virtual means through the Escape Room project in Burgess Hill. These sessions allowed growth, insight and understanding of common mental health concerns that 12-17 years old can struggle with locally. Key topics covered were anxiety and depression, eating disorders, suicide awareness and safe social media including virtual bullying

Race

31. The 2011 Census showed that 9.7% of the Mid Sussex population are from Black and Minority Ethnic (BME) Groups. "White Other" is the biggest of the BME Groups at 4.8%, with Asian or Asian British: Indian the largest single other group at 1%. There is increasing evidence of the disparity of Covid-19's impact on Black, Asian and Minority ethnic groups. This is reflected in Covid-19 diagnosis and mortality rates.

32. Specific action in 2021 included:

- a. The Council continues to work with Citizens Advice to engage with local minority communities to improve access to support, information and services. The Community Champions project finds informal volunteers in our community to be champions; to share information at a community level and to help develop preventative messaging to ensure they are more effective across all of the District's diverse communities. The project now has a full-time post and has moved forward from providing champions with up-to-date information about Covid-19 to share with their communities online to face to face interactions on a broader range of support people to take up vaccinations, helping people returning to work, benefits, and refugee resettlement.
- b. We have previously worked to assess the need for additional pitches for Gypsy and Traveller accommodation in the District and are actively identifying potential sites for their location through the Traveller Sites Allocations Development Plan.
- c. The Council continues to manage the Bedelands site at Burgess Hill, which provides 9 plots for Gypsies and Travellers and has been working with residents to promote their welfare. This has included assisting them to contact a charity to help them access their winter fuel entitlements.

Sexual Orientation

33. Hate crime reporting on the basis of homophobia continues to be reported through the Community Safety Partnership.

Religion or Belief

34. Information from the 2011 census shows that 62.7% of Mid Sussex residents stated their religion as Christian, with the second largest group being those with no religion at 26.6%. Of the remaining 2.8% who stated their religion, responses were spread across a number of faiths, with Muslim being the largest at 0.8%.

35. Churches and other places of worship are often the first to recognise problems in their local communities and many offer help to vulnerable people who are affected. The Council's work in this area centres upon countering religiously motivated hate crime, helping to promote good relations between the different faiths in Mid Sussex and using our links with faith-based groups to provide access to services.
36. Our Housing Needs and Benefits Teams refer people to the Burgess Hill, Haywards Heath and East Grinstead Foodbanks, which have connections to local churches. Vouchers are provided which can be redeemed for three days of emergency food.

Sex

37. Burgess Hill Shed have been successfully delivering 'The Shed' in Burgess Hill a men's mental health project and are expanding with "The Kiln", for which the Council awarded them a grant of £2,700. They have agreed a 3-year lease with New River on a retail unit in the Martlets Shopping Centre which will enable them to increase membership, attendance and income all of which will contribute towards the group becoming financially self-sustaining.
38. The Wellbeing Team have been running the MEN programme (Motivation, Exercise, Nutrition) a 12 week programme designed to give men support to make changes working towards a healthy lifestyle.
39. The Wellbeing Team also provide menopause advice as part of their Community Health Talks and Workplace Health programmes.

Men and Women Suffering Domestic Abuse

40. An important aspect of our service provision related to the protected characteristic of sex is the assistance provided for people suffering domestic abuse. The number of recorded domestic abuse crimes in Mid Sussex fell slightly in 2021 to 1,052 compared to 1,165 crimes in 2020. In 2020/21, the Council's Housing Needs Team took 60 homeless applications from households who said the main reason for loss of their settled home was domestic abuse or other forms of violence. There have been concerns arising from the pandemic and periods of lockdown that there is a greater incidence of domestic abuse, some of which may be unreported.
41. There are a range of services and initiatives available aimed at responding to domestic abuse. These include the Worth Specialist Domestic Abuse Service which supports people at high risk of harm or homicide as a result of domestic abuse. They have teams of IDVAs (independent domestic abuse advisors) across West Sussex who work to identify, assess and assist people at risk.
42. There is Safe in Sussex, a registered charity providing help and support for people affected by domestic abuse in West Sussex. They provide emergency refuges, drop-in centres and one to one help and practical support for anyone affected by domestic abuse. Also, the Multi-Agency Risk Assessment Conference (MARAC) brings together responsible agencies in West Sussex to discuss those cases with the highest risk of harm.

