

Cabinet Agenda

19 November 2019 at 6pm

**Council Chamber, Civic Centre,
Duke Street, Chelmsford**

Membership

Councillor S J Robinson (Chair and Leader)
Councillor M C Goldman (Connected Chelmsford
and Deputy Leader)

and Councillors

C K Davidson (Fairer Chelmsford)
J A Deakin (Safer Chelmsford)
M J Mackrory (Greener Chelmsford)

Local people are welcome to attend this meeting, where your elected Councillors take decisions affecting YOU and your City.

There will also be an opportunity to ask your Councillors questions or make a statement. If you would like to find out more, please telephone Brian Mayfield in the Democracy Team on Chelmsford (01245) 606923 email brian.mayfield@chelmsford.gov.uk, call in at the Civic Centre, or write to Democratic Services, Civic Centre, Duke Street, Chelmsford CM1 1JE. Council staff will also be available to offer advice in the Civic Centre for up to half an hour before the meeting.

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THE CABINET

19 November 2019

AGENDA

PART 1

Items to be considered when members of the public are likely to be present

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. If the interest is a Disclosable Pecuniary Interest they are also obliged to notify the Monitoring Officer within 28 days of the meeting.

3. **MINUTES AND DECISIONS CALLED-IN**

To consider the minutes of the meeting on 15 October 2019.
No decisions at that meeting were called in.

4. **PUBLIC QUESTIONS**

Any member of the public may ask a question or make a statement at this point in the meeting. Each person has two minutes and a maximum of 15 minutes is allotted to public questions/statements, which must be about matters for which the Cabinet is responsible. The Chair may disallow a question if it is offensive, substantially the same as another question or requires disclosure of exempt or confidential information. If the question cannot be answered at the meeting a written response will be provided after the meeting.

5. **MEMBERS' QUESTIONS**

To receive any questions or statements from councillors not members of the Cabinet on matters for which the Cabinet is responsible.

6. **FAIRER CHELMSFORD**

- 6.1 Homelessness and Rough Sleepers Strategy
- 6.2 Treasury Management Mid-Year Review 2019/20
- 6.3 Revenue Monitoring 2019/20
- 6.4 Capital Programme Monitoring and Update
- 6.5 Local Council Tax Scheme for 2020/21

7. **GREENER CHELMSFORD**

7.1 Community Housing Fund

7.2 Authority Monitoring Report 2018 to 2019

8. **SAFER CHELMSFORD**

Health and Wellbeing Plan 2019

9. **LEADER**

Review of the Members' Allowances Scheme

10. **URGENT BUSINESS**

To consider any other matter which, in the opinion of the Chair, should be considered by reason of special circumstances (to be specified) as a matter of urgency and which does not constitute a key decision.

11. **REPORTS TO COUNCIL**

The officers will advise on those decisions of the Cabinet which must be the subject of recommendation to the Council.

PART II (EXEMPT ITEMS)

NIL

MINUTES OF CHELMSFORD CITY COUNCIL CABINET

on 15 October 2019 at 7.00pm

Present:

Cabinet Members

Councillor S J Robinson, Leader of the Council (Chair)
Councillor M C Goldman, Deputy Leader and Cabinet Member for Connected Chelmsford
Councillor C K Davidson, Cabinet Member for Fairer Chelmsford
Councillor J Deakin, Cabinet Member for Safer Chelmsford
Councillor M J Mackrory, Cabinet Member for Greener Chelmsford

Cabinet Deputies

Councillor M Bracken, Economy and Small Business
Councillor R J Moore, Recycling and Ecology
Councillor C R Tron, Affordable Housing

Councillors

K Bentley, P Clark, G B R Knight, L A Mascot, R J Poulter, I C Roberts,
T E Roper, M Sismey, M S Steel, M Watson and R T Whitehead

1. **Apologies for Absence**

Apologies for absence were received from Councillors J Galley and R J Hyland, Opposition Spokespersons.

2. **Declarations of Interests**

Members of the Cabinet were reminded to declare at the appropriate time any pecuniary and non-pecuniary interests in any of the items of business on the meeting's agenda.

3. **Minutes and Decisions Called-in**

The minutes of the meeting on 10 September 2019 were confirmed as a correct record and signed by the Chair. No decisions at that meeting had been called in.

4. **Public Questions**

A member of the public asked when the play area in Avon Road park, to be funded from a planning contribution of £55,576 from a nearby development, would be provided. The questioner also expressed concern that the park would be threatened by the construction of a road to serve the proposed Warren Farm development and that there was inadequate infrastructure to support that development.

The Leader of the Council replied that the value of the contribution had now increased to around £83,000. It was held by the Council for the construction of a play area in Avon Road and would be used for that purpose.

The Leader reiterated his commitment to ensuring that adequate housing and its associated infrastructure was provided through the Local Plan, that such development would be genuinely sustainable, and that communities were engaged in that process through the master planning process and were provided with the necessary facilities.

5. **Members' Questions**

Councillors who were not members of the Cabinet asked questions or made statements on the following matters:

Councillor P Clark on whether the Cabinet would follow the lead of Basildon Borough Council and provide funding to enable all street lights to be kept on throughout the night. He said that the original financial argument in support of reducing the hours during which the lights were on had been overtaken by the health and safety argument in favour of keeping them on.

The Cabinet Member for Safer Chelmsford said that whilst she would be happy to discuss the suggestion, there were no plans to provide funding for that purpose. The idea was better addressed to the County Council as the responsible authority and in her view the environmental arguments in favour of retaining the present situation were also a consideration. The Leader added that an assessment was necessary of whether resources spent on keeping street lights on all night were the most effective means of addressing crime and disorder concerns.

Councillor M Bracken on the part played by officers in the Sustainable Communities directorate in helping to secure £218 million from the Housing Infrastructure Fund to support the provision of Beaulieu Station and a North-East By-pass.

The Cabinet agreed that its grateful thanks to Liz Harris-Best, Stuart Graham, Jeremy Potter, Claire Stuckey, Laura Perry, Gemma Nicholson, Andy Bestwick, Karen Short, Vanessa Wilson and David Green for their work in supporting the bid for the funding should be placed on record.

Councillor K Bentley on whether the Council would work with other local authorities to provide improved roads, better crossings and more 20mph zones around schools, especially in South Woodham Ferrers, to encourage people to travel by means other than cars. He also asked whether it would look to the funding available from the Local Highways Panel and the Community Infrastructure Levy (CIL) to help meet the cost of doing so.

The Cabinet Member for Greener Chelmsford said that he supported the sentiments behind the question. Master Plans gave communities the opportunity to propose ways of making development more sustainable and he said that the measures suggested could be put forward as part of that. Neighbourhood Plans also provided the means by which additional CIL monies could be allocated to those areas, like South Woodham Ferrers, where development was planned. A less likely source of funding was the Local Highways Panel, which already had a substantial backlog of schemes competing for limited resources and where road safety was a prime consideration in the selection of schemes.

Councillor R T Whitehead on why the Council had withdrawn invitations issued by the Women's Institute to two local Members of Parliament to attend tree planting ceremonies.

The Cabinet Member for Safer Chelmsford said that these ceremonies were held by the Council for the benefit of local communities. It had not been appropriate for the Women's Institute to issue invitations to what were intended to be small and intimate events to which only local people should be invited. The Members of Parliament were invited to other events, where appropriate.

Councillor G B R Knight on whether the Cabinet was aware of and looking to learn from the affordable housing scheme in Norwich that had won the 2019 Royal Institute of British Architects Sterling Prize.

The Leader of the Council said that he knew of the scheme and that the Council would be talking to developers to encourage the delivery of low- or zero-carbon dwellings.

6.1 **Medium Term Financial Strategy (Fairer Chelmsford)**

Declarations of Interest: None

Summary: The Cabinet considered a proposed financial strategy for 2020/21 to 2024/25 which it was intended would provide the framework for delivering a stable and sustainable financial basis for the achievement of the Council's strategic objectives and supporting the preparation of the budget for 2020/21. The report assessed the national and local context in which the Strategy had been produced and the risks which needed to be mitigated to protect the Council's financial position. It also provided a medium term financial forecast and proposed funding for initial work to promote digital innovation in service delivery

Options: Approve the draft Strategy, with or without amendment.

Chosen Option and Reasons: The draft Strategy provided a sound financial basis for the Council's strategic objectives and took into account all relevant considerations.

Discussion: Members of the opposition groups expressed concern that the Strategy envisaged borrowing money to fund the Administration's spending plans. The view was expressed that other options, such as reducing costs and selling under-performing assets, should be considered first. A more prudent, business-like approach, rather than a politically-driven one, should be taken to the management and use of the Council's resources. Clear reasons were needed for the borrowing, what it would be used for and how it would be repaid.

The Cabinet Member of Fairer Chelmsford did not agree with the comments made. The previous Administration had acknowledged that the Council would be moving from one that was debt free to one that would need to borrow to meet its spending plans. Borrowing in itself was not a bad thing, but it needed to be carefully planned and the Council's remaining assets and resources properly managed. The Administration would be putting forward specific proposals for borrowing and spending in due course. These would follow the five key principles and supporting actions set out in the Strategy to ensure that the financial approach was prudent and sustainable.

RECOMMENDED TO THE COUNCIL that the Medium Term Financial Strategy for 2020/21 to 2024/25 detailed in Appendix 1 to the report to the meeting be approved.

RESOLVED that:

1. the Medium Term Financial Forecast and the principal issues and risks associated with it and the Strategy be noted; and
2. £150,000 be approved to pilot an approach to increasing digital innovation in service delivery, the funding to be held in a Service Transformation Reserve.

7.27pm to 7.46pm

6.2 **Business Rates Pooling for Non-Domestic Rates in 2020/21 (Fairer Chelmsford)**

Declarations of Interest: None

Summary: The report to the meeting assessed the risks and benefits to the Council of participating in an Essex Business Rate Pool for 2020/21.

Options: Join or not join the Business Rate Pool.

Chosen Option and Reasons: Participation in the Pool would be in the Council's financial interests by increasing the non-domestic rating income.