Gender Reassignment

43. Community safety - our hate crime incident reporting includes the recording of hate crime motivated by transphobia, which refers to various kinds of aversion towards transsexual people.
44. With regard to gender identity issues amongst young people, the Council's Community Engagement and Events Officer leads a forum called Better Young Lives, which provides an opportunity to share information and network. The group has discussed support services available for young people facing gender identity and wider LGBTQ+ issues. These support services include Allsorts, which is a charity that works with young people that identify as LGBTQ+ through offering advocacy for 11-19 year olds and delivering work in schools. They also work with the Youth Emotional Support Service (YES) who refer to the service for young people who identify as LGBTQ+ for support on various issues.
45. A new page has been developed for the Council's website – "Information for Parents and Carers of Teens" – recognising that Parenting teenagers can be challenging, and many parents find it hard to adapt to changes in their child's behaviour as they grow up. This includes specific information and advice for LGBTQ+ young people. This can be found at [Information for Parents and Carers of Teens - Mid Sussex District Council](#)

Residential Location

46. The Council recognises that whether our residents live in a rural or urban location can affect how they access our services. Issues from rural isolation include transport difficulties for those dependent upon public transport, high local housing prices and a lack of community facilities.
47. Supporting local communities
 - a. A Community Grant was awarded to Sheddingdean Community Association to fund their annual rental cost of Sheddingdean Community Centre up to the end of their current lease.
 - b. A Mid Sussex Covid 19 Recovery Grant was made to Being Neighbourly East Grinstead to fund the purchase of 2 Covid screens and an outdoor shelter to be erected on the café terrace.
 - c. A Mid Sussex Covid 19 Recovery Grant was awarded to Burgess Hill Community Radio to fund the purchase of equipment which will improve the service offered to users and allow more presenters to work from home, along with equipment to ensure studios are Covid secure.
48. Community facilities and Housing Initiatives
 - a. The Council has contributed to the development of a new multi-use community building and village centre in Ansty, which was provided through grants and the release of section 106 developer contributions.
 - b. A Covid 19 Recovery Grant was awarded to Ansty Village Centre Trust to fund additional costs to the fit out of the new village centre to meet a post

Covid19 standard and installation of electronic door access control and proximity taps.

- c. A Covid19 Recovery Grant was awarded to Hurstpierpoint Village Centre to fund the purchase of audio-visual equipment for the Village centre to enable residents to attend in person and remotely.
- d. £171,160 of S106 contributions were released to Sussex Clubs for Young People Ltd to fund the extension and refurbishment of the pavilion at Barn Cottage Recreation Ground to make it suitable for a wider range of activities and community management.
- e. £5,814 of S106 contributions were released to Ashengound Community Centre to fund the installation of LED lighting to improve energy efficiency and reduce overhead costs.
- f. £2,000 of S106 contributions were released to Scaynes Hill Millennium Village Centre to fund the upgrade of the existing air ventilation system with a purification unit to improve the facilities and encourage more users to take part in social and community activities in the centre in a Covid secure environment.
- g. New affordable housing delivered in 2020/21 included 123 outside of the three main towns of which 69 were in rural villages.

Income or Skill Level

- 49. The District is generally prosperous, but there are pockets of deprivation in each of the three main towns. Worklessness is more prevalent amongst those in social housing and people on low incomes are also in a growing danger of suffering from fuel poverty. The pandemic has implications for the prosperity of the District with the Universal Credit claimant count increasing from 990 in March 2020, to 3,180 in December 2020, before falling back to 1,845 in December 2021.
- 50. 245 new affordable housing units were delivered in 2020/21, 174 for rent and 71 shared ownership. A further 257 new affordable homes have been delivered in the period April to December 2021.
- 51. The Council's Housing Needs Team assisted 103 households to access private rented sector accommodation in 2020/21 and a further 73 in the period April to December 2021.
- 52. The Council has signed up to the national Citizens Advice Good Practice Protocol, a public commitment to the principles of fairness, partnership working and transparency in local authority debt collection. This includes sending people locally for debt advice. The Council's Revenues team put people struggling to pay their Council Tax in touch with the Money and Pensions Service, who provide free independent debt advice.
- 53. A Covid 19 Recovery Grant was awarded to The Kings Church to fund the Re-Work Programme - a free course that equips anyone who has lost their job during the

pandemic with the skills, mind-set and confidence they need to re-enter the workplace.