RESOLVED that:

1. the principle of the Council joining an Essex Business Rate Pool for 202/21 be approved; and
2. the Director of Finance, after consultation with the Cabinet Member for Fairer Chelmsford, be authorised to finalise the pooling arrangements and documentation to give effect to resolution 1.

7.46pm to 7.47pm

7. **Chelmsford Masterplan Procedure Update (Greener Chelmsford)**

Declarations of Interest: None

Summary: At its meeting on 3 October 2019, the Chelmsford Policy Board had recommended to the Cabinet that it approve proposed amendments to the procedure for the preparation of masterplans for development allocations in the emerging Local Plan. The report before the Cabinet also set out progress with masterplans currently in production.

The Cabinet was informed that amendments made at the Policy Board had been incorporated into the procedure but that one that would require developers or promoters actively to engage with all interested bodies was subject to Cabinet approval.

Options: Approve or not the proposed amendments.

Chosen Option and Reasons: The proposed amendments would support the provision of high quality and sustainable development in Chelmsford.

Discussion: Reference was made during discussion of this item to what many people in South Woodham Ferrers regarded as the inadequate measures planned for crossing the B1012 from the existing town to the new development area. With traffic from development sites in Maldon increasingly using that road there was a growing belief locally that the best option would be to re-route the road to the north of the proposed development.

The Cabinet Member for Greener Chelmsford said that the time to put forward such a proposal was at the master planning stage. It would, however, need to be supported by the local highway authority. The question of increased usage of the B1012 as a result of development elsewhere in Essex was beyond the control of the Council.

RESOLVED that, subject to the insertion of the words in bold below in the part on page 4 of Appendix 1 in which it appears, the amendments to the Masterplan process set out in that appendix be approved and welcomed

“Engagement with relevant stakeholders to be led by the site developer/promotor. This should include statutory bodies, service providers
....”

7.47pm to 8.00pm

8. **Urgent Business**

There were no items of urgent business.

9. **Reports to Council**

Item 6.1 on the Medium Term Financial Strategy would be referred to the Council.

Exclusion of the Public

RESOLVED that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the meeting for item 10 on the grounds that it involves the likely disclosure of exempt information falling within paragraph 3 of Part 1 of the Schedule 12A to the Act (information relating to the financial or business affairs of any particular person including the authority holding that information).

10. **Sale of Retail Assets in the City Centre (Fairer Chelmsford)**

Public interest statement: It is not in the public interest to release details of this report at present, on the grounds that the report contains information that is commercially sensitive and to place the information in the public realm will be detrimental to the negotiations to be undertaken by the Council in acquiring this land.

Declarations of Interest: None.

Summary: The Cabinet was requested to consider the principle of acquiring two parcels of land that had future development potential.

Options: Enter into negotiations for the possible acquisition of the land, do not pursue the purchase or seek a development partner with which to acquire the land.

Preferred Option and Reasons: The negotiations would provide more information on whether the acquisition would be in the Council's best financial interests.

Discussion: Opposition spokespersons raised a large number of questions about this proposal. They centred on the seeming lack at this stage of clear plans for the future of the sites, a proper assessment of the financial and other implications and a willingness to enter into negotiations for the purchase without a sound business case. The report to the meeting gave insufficient information on the financial aspects of the proposal, what a joint venture would entail and how the £175,000 figure for the due diligence work was arrived at. Consideration had not been given, as an alternative, to advancing the development of sites already in the Council's ownership

The Cabinet Member for Fairer Chelmsford said that the opportunity to purchase the sites was one that rarely occurred. The recommendation to open negotiations would mean that that opportunity was not lost. It did not, however, commit the Council to the purchase of the site and much of the information that the opposition spokespersons said was required would be provided as part of the proposed due diligence work.

After further discussion the Cabinet accepted the need for a business case before a decision was taken on whether to progress the purchases. It was considered that £50,000 would be sufficient to meet the cost of its production.

RESOLVED that a capital budget of £50,000 be approved to meet the cost of developing a business case for acquiring the parcels of land referred to in the report and it be considered by the Cabinet before a decision is made on whether to open negotiations for their purchase.

8.00pm to 8.43pm

The meeting closed at 8.43pm

Chairman

CABINET
19 November 2019

AGENDA ITEM 6.1

Subject	HOMELESSNESS AND ROUGH SLEEPER STRATEGY 2019 / 23
Report by	CABINET MEMBER FOR A FAIRER CHELMSFORD

Enquiries contact: Paul Gayler, Strategic Housing Services Manager, tel 01245 606375, email Paul.gayler@chelmsford.gov.uk

Purpose

To seek approval for the Council's proposed Homelessness and Rough Sleeper Strategy that will replace the current version produced in 2017 which no longer complies with national guidance and recent changes in legislation, the draft version having been made available for partners' and public consultation following its approval by Cabinet.

The Ministry for Housing Communities and Local Government (MHCLG) requiring all local housing authorities to have a strategy adopted and in place, which includes the changes brought about as a result of the Homelessness Reduction Act (introduced April 2018) and the requirement to incorporate the aims of the National Rough Sleeper Strategy (August 2018) by the end of December 2019.

Options

- 1) Recommend the proposed strategy to Council for approval.
- 2) Amendments are requested which will delay the approval of the strategy.

Recommendation

That the Council be recommended to approve the final version of the proposed Strategy for implementation and further development.

Corporate Implications

Financial:	The Strategy seeks to support the Council's duties regarding the prevention and relief of homelessness along with the provision of temporary accommodation and is therefore an important document in determining the use of resources and could also improve opportunities for securing funding from others. Effective
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	prevention of homelessness is the most effective way to reduce the use and cost of temporary accommodation.
Legal	The Council is required to carry out a review of homelessness and produce a strategy based on this no less than once every five years, in accordance with the national Code of Guidance. Failure to comply with the directions of the Code could make the Council vulnerable to challenge. Failure to assess need and plan accordingly could mean the Council struggles or fails to meet its statutory duties to those who are at risk of homelessness. The Homelessness Reduction Act introduced a 'duty to refer' for some other public bodies as part of the focus on prevention of homelessness which has now become a legal duty, the Strategy seeks to clearly explain these new duties to partners so that they also understand their responsibilities, supporting the Council's functions.
Personnel:	Meeting the Council's legal duties to those who are homeless or at risk of homelessness is a core element of the Council's Strategic Housing Service, the proposed Strategy therefore provides direction and focus for staff and some activities will be allocated to individual members of the team and monitored through line managers and the Housing Service's Service Plan. The proposed Strategy introduces and supports greater level of partnership working as a way of extending the scope of activities recognising the limited capacity of the Council's Housing Service.
Risk Management:	Failing to assess, understand and effectively plan to respond to the main causes of homelessness can result in ineffective use of resources and possible breach of the Council's duties. The proposed Strategy is based on a review of homelessness which anticipates future demand on resources alongside the Council's duties, informing risk management. An up to date and strategically relevant strategy improves the ability of the Council to secure funding, including with and for others.
Equalities and Diversity: (For new or revised policies or procedures has an equalities impact assessment been carried out? Y/N)	The review of homelessness included a breakdown of various aspects in accordance with the Equalities Act and monitoring is in place to identify any adverse impact to those with protected characteristics including access to services.
Health and Safety:	None
IT:	None
Other:	Partnership working - As a non-stock holding local housing authority, cooperation of others is essential in preventing and relieving homelessness. The proposed Strategy will build upon the new Duty to Refer that applies to some other public bodies and the willingness of others to increase the potential for identifying, preventing and relieving homelessness. This engagement ranges from national and regional work to very local, specialist services.
Consultees	There is a legal duty to consult with Essex County Council (ECC) as the upper tier authority with responsibility for social care, officers have worked closely with colleagues at ECC on

	joint planning and implementing a wide range of actions and our Council is playing an active role in supporting 'Essex Prevents', a whole-systems approach to tackling homelessness in partnership with ECC. A number of other partners have also been actively involved with the development as well as consultation of the Strategy. The proposed Strategy and Review has also been made available for consultation on the Council's website accompanied by a programme of social media publicity to encourage wider feedback.
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Policies and Strategies

The report takes into account the following policies and strategies of the Council:

Housing Allocation Policy (2018)

Current Homelessness Strategy (2017)

Strategic Tenancy Strategy (2018)

Policy Board – Homelessness Strategy Working Group (2019)

1. Introduction

1.1 Every Local Housing Authority must carry out a Homelessness Review (assessment of the main causes and levels of homelessness in their area) which should form the basis of a Homelessness Strategy. The implementation of the Homelessness Reduction Act and National Rough Sleeper Strategy in 2018 led to changes to the Code of Guidance which details how a strategy should be developed and what it is expected to cover. All Local Housing Authorities are required to have an up to date strategy which includes these changes in place by the end of 2019.

1.2 The draft version of the Strategy was developed by the Homelessness Strategy Working Group during the summer as approved for consultation by Cabinet on 10th September 2019. It was then made available for consultation until 31st October 2019.

1.3 The consultation has involved a series of one-to-one meetings with various organisations, an on-line survey supported by a social media programme and a workshop on rough-sleeping held in July. A summary of the outcome of proposed changes is provided below.

2. Summary of Consultation and Proposed Changes

2.1 Feedback on the draft version of this strategy was sought through the Council's website, promoted by social media (56 responses) and direct contact with some organisations interested in supporting the Council (17 meetings with more planned). Response was positive overall:

Design and layout = 53% 'very good', 34% 'reasonable' and 13% 'poor'

Explaining causes = 43% 'very clearly', 43% 'reasonably clearly' and 9% 'not clear'

Explaining the duties of the Council and others = 40% 'very clearly', 40% 'reasonably clearly' and 12% not clearly.

Explaining the importance of preventing homelessness = 46% 'very well', 38% 'reasonably well' and 13% 'not very well'.

Note that not everyone responded to all questions and the causes and duties are set out in more detail in the Homelessness Review document. The decision to keep this as a separate more detailed document is supported by both those who responded positively that the proposed strategy is 'clear and concise' and others who were critical because there are "too many words".

- 2.2 There were detailed responses from a number of statutory agencies including Essex County Council whose response and involvement is a statutory requirement of developing a Homelessness Strategy, along with others such as the Community Rehabilitation Company, the Office of the Police, Fire and Crime Commissioner and housing associations. The consultation on the draft strategy brought some organisations who have previously worked with the Council back into contact once more with ideas about ways to help prevent and reduce homelessness. It would be improper to propose targets for decision making as this would be prejudicial to any future application but following discussions with others, we are able to formulate targets for particular actions and outcomes that will help reduce homelessness based upon the evidence from the review carried out earlier this year.
- 2.3 The Homelessness Strategy Working Group has proposed a more agile approach, working with partners throughout the lifetime of the proposed strategy, recognising that issues relating to homelessness are complex and determining a course of action that is fixed for five years is too inflexible to be effective. This proposed change in the way the Council works with others on an ongoing basis has been well received by partners as innovative, realistic and more effective. It also means that where we have begun a dialogue with some partners who need more time to look at options, discussion and planning can continue beyond the consultation stage, creating a better environment for developing opportunities in the future.
- 2.4 An inevitable question that has arisen frequently as part of the consultation is whether there is an adequate supply of suitable affordable homes to meet local housing need? Having identified an up to date profile of the housing needs of those at risk of becoming homeless including the need for temporary accommodation, the work of the Homelessness Strategy Working Group is complementing the Council's Affordable Housing Working Group. This means that the Council's Housing Strategy that is proposed for next year will ensure that any shortfalls in the supply of affordable housing identified in the Homelessness Review and actions of the proposed Homelessness and Rough Sleeper Strategy are included in future plans to improve supply from the existing stock as well as new developments, creating a consistent corporate approach to meeting local housing need.
- 2.5 The proposed Strategy has a much greater focus on tackling rough sleeping, meeting the government's requirements to ensure local housing authorities are working to meet the aims of the national Rough Sleeper Strategy that seeks to eliminate the need for anyone to be street-homeless by 2027, and reduce this by half within the next five years. This additional focus has been welcomed by many but has been balanced by others wanting to ensure that the Council and others also recognise that the majority of those who are homeless are outside of this definition but still very vulnerable, including children and young people. In response to this and to help develop a wider community response to help all those at risk of homelessness, the final version of the proposed Strategy will include an over-arching objective of improving awareness and understanding of what homelessness is about, the causes, the risks, the wider impacts and the important role that others do and could play in helping tackle this.

2.6 Another aim of the proposed strategy is to try and go beyond just meeting the Council's statutory duties, extending help and support to a wider number of people affected by homelessness. This is very challenging at a time when the Council is already reliant on temporary accommodation for homeless families who would otherwise be roofless. The planned appointment of Homelessness Navigators supported by funding from MHCLG will help us extend the Council's work to include others who may otherwise only be entitled to advice and assistance and support work that has already begun on developing a 'whole systems' approach to tackling homelessness in Chelmsford. To go beyond this, with existing resources will require a greater level of cooperation and joint working with and between other local services and organisations, beginning with building capacity and understanding which links to the need through the strategy to continue to explain to others both the issues of homelessness and opportunities that could be available as mentioned in para 2.5 above.

3. Conclusion

- 3.1 A final version of the proposed Strategy is provided. To make clear the amendments to the draft version a list of proposed actions and changes to the text of the strategy has been provided as Appendix One to this report.
- 3.2 The action plan will take effect from January 2020 with the intention of monitoring this over the next year. Following the cycle of the development of the strategy, a number of partners, especially those working in other areas of housing, supported the idea of a strategy being a living document that gives direction but does not prevent the Council and others from taking a more agile approach in the future to changing trends, regulations and opportunities. This is consistent with the proposal that progress will be overseen by the Homelessness Strategy Working Group monitoring delivery throughout the year, shaping and forming an annual action plan on a continuous basis that can formally be agreed at the start of each year. This will ensure the Council's plans and actions remain up to date and responsive to any changes.

List of Appendices

Appendix One -

Homelessness and Rough Sleeper Strategy – proposed final version

Background Papers

None



Chelmsford City Council Homelessness and Rough Sleeping Strategy 2019 - 2024

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CONTENTS NOT YET COMPLETED

Foreword

Every five years, we are obliged to review and update the City Council's Homelessness and Rough Sleeping Strategy. We are publishing this draft as a starting point to address our statutory responsibilities. This draft strategy provides all the information we are obliged to publish, and your comments on these are, of course, very welcome.

But we want to make a step-change in our approach this time, going much further than merely complying with our statutory responsibilities, to allow us to develop and deliver a much more ambitious strategy. Our objective is to enable everyone in Chelmsford to have or at least look forward to having a place to live in that they can call their own and that meets their family's needs. This is a much bolder ambition that will take time to work through. So this document is also intended to be the start of a bolder discussion about how we achieve this ambition.

Homelessness reflects wider problems in the supply of housing: chronic lack of affordable housing over recent years has resulted in acute problems for those who are homeless, are worried about the possibility of losing their home or are living in accommodation that doesn't meet their family's needs. Homelessness is now a structural problem of the housing market. The long-term solution is to improve supply. We have established the Affordable Housing Working Group to consider long-term housing needs. We will deliver our Housing Strategy next year, focused on improving the supply of affordable and specialist accommodation in Chelmsford.

But as well as developing tomorrow's vision, we also need to deal with today's realities. It's shocking that, in the 21st century, we still have people sleeping rough on Chelmsford's streets. We need to ensure that help is available so that rough-sleepers' immediate needs are met, that charities and public services work together to

give rough-sleepers hope of a better future, and that we can prevent people falling into rough-sleeping in future. However, it is important to understand that rough-sleeping only accounts for 2% of the overall homelessness issue and our strategy must also address the wider population of homeless people who are not always as visible. This includes people fleeing domestic abuse, those with physical and mental illnesses and many other complex issues which means they need a safe place to live, but can't necessarily pay market rates for it. Our strategy includes these types of homelessness.

In June 2019, a cross-party Working Group was created to progress this overall strategy. This will need to be Chelmsford's strategy, not just the Council's. That means we need to join up and bring together the ideas and services of all the many organisations and voluntary groups that are committed to helping rough-sleepers. The Working Group's role to facilitate a cross-collaboration approach will continue over the coming months as they consult with the various organisations to consider ideas and best practice which will all feed into our overall strategy and delivery.

We welcome your feedback through this formal consultation process, and also on an ongoing basis, to help us to shape a strategy which meets the needs of Chelmsford. Our objective is to build an approach which is flexible, enables innovation and challenges us to continuously improve the way we work with others; those at risk of homelessness and the wider agencies who support them. Our strategy is intended to provide a network which will allow greater collaboration between all relevant organisations to reduce the main causes of homelessness.

We look forward to your input and involvement and the opportunity to build a fairer, safer and more connected Chelmsford together.

Cllr Chloe Tron, Portfolio Holder for Housing – August 2019



Executive Summary

A number of legislative and local council changes over the last year have led to our introduction of a new Homelessness and Rough Sleeper Strategy.

This new Strategy is up to date with the latest requirements and expectations, whilst introducing a more comprehensive approach; going beyond the legal framework to build upon the support from our local community **to achieve more and really make a difference to all those at risk of becoming homeless**. Our strategy therefore seeks to tackle both the causes of homelessness and the impact that results from homelessness on others, particularly the vulnerable **who may need more than just accommodation to help them overcome the problems of homelessness**.

The availability of housing is fundamental to dealing with homelessness and we have already begun work on a Housing Strategy to ensure we have a better supply of housing.

Our aim is to use the energy and innovation from the development and delivery of our new Homelessness and Rough Sleepers Strategy as a catalyst for future working relationships with others. This, in turn, will improve the supply of homes to meet a broader range of local housing need in the future. **In consultation with others, it was agreed that producing a strategy that anticipates all that may**

be needed over the next five years is unrealistic, with support to take a more agile and responsive approach; we want the discussions that were part of the consultation to continue as conversations throughout the lifetime of this strategy, building stronger partnerships and better understanding, developing a whole-system approach to tackling homelessness in Chelmsford. To support this, our cross-party group of elected members and officers of the Council will continue to work together on the delivery as well as the development of this strategy.

Our aim for this housing strategy, strategy is to be part of our three-pronged approach, linking with our Local Plan and Housing Strategy planned for 2020 to create a fairer Chelmsford, with fewer people at risk of homelessness and a better supply of homes to meet local housing need, creating a fairer Chelmsford.

Inevitably the main aim of this strategy has to be reducing the main causes of homeless and this begins with prevention and changing the way we work in accordance with the Homelessness Reduction Act. Our action plan has been laid out so it reflects the new duties to prevent and relieve homelessness. We have also taken on board the

aims of the national Rough Sleeper Strategy and dedicated considerably more action and plans to this than ever before.

The key outcomes of this strategy will be:

- To begin working on the elimination of the need for anyone to sleep rough in Chelmsford by improving and expanding the range of services;
- To strengthen our work on the prevention of homelessness so that a greater proportion of households in the future will be helped to avoid becoming homeless;
- To build stronger and more effective partnerships with other agencies, creating pathways that link support with housing;
- To improve awareness and understanding of homelessness, reducing the stigma of being homeless;
- To increase the choice of housing options for those in the most urgent housing need; and
- To improve the quality and reduce the need for temporary accommodation.

We are aware that housing policies and legislation are often complex, which is why we have presented this strategy in a simpler format—to make understanding the options for particular types of homelessness clearer.

We do not want to lose focus on the scale and detailed aspects of homelessness, whether this is dealing with an individual household or professionally with a range of partners so we shall also be

introducing changes to the way that we work, from making first contact with those who may be at risk of homelessness through to the way that this strategy is monitored, reviewed and developed.

Ultimately, we shall continue to carry out regular reviews of homelessness so that all causes and support needs are captured and catered for.

Introduction

The Homelessness Reduction Act took effect from April 2018 and has been described as one of the biggest changes to the way local housing authorities deal with homelessness since the introduction of the basic framework of homelessness legislation in the 1970s. It creates a statutory duty on all councils to prevent homelessness and for a number of other public bodies to become more involved in supporting this work.

Chelmsford City Council has carried out a restructure of its Strategic Housing Service, investing in a new team to implement these changes and creating more capacity to improve its strategic role, working in a proactive way to tackle all forms of homelessness beginning with prevention. This will reduce the hardship faced by those who are at risk of homelessness, at a time when the need for affordable housing is so great and will make best use of limited resources.