Support for the Armed Forces Community

54. Mid Sussex District Council signed the Armed Forces Community Covenant in September 2014, which is a statement of mutual support between the District Council and the local Armed Forces community. The Council also received the Bronze Employer Recognition Scheme award in January 2018, which shows support for the Armed Forces community through its employment policies. Initiatives associated with this have included the adoption of a guaranteed interview scheme for suitably qualified applicants with an armed forces connection and proper recognition in the Council's employment policies of provision for members of the Reserve Forces.
55. The main Council service that has had contact with veterans, reservists or active members of the Armed Forces is Housing. The Housing Register identifies those with an armed forces connection as they are exempted from the usual requirements to have a local connection. The Housing Needs Team provides specialist advice and support to homeless ex-forces people and liaises with organisations such as the armed forces charity SSAFA (Soldiers, Sailors, Airmen and Families Association).
56. The Council continues to publicise the Heroes Welcome Scheme and there are 12 businesses signed up to the scheme in Haywards Heath.

Equality and Diversity and the Council's staff

57. In addition to looking at improvements to services in the context of equality and diversity, this progress report also provides information about the Council's staff. As part of the requirement to publish Equality Data, we produce an annual monitoring report about the composition of our staff compared to the background Mid Sussex population. This includes information about age, sex, gender pay gap and ethnicity and is published on the Council's website <http://www.midsussex.gov.uk/my-council/about-the-council/equality-and-diversity/equality-data/>
58. At the end of December 2021, the Council had 314 employees (288 full-time equivalents), 229 full-time and 85 part-time, with the following profile:
 - 126 (40%) are men and 188 (60%) women
 - 38% of senior managers (defined as the top 5% of earners) are women
 - 19 (6.05%) have identified themselves as disabled
 - 15 (4.78%) are from ethnic minority communities
 - 1 (0.3%) are under 21 years of age
 - 27 (8.6%) are 21-29
 - 56 (17.8%) are 30-39
 - 83 (26.4%) are 40-49
 - 111 (35.4%) are 50-59
 - 36 (11.5%) are over 60.
59. The Council's gender pay gap in 2020/21 was 11.9% calculated by comparing the mean average male and female employee pay. This compares to 10.9% in 2019/20. The median average gender pay gap for 2020/21 was 10.8%, compared to 10.0% in the previous year. The 2021 ONS national median average pay gap was 15.4% for

all employees and 16.6% nationally for local government administrative staff. The gender pay gap is different to equal pay. Equal pay deals with the pay differences between men and women who carry out the same jobs, similar jobs or work of equal value. It is unlawful to pay people unequally because of their sex.

60. The Council is required to submit this gender pay gap information to Government, together with the proportion of males and females in each of four pay quartiles as shown below for 2020/21:

Upper Quartile-	Men 58.44%	Women 41.56%
Upper Middle Quartile	Men 40.26%	Women 59.74%
Lower Middle Quartile	Men 31.17%	Women 68.83%
Lower Quartile	Men 32.46%	Women 67.54%

61. For staff with a disability, the Council is a “Disability Confident Committed” employer, recognising our commitment to the employment, retention, training and career development of disabled employees. This includes a commitment to interview all disabled applicants who meet the minimum criteria for a job vacancy and to consider them on their abilities.

Equality and Diversity Training

62. All recent new starters at the Council have received equality and diversity training. This has had an emphasis on understanding unconscious bias. All staff are also required to complete an equality and diversity on-line training module and a recent addition has been a module on Transgender Awareness. Equalities training for Members was also provided in March 2020 which covered recognition of the nine protected characteristics and enhancing communication with our communities.

Equality Impact Assessments

63. The Council completes impact assessments where there are major changes to a service area or new policies. The assessments identify opportunities to promote equality and the barriers to services/differential impact on the protected groups in Mid Sussex and disadvantage arising from income or skill level and by virtue of where people live. The format of the Council’s Equality Impact Assessments has been reviewed for 2022 to update the descriptions of the protected groups and to add consideration of issues for the armed forces community as a new category. This is in line with the Council’s Equality and Diversity Scheme.