In the summer of 2018, the government announced a range of proposals to help those who are street homeless; although this is one of the smallest elements of homelessness we recognise the high risk to those who are roofless and vulnerable, and the concern caused to the public.

Throughout 2018, all the District Councils in Essex have been working with Essex County Council and others on the Essex Vision, looking at ways to adopt a 'whole systems' approach to reducing homelessness in Essex. This has helped build stronger links with neighbouring districts who share the same challenges and together with agencies such as health, criminal justice and voluntary organisations who all have an important role in helping us prevent homelessness. Some of the aims and actions of Essex Vision are included within our own action plan.

This 'whole system' approach is something that we want to bring forward, through this Strategy, into the way that we work as Chelmsford City Council, preventing and relieving homelessness. Very often those who face homelessness will have other support needs, sometimes because of the risk of homelessness, sometimes it may be these other needs which have led to them becoming homeless. As a local housing authority the Council is limited in its ability to meet these wider needs but we will work to develop and improve our ability to recognise these needs for support as well as the need for housing and put in place not just a system for referring to other agencies but where necessary, ways of working in collaboration with partners to improve the overall network of support, joint working and collective understanding.

This strategy replaces the previous one and reflects these changes—aiming to improve our approach at both a strategic and operational level. Our priority will be to reduce the number of households in Chelmsford becoming homeless, inevitably this will deal with the three main causes:

1. Ending of non-secure tenancies with private landlords;
2. Eviction from the home by parents, family or friends; and
3. Domestic abuse

We will also be improving the way that we and others work to reduce the need for those who are homeless to sleep rough, on the streets in Chelmsford.

Better ways of engaging with those in need and working with our partners will mean we can improve our service, not just to the groups outlined above but to everyone we work with, so that everyone's needs are assessed and our review of the strategy does not overlook any aspect or person.

The main aims of this strategy

All of these aims will be tracked through the monitoring of Key Performance Indicators and the annual service plan for the Council's Strategic Housing Service.

To increase the number of households that are prevented from becoming homeless –

We will do this by developing pathways for each of the main causes of homelessness. Over the lifetime of this strategy we shall review and refine these as well as developing additional ones for other groups. Homelessness is a complex issue and only through developing a wide range of actions, pathways and interventions can we hope to be able to increase prevention and reduce homelessness in Chelmsford.

To increase the involvement of other agencies supporting the Council to prevent homelessness –

In the section Our Pathways and Actions, we have presented our aims in a way that shows by particular groups what we aim to provide in order to prevent and relieve homelessness, making it easier for partners to understand the steps we may take with the people they are supporting. In the section Reviewing and Updating the strategy we will also aim to introduce new ways of engaging and working with our partners to encourage a joint approach to working on the aims of this strategy.

Understanding
&
Awareness

To increase choice and options for those at risk of homelessness –

We want to continue to expand the work we do with private landlords, reducing the demand and reliance on social housing so that we are able to use a wider selection of accommodation to prevent homelessness and discharge our main duty. This will be complemented by the development of a Housing Strategy which will be developed throughout 2019/20 that will also look at improving the supply of housing to meet local need.

To improve the quality and reduce the cost of temporary accommodation –

The Council has recently invested in new modular units as temporary accommodation that is affordable and local. In our section on Temporary Accommodation we explain how we shall be reviewing the supply, cost and quality of these homes.

Development of our strategy

We want our Strategy to be the starting point for the way that we work with people and partners, explaining our duties, the main causes of homelessness and ways that others can work with the Council to help us tackle the challenges that we face dealing with homelessness. We hope that the design of this Strategy will help improve understanding and stimulate closer partnership working.

The Homelessness Reduction Act has been described as one of the biggest changes to the way that local housing authorities deal with homelessness, so we have presented some of the Strategy in a way that we hope will make it easier to understand how we will be working with the new Act. We know that the legislation we use to make our decisions can seem complex, so we want this strategy to also be a helpful guide, explaining what we do, why we do it and what we want to do in the future. This is important to us as well because tackling homelessness often comes down to two key issues:

1. Reducing the risk and impact of homelessness – which is the aim of this strategy, and
2. Improving the availability of homes that are suitable and affordable – which is the aim of our Housing Strategy.

The Council transferred its housing stock over 15 years ago, so we must rely on housing associations and private landlords to help us provide homes. Following on from this strategy, we shall begin work on a new Housing Strategy aimed at making best use of existing and new homes.

The lack of suitable supported housing means that this will be a priority for our Housing Strategy, taking evidence from our review of homelessness and the development of this strategy as the basis of evidence for what is needed to meet the combination of housing and support. By dealing with these gaps in provision we can reduce the impact of moving from homelessness into independent living, and have accommodation-based solutions for those who need

support to help prevent them from becoming homeless in the future.

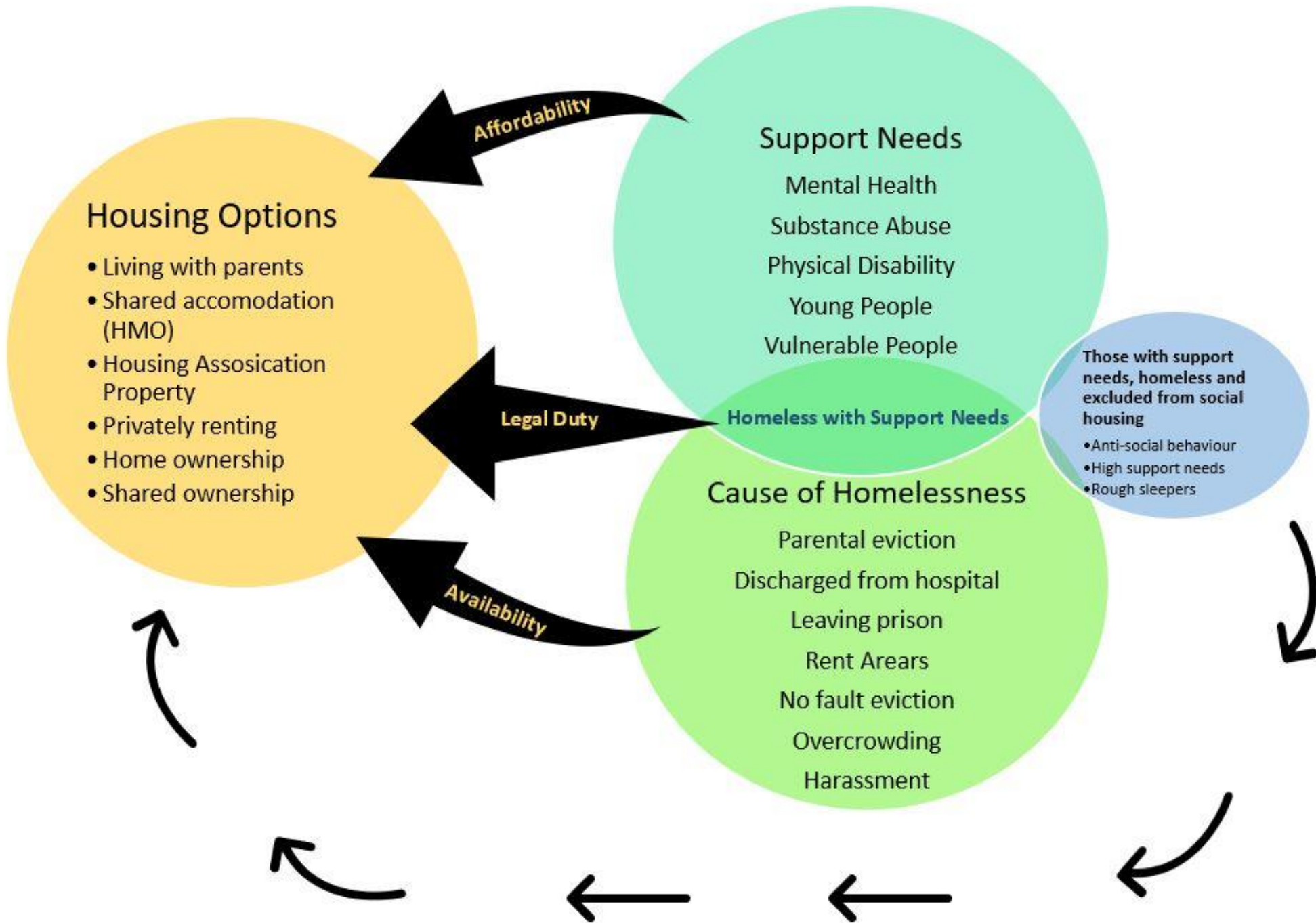
The diagram below shows how supported housing is important in helping us meet the need of some who become homeless. With suitable support, such as adaptations or help from other services, the housing options in the circle on the left may be suitable for most people with support needs in the top circle on the right as long as they can afford to move, or are able to remain where they are. Likewise, if someone becomes homeless for one of the reasons in the circle at the bottom right, one or more of the options on the left may help prevent or relieve homelessness. Where the two circles on the right overlap, many of those in this sub-group may be entitled to accommodation under the homelessness legislation but the need for support will continue to be needed, whether in specialist housing or in one of the options in the circle on the left with visiting or 'floating' support.

In some cases, people with support needs may become homeless but the duty to relieve may only be for a short time, if for example there is no local connection to Chelmsford, in cases where they have made themselves intentionally homeless. There is therefore a

need to make sure that there is also suitable accommodation for these groups as well, which may often include those who are sleeping rough, with the capacity to help them move back to areas where they may be a local connection.

In developing this strategy it was clear that there is a lack of suitable accommodation in Chelmsford for those who have become homeless due to domestic abuse, those with poor mental health, very young parents and rough sleepers. Just as importantly is the ability to help people move on as well to prevent these schemes from becoming blocked. When people do move on, many have identified this as a time when the need for support may increase – and yet the provision of support decreases or even ends, with the risk of further homelessness.

We therefore want to work with others, not only to improve the supply of supported housing especially for those groups we have identified as a priority but also to help provide timely move-on and see that where needed support also follows to help people settle into sustainable long-term independent living.