64. The assessments that have been completed in 2021 are:

- Implementation of CCTV measures for East Court and Mount Noddy Recreation Ground, East Sussex
- Proposed Disposal of Land at Courtmead Road, Cuckfield.
- Introducing a new flexible Season ticket offer and increasing pay and display charges

65. Completed impact assessments are included with relevant Committee reports and published on the Council’s website. These can be found at <http://www.midsussex.gov.uk/my-council/about-the-council/equality-and-diversity/equality-impact-assessment/>

66. There is also a standard section in all of the Council's reports to Members, which assesses the "Equality and Customer Services Implications" of the actions referred to in the report.

CONCLUSIONS AND LOOKING FORWARD TO THE YEAR AHEAD

67. This report includes many examples of how the Council, working with its partners, is providing for the needs of the protected groups in the District and addressing disparities arising from where people live and their income or skill level. This is in the context of the continued implications of the pandemic, which has changed the way that the Council delivers its services, greatly affected partnership working with the community and voluntary sector and especially impacted the protected groups.
68. The Council will be looking to further develop its equality and diversity work in the year ahead. Specific areas for development in 2022 include:
- a. Support for community events to celebrate the Queen's platinum jubilee through our grants scheme.
 - b. Further development of the Community Champions initiative working with Citizens Advice to engage with the BAME community in Mid Sussex, including the setting up of language cafes for diverse communities in partnership with Aspire.
 - c. Work to combat fuel poverty and to maximise the take up in the District of the available assistance to those most affected by the increase in energy costs.
 - d. Completion of the improvements to the accessibility of the Council Chamber and Public Gallery.
 - e. Further initiatives to support young people and mental health issues arising from the pandemic, including the Power4Parents project.
 - f. Play Days – delivering Play Days on Tour, Skate Fests and Activity Events.

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MSDC MODERN SLAVERY AND HUMAN TRAFFICKING TRANSPARENCY STATEMENT

REPORT OF: PETER STUART
Contact Officers: Emma Sheridan BUL Community Services Policy and Performance
Mandy Cunningham, Community Safety & Safeguarding Manager
Wards Affected: All
Key Decision: Yes
Report to: Scrutiny Committee for Community, Customer Services and Service Delivery

March 2022

Purpose of Report

1. This report seeks the views of the Scrutiny Committee on the attached draft Modern Slavery and Human Trafficking Transparency statement for 2022/23. To comply with the forthcoming changes to the Modern Slavery Act, the Council will be required to produce an annual modern slavery and human trafficking transparency statement to ensure that steps are taken to eradicate modern slavery in our work, including our supply chains. If support the statement can be recommended to Council for adoption.

Recommendations

2. **The Scrutiny Committee are recommended to:**
 - (i) **Review and comment as appropriate on the attached draft Modern Slavery and Human Trafficking Transparency Statement for 2022/2023;**
 - (ii) **Refer the Statement on to Council for adoption**

Background

3. The Transparency in Supply Chains Provision (s.54) of the 2015 Modern Slavery Act requires commercial organisations with an annual turnover of £36m or more to report annually on their actions to identify, prevent and mitigate modern slavery in their supply chains.
4. Local Authorities are not currently legally obliged to publish statements to comply with this provision, although in September 2020, the UK Government announced new measures to strengthen the transparency provisions of the Act. This includes the requirement for public sector organisations with a budget of £36m and above to produce annual transparency statements and report on steps taken to prevent modern slavery in their own business and supply chains.
5. The Modern Slavery (Amendment) Bill is currently in progress and as part of best practice, many public sector organisations are in the process of preparing and uploading approved statements on the public national registry.
6. In October 2020, The Council undertook a pledge to do everything in its power to become a slavery free community. Our pledge includes the removal of slave-based labour from our supply chains.

7. Over the past few months, the Council has been working closely with the Shared Procurement Service on a draft statement for 2022/23 and was produced in accordance with Home Office and LGA guidance. The final version has been cleared with Legal services.

Policy Context

8. The proposal supports the Council's corporate priorities of supporting Strong and Resilient Communities and Effective and Responsive Services.

Other Options Considered

9. This will be a statutory requirement in due course. Although we are not yet legally required to do this, it is considered to be best practice to take action now to eradicate modern slavery within our supply chains and it is in accordance with our Modern Slavery Pledge.

Financial Implications

10. Minimal. Some increased workloads for staff working in procurement and community safety but most of this will be led through the shared procurement service in Horsham.

Risk Management Implications

11. Implementation may marginally increase the workloads of some staff, particularly those who procure services. However, they will be supported by the shared procurement service and if mitigation is considered at the outset, this should eliminate issues further down the line.
12. There will be a training need for some staff – appropriate training will be identified and offered to any staff who require it. The Community Safety Team work closely with modern slavery professionals and can arrange this if needed.

Equality and Customer Service Implications

13. This proposal will affect people of all ages including service users and employees of the council and service users and employees of any commissioned services as well as the wider community. There are no identified negative impacts on people with protected characteristics and this duty will help to identify and help those who are more vulnerable and may be victims because of a protected characteristic. An equality impact assessment is attached.

Background Papers

- Draft Modern Slavery and Human Trafficking Statement 2022/23. Attached as Appendix A
- Equality Impact Assessment Attached as Appendix B.

Modern Slavery and Human Trafficking Transparency Statement

Introduction

Modern slavery is a global problem and international crime, affecting millions of people worldwide, including many victims within the UK. Men, women and children of all ages and backgrounds can fall victim to human trafficking. Victims can be controlled by force, threats, coercion, abduction, fraud and deception.

Mid Sussex District Council provides a wide range of services alongside partners, to the local community. We are making a clear commitment to tackle modern slavery by signing up to this Modern Slavery and Human Trafficking Transparency Statement.

The Modern Slavery Act 2015 places specific responsibilities on organisations to ensure slavery and human trafficking does not exist within its supply chain or in any part of its own business. The term 'modern slavery' captures a whole range of exploitation which includes:

- **Sexual exploitation:** this includes sexual abuse, forced prostitution and the abuse of children, in order to produce child abuse images or videos
- **Domestic servitude:** this involves victims being forced to work in usually private households, performing domestic chores and childcare duties
- **Forced labour:** this can happen in various industries, including construction, manufacturing, laying driveways, hospitality, food packaging, agriculture, maritime and beauty (nail bars)
- **Bonded labour:** this includes descendant slavery when people give themselves into slavery as security against a loan or when they inherit a debt from a relative
- **Criminal exploitation:** this can be understood as the exploitation of a person to commit a crime, such as pick-pocketing, shoplifting, cannabis cultivation, drug trafficking and other similar activities that are subject to penalties and imply financial gain for the trafficker

Other forms of exploitation include organ removal, forced begging fraud, forced marriage and illegal adoption.

Our responsibilities

The abuse of human rights in our supply chains through modern slavery is gaining greater awareness. The Council has a responsibility to prevent slavery and human trafficking within our supply chain and in any part of the organisation. It expects the same high standards from all of our contractors, suppliers and other business partners.

This Statement sets out the Council's actions and commitments to understand all potential modern slavery risks related to our activities and to put in place steps to combat and prevent acts of slavery and human trafficking within our business and supply chains. It applies to everyone working for the Council or on our behalf in any capacity. The Council's Senior Management Team has overall responsibility for ensuring this Statement complies with our legal and ethical obligations, and that all those under the Council's control comply with it.

The Council has signed up to the Modern Slavery Pledge and will adhere to its principles.

The Council's commitment to addressing the issue of modern slavery in its business and supply chains will be communicated to all suppliers, contractors and business partners at the outset of its business relationship with them and reinforced as appropriate thereafter.

Our Policies

The Council has a range of policies which reflect the commitment to acting ethically and with integrity to prevent modern slavery in its operations. The following policies are considered to be key in meeting the Council's requirements of the Modern Slavery Act 2015.

- Procurement Code
- Equality & Diversity Policy
- Safeguarding Policy
- Whistle-blowing policy
- Pay Policy
- Employee Code of Conduct

Due Diligence and Supply Chain Management

The Shared Procurement Service, who deal with most contracts worth £50,000 or more, will take the lead on tackling modern slavery within our supply chains, and will work in conjunction with stakeholder departments who may face the greatest risk of procuring goods, services or works associated with this crime. They will undergo training to ensure they are aware of the risks and issues and how to mitigate these in the procurement process.

The Council expects all suppliers regardless of size to actively work towards mitigating the risk of modern slavery within their organisations and its supply chain and may request evidence to demonstrate steps taken. In addition, the Shared Procurement Service has processes and due diligence mechanisms in place to ensure that modern slavery is tackled by its supply chain. These include:

- All relevant suppliers that wish to tender for Council contracts must provide evidence that they have met the requirements of the Modern Slavery Act 2015 to be able to bid

– this is included in our Self-Declaration document contained in the tender pack. Any supplier who fails to evidence their compliance shall be excluded from participating further in the tender process.