Help and Support

Many who are at risk of becoming homeless have additional support needs, which if not helped will mean the risk of further homelessness will still exist even when housed.

As well as working with partners in the development and implementation of a new Housing Strategy, we also want to make sure that best use is made of existing services that provide housing related support, such as Peabody’s floating support service and drop-in and outreach services provided by others in Chelmsford. We will continue to work with a wide range of partners to make sure that their services are more closely linked with ours and where there are gaps we will deal with these as a priority. As with the causes of homelessness, we shall continually review the need for support as well as housing for those at risk to improve our ability to prevent and relieve homelessness in the future. The table to the right shows the range of support based upon evidence from those presenting as homeless in 2018. Many had a combination of support needs, such as both alcohol and drug abuse.

Support needed based upon information provided by applicants Proportion of cases presenting as homeless

<i>Physical health / disability</i>	42%
<i>Mental health</i>	34%
<i>Domestic abuse</i>	30%
<i>Offending</i>	16%
<i>Previous history of rough sleeping</i>	13%
<i>Drug abuse</i>	7%
<i>Alcohol abuse</i>	6%
<i>Learning disability</i>	6%
<i>Young person leaving care</i>	2%
<i>Sexual abuse / exploitation</i>	1%
<i>Ex-armed forces</i>	< 1%

Reviewing and updating

We will be consulting with partners on ways to keep them informed on issues of homelessness and progress with this Strategy **to achieve as an outcome better awareness and understanding of homelessness in Chelmsford**. We believe that forums can be helpful to present general issues about homelessness but may not be so effective in dealing with some more specialised issues such as domestic abuse, mental health or rough sleeping. We therefore want to introduce a new approach to the way that our Housing Service develops and builds links with others, with more focus on some of the background issues that will help us, and others gain a better understanding and build more effective solutions.

In developing this Strategy, we carried out a review of homelessness in Chelmsford in accordance with the government's Code of Guidance. We will provide an annual update on trends, initiatives and achievements to show how we are meeting our aims to prevent and relieve homelessness in Chelmsford. **This will also be the basis for**

setting our aims and actions for the following year, creating a continuously evolving plan of action.

We have already demonstrated our corporate commitment to supporting this strategy as we have created a working group which will report to the Council's Policy Board; overseeing the development of the draft strategy and the feedback from the consultation process. From this we will take account of guidance and best practice, putting in place arrangements for the future governance and oversight of the strategy, supporting partners and maintaining a consistent momentum of improving performance and quality of service.

At a strategic level, dealing with homelessness is very complex, working with those who commission services, provide services and volunteer, to achieve the best outcomes for Chelmsford across a wide range of housing and support providers. We see the need for a more agile and innovative approach if we are going to really make a difference, encompassing the breadth of services and issues,

having the ability to carry out 'deep dives' into some aspects that will need greater understanding and collaboration.

We want to make sure that throughout this, those that we are helping remain at the heart of what we do and we will therefore introduce ways of getting feedback from agencies as well as individuals to help us learn and work more effectively.



Homelessness in Chelmsford: Facts and Figures

What do we mean by 'homelessness'?

We are aware that the lack of affordable housing means there are many living in Chelmsford who are unable to afford a home of their own—most of whom are living with family, sharing with friends or moving ('sofa surfing') from place to place. Thankfully most will not become homeless but many in this group are at risk, if for example they are asked by friends or family to leave or are given notice by their landlord. Moreover, this is why we see the development of a Housing Strategy that will improve the supply of affordable and supported housing. This is imperative to our approach for meeting housing need and homelessness, as well as being integral to improving the supply of homes for those who actually do become homeless.

The legal definition which local housing authorities work to is essentially defined as *not having anywhere settled to live*. This may be because a family has been given notice to leave their home by a landlord, or asked to leave the family home by parents, or it is no longer reasonable to remain in their home because of the risk of

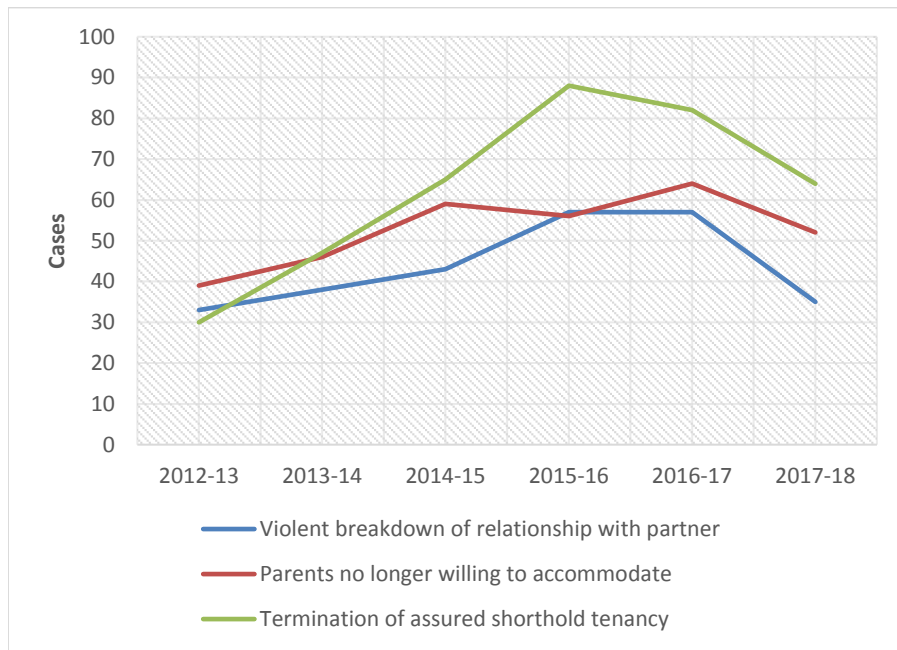
violence. In many cases, people will have to ask others to help 'put them up' while they look to see if they can find somewhere else, their local Council may have to provide temporary accommodation, or they may have needed to move into supported housing, care or hospital with no idea about where they may be moving on to.

To help those who are in fact homeless but not actually roofless, we have amended our policy for the allocation of housing through our Housing Register so that additional priority and choice can be given to those who have no settled accommodation as well as those who need temporary accommodation.

In some cases, individuals may find themselves having to sleep rough, in outbuildings or even on the street. Thankfully this is a very small proportion of homelessness, about 3% of all cases in Chelmsford. However, this is an example of how homelessness creates additional risks to health and wellbeing. The same can be said for those who are at risk of domestic abuse or suffering from poor mental health because of the stress of not knowing where their family will be living from one day to the next.

Homelessness in Chelmsford

What are the main causes of homelessness in Chelmsford?



The main causes of homelessness in Chelmsford has followed national trends as shown in the graph. Nationally there has been an increase in homelessness but the increase in Chelmsford has been proportionally much higher than the county-wide and national average, as has the proportion of applications which have been accepted as statutory homeless. The year 2017/18 is not an accurate indication, coinciding with the restructure of the Council's Housing Service and the transition and implementation of the Homelessness Reduction Act. Review of need and performance in 2018/19 and 2019/20 shows the level of need is still around 300 a year but with a lower proportion of acceptances as the Homelessness Reduction Act helps increase the number of cases of prevention and relief.

Despite the increasing number of affordable homes in Chelmsford over the last 10 years, the doubling in the number of households becoming homeless seems to be linked to the reducing number of affordable homes becoming available to let, as fewer households move within the social housing sector, the lower rate of churn along with the rising cost of alternative privately rented accommodation and welfare reform means there is an overall reduction in choices for those who become homeless. Improving supply is the aim of our Affordable Housing Strategy, showing the importance of linking with our strategic approach to tackling homelessness.

Statutory Homeless Decisions 2010-2018

	Main Housing Duty (Acceptances)	Intentionally homeless	Homeless but not priority Need	Eligible but not homeless	Total decisions	% decisions accepted as homeless
2010-11	124	9	8	37	178	70%
2011-12	170	9	20	49	248	68%
2012-13	174	17	21	43	255	68%
2013-14	218	21	21	53	313	70%
2014-15	282	17	7	68	374	75%
2015-16	305	21	11	58	395	77%
2016-17	337	20	4	45	406	83%
2017-18	244	18	15	30	307	79%

Who is likely to be homeless in Chelmsford?

We know that certain groups are more likely to be at risk of becoming homeless because of other factors, such as low income, lack of family support, poor mental or physical health.

Physical ill health is the most common issue for those needing support (18%) followed by risk or experience of domestic abuse (15%). 60% of those who were homeless were female and the most common age group was 25-44 years (52%).

In terms of financial status, the highest proportion were in either full- or part-time employment (30%), with 22% being unable to work due to illness or disability and 21% registered unemployed.

What are the Council's duties to those who are homeless?

The Council makes its decisions on prioritising assistance to those who are homeless based upon the legal framework which applies to all local housing authorities. The 'main duty' to provide accommodation, which means somewhere that is suitable and is likely to be available for at least 12 months does not apply to everyone who is homeless.

The circumstances of every case are different but will be assessed in the same way:

Eligible for assistance?

Only people who are homeless but not subject to immigration control are eligible for assistance under the legislation.

Homeless?

This means not having access to suitable accommodation anywhere – not just in Chelmsford, or even the UK. Anyone who meets both these criteria is entitled to advice.

Priority need?

People who are especially vulnerable, for example because they have young children living with them, may be entitled to emergency accommodation if they are homeless.

Intentionally homeless?

Even if homeless and in priority need, any accommodation that is provided may only be for a short period if someone has made themselves homeless.