- As part of our contract management processes, we undertake annual gathering and reviewing of Modern Slavery Statements for all suppliers with an annual turnover of £36m and over.
- We will include clauses in our standard contract terms that specify the supplier's contractual obligation concerning modern slavery.
- For all Above Threshold contracts (currently £189,330) or contracts where we believe there are likely to be greater supply chain risks, we will assess suppliers' recruitment policies and procedures to ensure that they are minimising the risk of modern slavery in their organisation.

The Shared Procurement Service commits to undertaking an annual risk assessment of its supply chain and will deliver training and guidance to contract managers to highlight the potential modern slavery risks.

The Council aims to monitor the commitments which our suppliers have pledged, including the identification and management of risks in relation to modern slavery and human trafficking. This is done by:

- Increasing openness, transparency and efficiency in the management of supply chains
- Improving ability to identify strengths, weaknesses, opportunities and threats in supply chains
- Improving communications with suppliers
- Enhancing relationships with suppliers

Our commitment

- We will disclose any identified instances of modern slavery.
- We will monitor our supply chains and report on any issues identified through non-compliance or insufficient information provided.
- We will ensure relevant staff have access to and are completing mandatory training which supports the Modern Slavery Act.
- We will evaluate the effectiveness of the training annually via feedback from participants.
- We will encourage the reporting of suspicions of slavery through the Council's Modern Slavery Single Point of Contact (SPOC). For Mid Sussex District Council this is the Community Safety and Safeguarding Manager.

- We will notify the Secretary of State of suspected victims of slavery or human trafficking under Sections 43, 52 and 54 of the Modern Slavery Act 2015.

Declaration

This Statement is made under Section 54(1) of the Modern Slavery Act 2015 for the period 1 April 2022 to 31 March 2023. It is approved by the Council's Management Team and Cabinet and will be subject to review on an annual basis.

Signed:
Kathryn Hall, Chief Executive, Mid Sussex District Council

Signed:
Cllr Norman Webster, Cabinet Member for Communities, Mid Sussex District Council

DRAFT

MID SUSSEX DISTRICT COUNCIL

Equality Impact Assessment

Title of Policy/Service/Contract: MSDC Modern Slavery and Human Trafficking Transparency Statement

Division: Community Services, Policy and Performance

Lead Officer: Mandy Cunningham

Date Assessment completed: 10th January 2022

1. SCOPING

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

The Modern Slavery Transparency Statement sets out the Council's commitment to identify, address and prevent modern slavery risks in relation to its own business and supply chains.

The introduction of this statement and policy is a positive step in raising awareness of Modern Slavery and working towards eradication of this type of abuse.

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

It will affect people of all ages including service users and employees of the council and service users and employees of any commissioned services as well as the wider community.

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

Modern Slavery and Human Trafficking are prevalent on a national level but this is often disguised and hidden. We become aware of these issues through intelligence provided by the public, local police or council officers. The Council works with the police to help prevent cases of Modern Slavery and to protect people who are subjected to it.

Local data is not publicly available. National Referral Mechanism (NRM) data for Quarter 3 in 2021/22 shows that:

- 78% of potential victims (2,600) were male and 22% (720) were female;
- 50% (1,677) of referrals were for potential victims who claimed exploitation as adults and 41% (1,351) claimed exploitation as children;
- for adult potential victims, labour exploitation was most commonly reported (39%; 657), whereas child potential victims were most often referred for criminal exploitation (47%; 635);
- the most common nationalities referred this quarter were UK, Albanian and Vietnamese.

1.4 What does this information tell us about the equality issues associated with

the service and implications for the protected groups?

There are no identified negative impacts on people with protected characteristics arising from this duty. Some victims of slavery or trafficking will be more vulnerable due to a protected characteristic (such as language barriers, learning disabilities or minors) and this duty will aim to address this.

1.5 Are contractors or partnerships used to deliver the service? Y/N

If No go to section 2. **Yes.**

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

Identify the contractors/partnerships used to deliver the service.