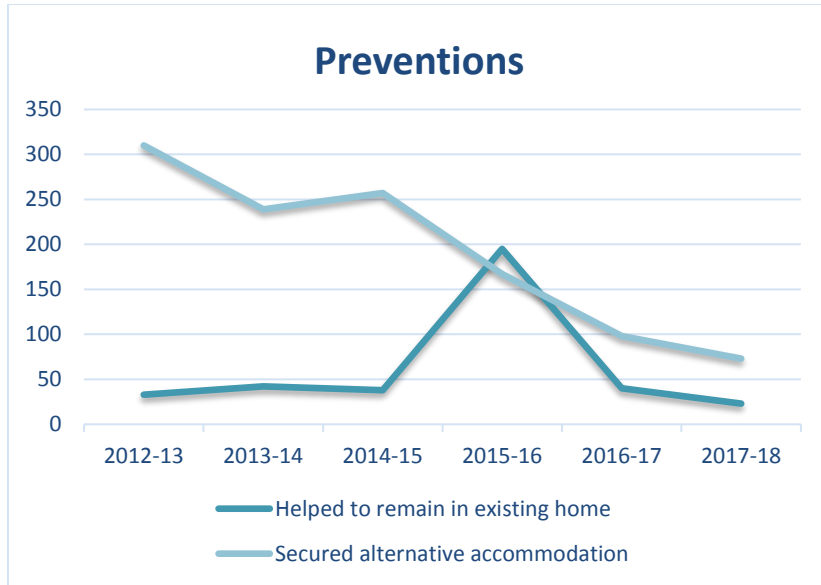
Local connection?

Most councils will only consider offering settled accommodation as their main duty to those who have a local connection to their area

How does homelessness in Chelmsford compare with other areas?

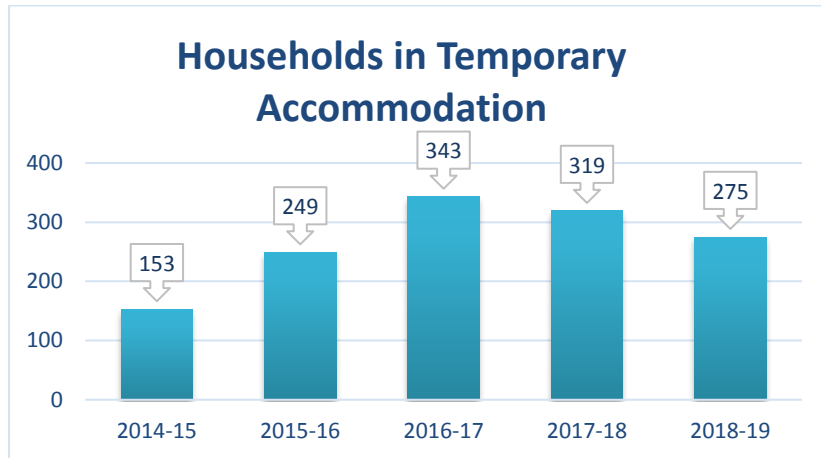
We look at levels of homelessness in terms of per thousand households, making it easier to compare different districts which each have very different levels of population. We can see that the proportion of households accepted as homeless in Chelmsford has been higher compared to other neighbouring parts of Essex and the national level.

District	Acceptances (2017-18)	Per 1,000 households
<i>England (excl London)</i>		2.08
<i>Braintree</i>	55	0.85
<i>Basildon</i>	202	2.59
<i>Brentwood</i>	26	0.8
Chelmsford	244	3.30
<i>Colchester</i>	184	2.37
<i>Epping</i>	63	1.14
<i>Maldon</i>	41	1.51
<i>Rochford</i>	80	2.29



The reason for this higher level of acceptances is likely to be due to the proportionately lower supply of affordable homes from the existing stock of social housing as Epping and Brentwood have comparable levels of rents and housing costs, if not slightly higher, than Chelmsford. The rising cost of housing, especially private renting, has meant that it has become harder to use this as an option to prevent homelessness and this has not helped reduce levels of homelessness in Chelmsford. The brief increase in the number helped to remain in their home (see chart above) was due to changes in the way that prevention was reported and recorded in 2015/16.

Temporary accommodation



There are times when we need to provide temporary accommodation, as part of our work in relieving homelessness and when there is a main duty to provide settled accommodation but there is nothing suitable and available.

We have almost eliminated the use of shared-accommodation and B&B for homeless families and we want to reduce the number of families in temporary accommodation because it is unsettling and expensive for the households. It is also not cost-effective and often does not fully meet the needs of families. Towards the end of 2017/18 we began to manage a reduction and we want this to continue.

The two main ways we can do this are:

By preventing more cases of homelessness; this is a better outcome for everyone, especially if it means that there are more opportunities for people to move to more suitable homes in a planned way, which is a key part of this strategy;

&

By improving the supply of homes that are suitable and affordable, this does not only rely on a better supply of new homes being built, it also means improving the use and supply of existing homes of all types, and this is something we will deal with in our Housing Strategy.

This will mean that we can;

1. Eliminate the use of Bed and Breakfasts
2. Reduce the length of time spent in temporary accommodation
3. Reduce the number of families in temporary accommodation

The Council has invested in new temporary housing to meet these standards and we want to use this as our benchmark for all other temporary accommodation. Throughout the lifetime of this Strategy we will work with providers to improve standards and reduce costs wherever possible, reviewing Service Level Agreements and seeking new opportunities to meet this need.

Some level of temporary accommodation may always be needed but we want to make sure that this meets our standards in the future:

- ✓ **Affordable** – reducing the cost to residents and the Council
- ✓ **Local** – wherever possible within the district
- ✓ **Condition** – clean, safe and comfortable
- ✓ **Access to services** – providing support where needed to help residents manage at the moment and prepare for the future

We will use our standards as a benchmark for what we expect from those providing temporary accommodation and want to reduce if not eliminate the use of accommodation that falls below these criteria.

Housing Need and Supply

Supply of affordable rented and social general needs homes

Year	New homes	Re-lets	Total Lets	Acceptances	Households in TA
2016/17	79	297	376	337	343
2017/18	34	308	342	264	319
2018/19	44	324	339	177	275

The need for temporary accommodation is driven by the number of people becoming homeless and the availability of suitable, affordable housing for them to move on into.

The issue of housing need and supply is something that we shall deal with in more detail as part of our Housing Strategy, but it is helpful to see in the table above how variable the supply of new build homes and the supply from re-lets of existing stock is.

The table above shows the supply of Affordable and Social Rent homes over the last three years. We have not included other types of affordable housing such as shared-ownership, nor age-restricted homes such as sheltered housing because these are not predominately able to meet the needs of those who are homeless.

This gives an overview of the level of homelessness and the supply of homes to meet this and other housing need.

The table above also shows how the reduction in the need for temporary accommodation is most closely linked to the number of households accepted as homeless more than supply. It also shows that in 2016/17 roughly 90% of all general-needs homes would have been allocated to those accepted as homeless but this had reduced to around 70% the following year. With a steady and constant supply, the key to managing need and therefore the number of households needing temporary accommodation begins with the ability of the Council and others to prevent homelessness wherever possible. Our Housing Strategy will deal in more detail with how we aim to improve the supply of homes to meet local need.

Our Performance

Since our 2011 Homelessness Strategy, the proportion of accepted homeless households and the number of people residing in temporary accommodation has risen. This may have been partly due to local issues such as rising housing costs and the supply of homes. However, these are not factors unique to Chelmsford and we can see that other areas with similar costs and supply have not seen the same levels of increase in need.

In 2017 we began to review our Housing Service and in 2018 we invested both time and money to improve our capacity and skills to provide a better strategic housing service. This is one of the reasons why we have now decided to launch a completely new Homelessness Strategy, which also coincides with the Homelessness Reduction Act and the national Rough Sleeper Strategy.

We shall continue to monitor our performance by setting and reporting on key performance indicators and a set of wider indicators. These indicators include local rent levels and the supply of affordable homes on a monthly basis. We will also carry out a review every six months, using data supplied to central government, to monitor current trends of homelessness including prevention and relief. This will be used to maintain a focus on continuous improvement and the actions of this strategy.



Since 2017/18 we have:

- ✓ Reduced the number and proportion of homelessness in Chelmsford
- ✓ Increased the proportion of cases of prevention
- ✓ Reduced the number of households in temporary accommodation
- ✓ Improved the quality of temporary accommodation

From 2019/20 we aim to:

- Bring levels of homelessness and temporary accommodation in line with, if not better than, national average;
- Further reduce the cost and improve the quality of temporary accommodation;
- Increase the ways we work with partners to increase and improve options for accommodation and support for those at risk of homelessness in Chelmsford.

Working with our partners

As a local housing authority, we are responsible for preventing and relieving homelessness.

However, as we no longer have our own housing stock, partnership working is essential to us in meeting our statutory duties.


This includes those who;

Have a duty to refer their clients if they are at risk of becoming homeless: agencies working in the criminal justice system, hospitals, social, job centres and the armed forces;

Provide housing, such as housing associations, supported housing providers, and other landlords;

Provide advice and support such as CAB, floating support, outreach and drop-in services

Fund and commission services such as those above, for example the health authority, Essex County Council, Ministry of Housing, Police and Crime Commissioner, local and national charities.



We want to make sure that through this strategy, our partners understand what is needed to reduce homelessness and how important their contributions are.

Whilst we see the need to continue with a forum to highlight the aims of this Strategy with our partners, we shall also look at ways of being more focussed in developing and delivering some of our actions through dedicated workstreams, such as domestic abuse, rough sleepers or young people. We are proposing that **our Homelessness Strategy Working Group will continue with the work that began with the development of this strategy, continuing the conversations that started with the consultation process into the implementation and further development of this strategy.**

We will support the aims and adopt the proposals of Essex Vision which involves a whole-systems approach. By adopting a multi-agency approach, we will prevent homelessness across a wide spectrum of groups. We will continue to play an active role working across Essex through Essex Housing Officers' Group, and at a local level; leading and supporting statutory and voluntary organisations to reduce homelessness in Chelmsford.

Rough Sleeping

- **In August 2018** the government published the first national strategy with the aim of alleviating rough sleeping by 2028. Amongst the proposals was the recommendation that all local housing authorities incorporate the aims of the strategy into their Homelessness Strategies.
- **In November 2018** we carried out our first rough sleeper count, having previously relied on estimates and we are grateful for those who volunteered to help. This showed a slight reduction that reflected the increase in capacity of the local night-shelter.
- **From December 2018** we contributed towards the cost of CHES providing its Winter Project, creating additional spaces for those at risk of rough sleeping. The evaluation of this project, including information on the background and needs of those using this project, has helped us build a better understanding of ways we can work with others to reduce the risks of others having to sleep rough in Chelmsford in the future.