We will be working with the Shared Procurement Service at Horsham District Council (HDC)

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

As a public organisation, HDC have a duty to ensure that they have robust equality and diversity policies and procedures which can be viewed on their website at:
<https://www.horsham.gov.uk/jobs-and-careers/equality-and-diversity-commitments>

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

MSDC has a Service Level Agreement with HDC which includes abiding by equalities policies/procedures.

2. Assessment of Impact on People with a Protected Characteristic; Analysis and Action Planning

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

Opportunity to promote equality, good relations and/or address barriers to service/differential impact	Current action taken to address these	Further actions required and timescales	Lead Officer	How will impact be measured
Age (older / younger people, children)				
Safeguarding of under 18s who are potential victims of modern slavery	Referrals to MASH/Children's social care and to the NRM.	Cases will be monitored.		Safeguarding arrangements are in place to ensure that they are not at risk of further exploitation.
Disability (people with physical / sensory impairment or mental disability, including those with a non-visible disability)				
Additional needs that may make it difficult for an individual to respond or understand.		Engagement with specific support services as and when required.	Mandy Cunningham	Feedback provided
Gender reassignment (a transgender person is someone who proposes to, starts or has completed a process to change his or her gender)				
None identified.				
Pregnancy & maternity (pregnancy is the condition of being pregnant & maternity refers to the period after the birth)				
Additional support relating to pregnancy.		Engagement with healthcare professionals as and when required.	Mandy Cunningham	Feedback provided

Opportunity to promote equality and/or barriers to service/differential impact	Current action taken to address these	Further actions required and timescales	Lead Officer	How will impact be measured
Race (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)				
Language barriers for some where English is not their first language.		When this is identified, work with relevant agencies to ensure that relevant interpreter services are available.	Mandy Cunningham	Feedback provided
Religion & belief (religious faith or other group with a recognised belief system or not having a religion)				
None identified				
Sex (male / female non-binary)				
None identified.				
Sexual orientation (lesbian, gay, bisexual, queer, questioning, heterosexual)				
None identified				
Marriage & civil partnership (marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognised for same-sex couples)				
None identified.				
Military families /veterans				
None identified.				
People who are disadvantaged by socio-economic factors such as low incomes, skill or living in a deprived area				
None identified.				
People who live in a rural area				
None identified.				

3. Mid Sussex District Council Equality Impact Assessment Summary

Key Findings	Future Actions
<p>The implementation of a modern slavery transparency statement will help to identify potential victims of modern slavery and human trafficking within the council's business, including its supply chains.</p> <p>This will have a positive impact for those with protected characteristics, particularly those who are more at risk because of their protected characteristic.</p>	<ul style="list-style-type: none"> • MSDC will disclose any identified instances of modern slavery. • MSDC will monitor its supply chains and report on any issues identified through non-compliance or insufficient information provided. • MSDC will ensure relevant staff have access to and are completing mandatory training which supports the Modern Slavery Act. • MSDC will evaluate the effectiveness of the training annually via feedback from participants. • MSDC will encourage the reporting of suspicions of slavery through the Council's Modern Slavery Single Point of Contact (SPOC).

4. Signing off this assessment and action plan

Signature ...Mandy Cunningham.....
 Person undertaking the assessment

Date 10 January 2022.....

Signature
 Head of Service

Date

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

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SCRUTINY COMMITTEE FOR COMMUNITY, CUSTOMER SERVICES AND SERVICE DELIVERY WORK PROGRAMME 2021/22.

REPORT OF: Tom Clark, Head of Regulatory Services
Contact Officer: Ellen Fisher, Democratic Services Officer
Email: ellen.fisher@midsussex.gov.uk
Tel: 01444 477208
Wards Affected: All
Key Decision: No

Purpose of Report

1. For the Scrutiny Committee for Community, Customer Services and Service Delivery to note its Work Programme for 2021/22.

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 are recommended to note the Committee's Work Programme as set out at paragraph 5 of this report.**
-

Background

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

The Work Programme

5. The Committee's Work Programme for 2021/22 is set out below:

Meeting Date	Item	Reason for Inclusion
Wed 25 May 2022	Community Governance Reviews – Draft Recommendations	To inform Members of the Council's draft recommendations for x2 Parish Councils.

Policy Context

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

Financial Implications

7. None.

Risk Management Implications

8. None.

Sustainability Implications

9. None.

Background Papers

None.