We know that historic levels of rough sleeping have been higher in the main settlement areas of Essex and this is not only because of larger populations but as the next table shows it is also higher as a proportion of the local population.

District	2010	2017	Number per 1,000 households (2017)	2018
Braintree	1	0	0.00	5
Brentwood	1	0	0.00	2
Basildon*	9	24	0.31	12
Castle Point	1	0	0.00	0
Chelmsford	10	17	0.23	14
Colchester*	10	20	0.26	13
Epping	0	2	0.04	3
Harlow*	7	24	0.66	9
Maldon	1	1	0.04	0
Rochford	0	11	0.31	3
Southend*	8	72	0.91	11
Tendring	0	6	0.09	6
Thurrock	2	9	0.13	9
Uttlesford	0	2	0.06	0

www.gov.uk/government/statistics/rough-sleeping-in-england-autumn-2017

*Districts received Rough Sleeper Initiative Funding 2018/19

The table also shows how in some cases, funding from the government's Rough Sleeper Initiative has led to a reduction in rough sleeping and having now been successful in receiving funding we want to learn from these other areas what works best.

The reasons for these concentrations of rough sleeping in the past may be due to a combination of factors including the availability of services and the visibility and awareness of need in these areas. During 2018 Basildon, Colchester, Harlow and Southend received Rough Sleeper Initiative (RSI) Funding from government and have used this to improve services leading to a reduction of street homelessness in these areas.

Our Approach

With recorded levels of rough sleeping just below the highest levels of other towns in Essex, Chelmsford missed out on receiving Rough Sleeper Initiative (RSI) funding in 2017/18. Recognising the central location of Chelmsford and that this means that some of those sleeping rough in the city come from other areas,, we have worked with other mid-Essex districts to secure RSI Funding for 2019 to provide a more consistent outreach service across mid Essex, additional space within our local night-shelter and more help for those moving on to access and sustain their accommodation in Chelmsford and across mid Essex.

This increases the opportunity for securing funding and support, improving also our ability to work more strategically. As part of our successful application for RSI funding in 2018/19 we identified the need to look at where those who sleep rough come from, not only geographically but also there last place of settled accommodation and the reasons why they became homeless; without being able to get to those who are at risk in these areas, we can not prevent and reduce the number sleeping rough in Chelmsford in the future.

We also identified the frequency of those with a background of rough sleeping needing help when they do move on into settled accommodation, ironically it is often at this stage when help and support disappears – just because someone is no longer sleeping rough doesn't mean that many of the problems and risks have disappeared. Helping people sustain their tenancies is just as important a part of prevention and avoiding homelessness in the first place.

From 2020 we intend to have Homelessness Navigators, funded by MHCLG, working in Chelmsford and with our neighbouring districts to work with those sleeping rough and the agencies who can help them move off the streets into accommodation.

As well as working more closely with partners, encouraging others to identify those at risk before they become homeless, improve the way we all work together to help people access accommodation and then helping them maintain independence and reducing the risk of cyclical homelessness. We have also worked with Essex County Council and others to learn and build on success elsewhere.

Combined with some of the plans that we now have with others, including those developed as part of the Essex Vision project, this pathway will help us meet the aims of the government's strategy. We will carry out an annual review of local need and our progress in meeting the aims of this national strategy as part of our overall review of homelessness in Chelmsford.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/733421/Rough-Sleeping-Strategy_WEB.pdf



Homelessness Reduction Act

The Homelessness Reduction Act has been described as one of the greatest changes to the way that local housing authorities deal with homelessness. The new Act came into effect from April 2018, it did not make any change to the main duty (see above) but it puts some additional steps in place with the aim of improving the prevention of homelessness for a greater number of people.

Before making a decision under the main duty, **all local housing authorities in England must now work with anyone who is at risk of becoming homeless within 56 days to:**

- 1) Agree and help them with a Personal Housing Plan for the next 56 days that will:
- 2) Seek to prevent them from becoming homeless, irrespective of whether or not they are in priority need, may be intentionally homeless or have a local connection and if this fails:
- 3) Seek to relieve their homelessness by helping them to find somewhere else, if they are still homeless after 56 days then consider what the Council's duty is under the main duty.
- 4) Everyone seeking assistance is required to agree to the actions of their personal housing plan, if they refuse to cooperate then the Council does not have to offer any further help and is no longer under any duty to help.
- 5) From October 2018, some organisations such as hospitals, prisons, social care and the armed forces are now under a duty to refer anyone who wants help because they may become homeless within 56 days to a local housing authority of their choice.

Under the Localism Act (2011) when there is a main duty to secure accommodation this does not need to be a council or housing association property and can be a home that is rented from a private landlord

Our resources



We have set out below a summary of our main resources that will be used to meet the aims of this Strategy based upon data from 2018/19.

Staff: 20.5 FTE

Projected staff costs: £535,404



Our Pathways and Actions

Prevention	Relief	Main Duty	Actions
The way we prevent homelessness will vary depending on the cause and type of person			Existing options may still need to be reviewed along with our performance to make sure they are effective
We are aiming to increase the proportion of cases where we prevent homelessness			
Encourage people to use our on-line Housing Wizard to identify risk of homelessness			
Personal Housing Plans – supporting people to take responsibility for avoiding homelessness	Personal Housing Plans – supporting people to take responsibility for finding alternate accommodation		
	In cases where we can't prevent homelessness we will see if we can help relieve homelessness by helping people find other accommodation		We will continue to review and plan to help people access temporary accommodation and support when needed to relieve homelessness.
		If we have been unable to prevent or relieve homelessness we will then look to see what other duties may apply	We will produce a new Housing Strategy in 2019/20 supporting our Corporate Plan to improve the supply of homes to meet local need.

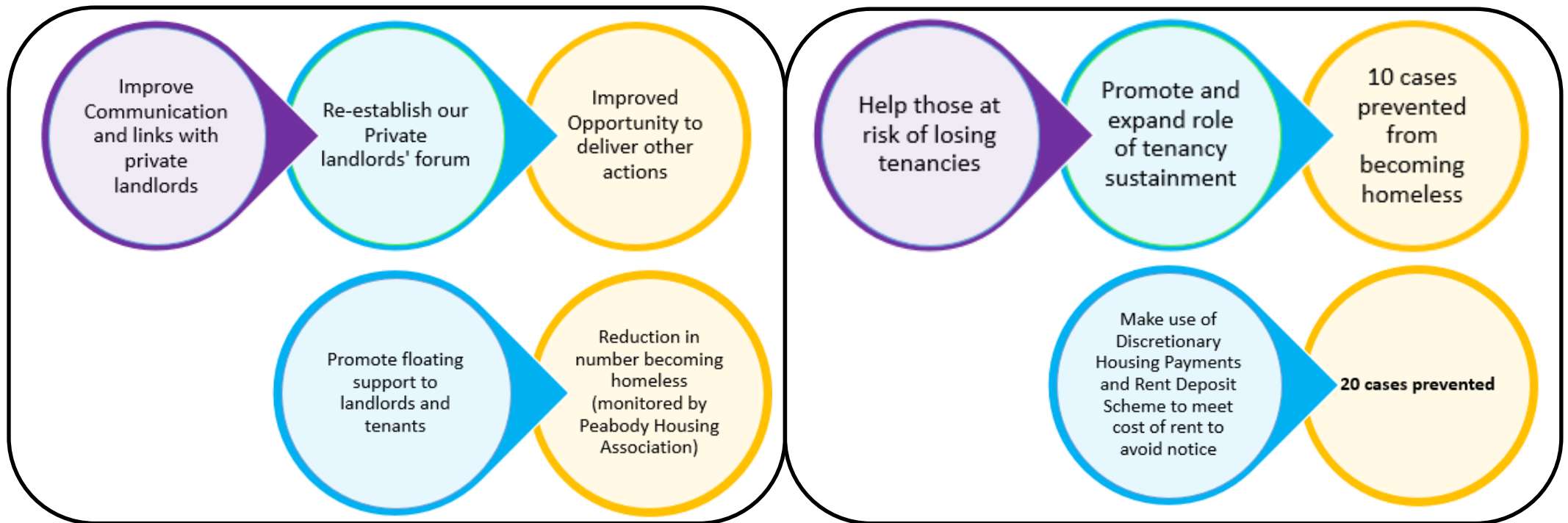
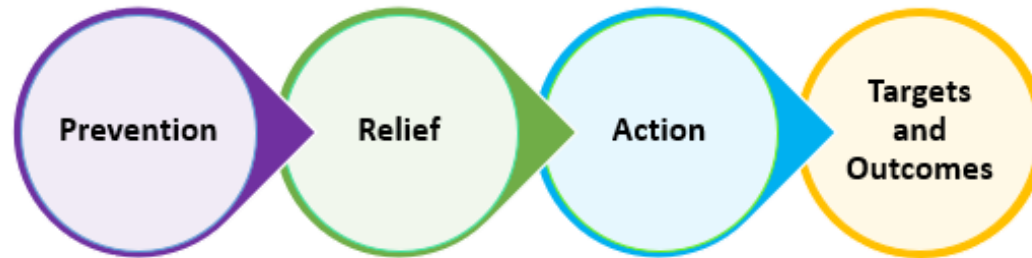
The following tables show how we will deliver the aims of the Homelessness Reduction Act to prevent and relieve homelessness before considering if there is a need to make a decision as to our 'main duty' to secure settled accommodation for the main causes of homelessness and other groups.

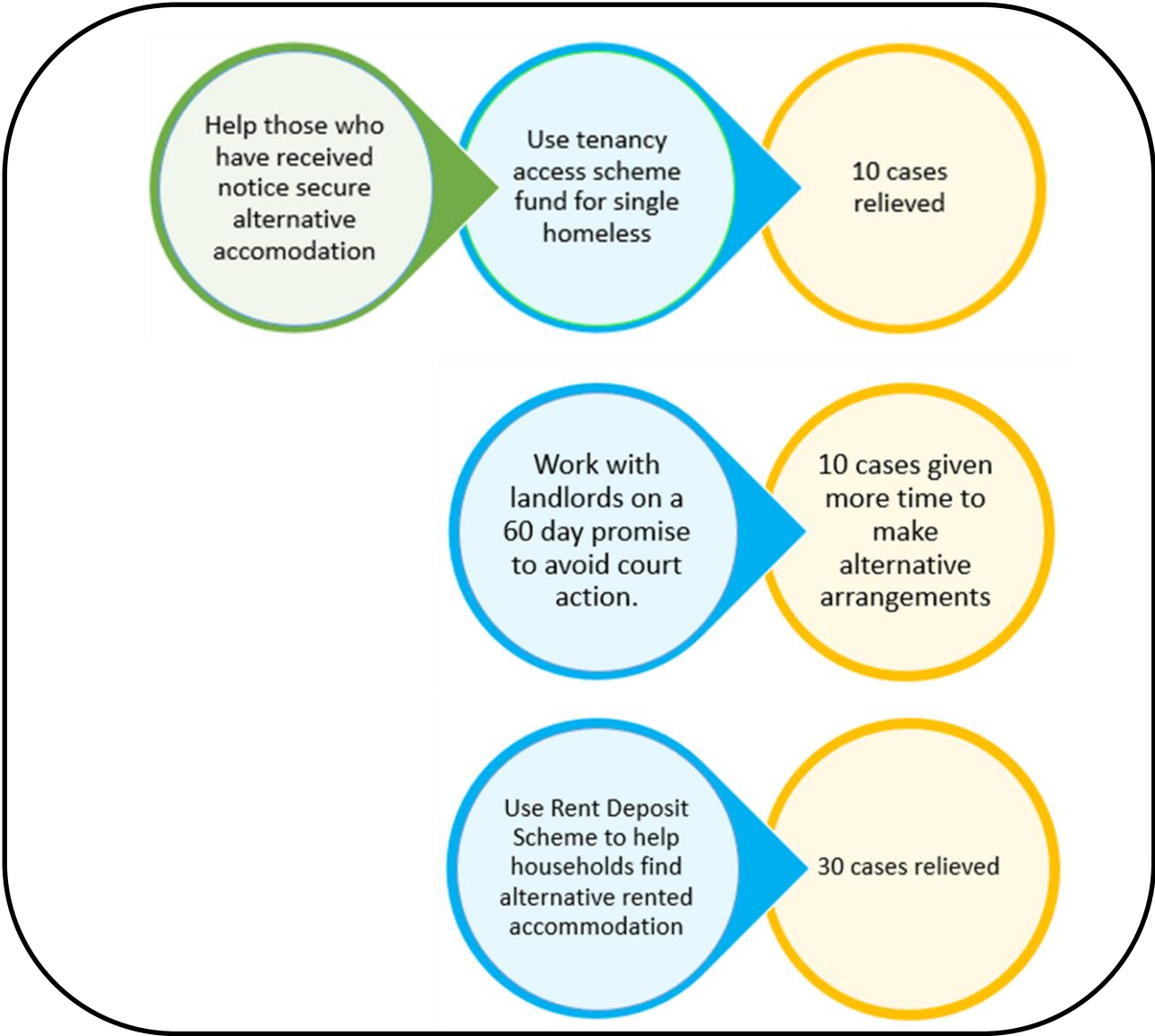
All of our actions are SMART (specific, measurable, achievable, realistic (resources) and time-bound). Our agile approach to implementing this strategy means that we want to keep our action plan under constant review, all actions are planned for delivery in 2020 with the intention of reviewing and resetting on an annual basis.

Assured Short-hold Tenancies

This is the single greatest cause of homelessness in Chelmsford, Essex and nationally.

There are approximately 80 households a year becoming homeless in Chelmsford for this reason.

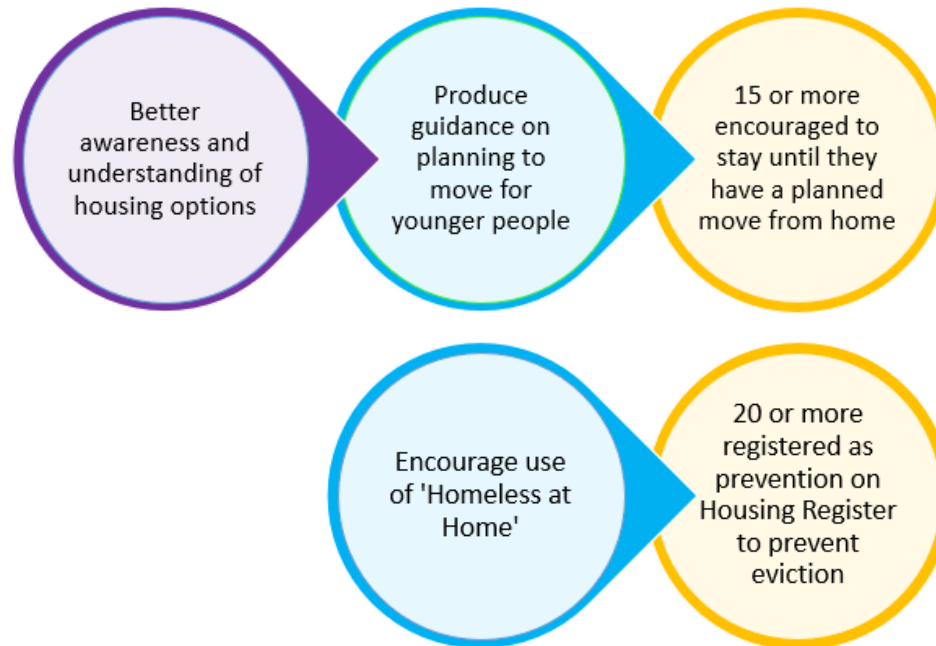
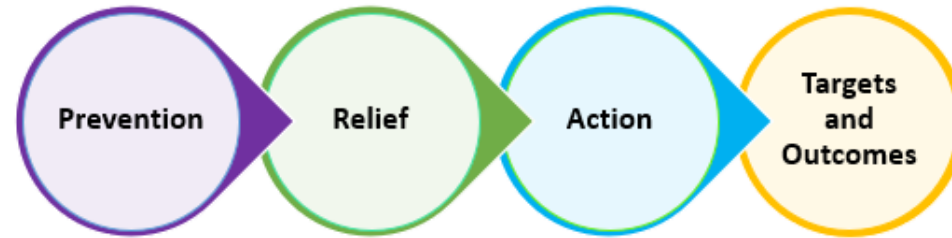




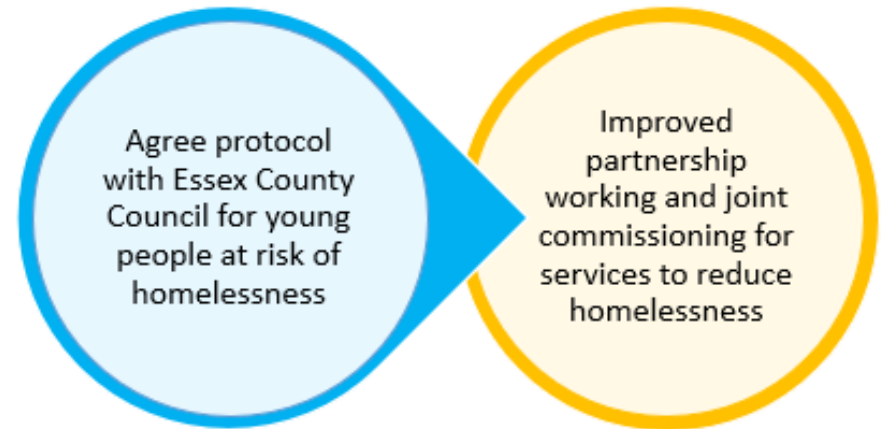
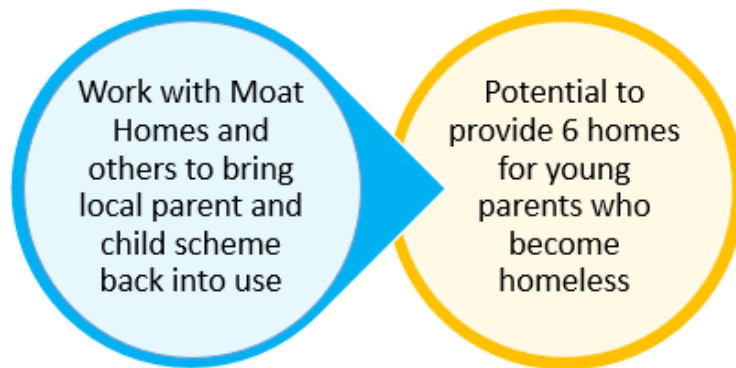
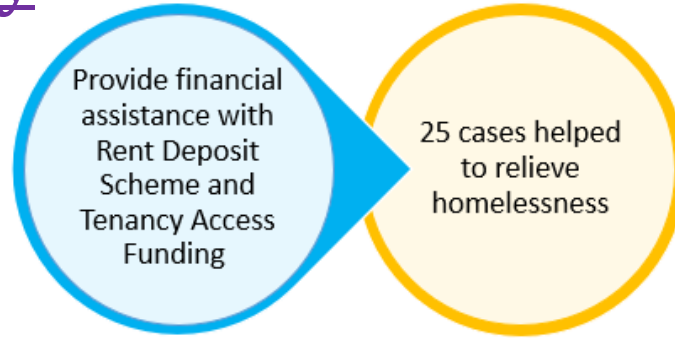
Eviction by Family and Friends

There are about 60 cases a year accepted as homeless for this reason.

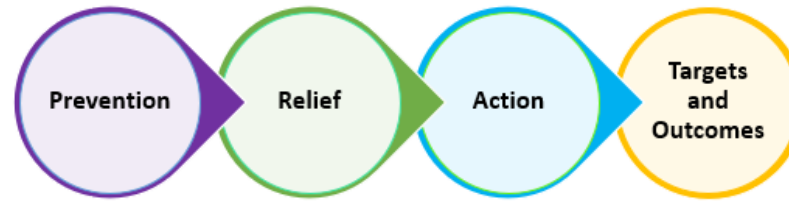
There is no specialist housing suitable for young people who become homeless in Chelmsford, making them especially vulnerable and at risk if homeless



Eviction by Family and Friends

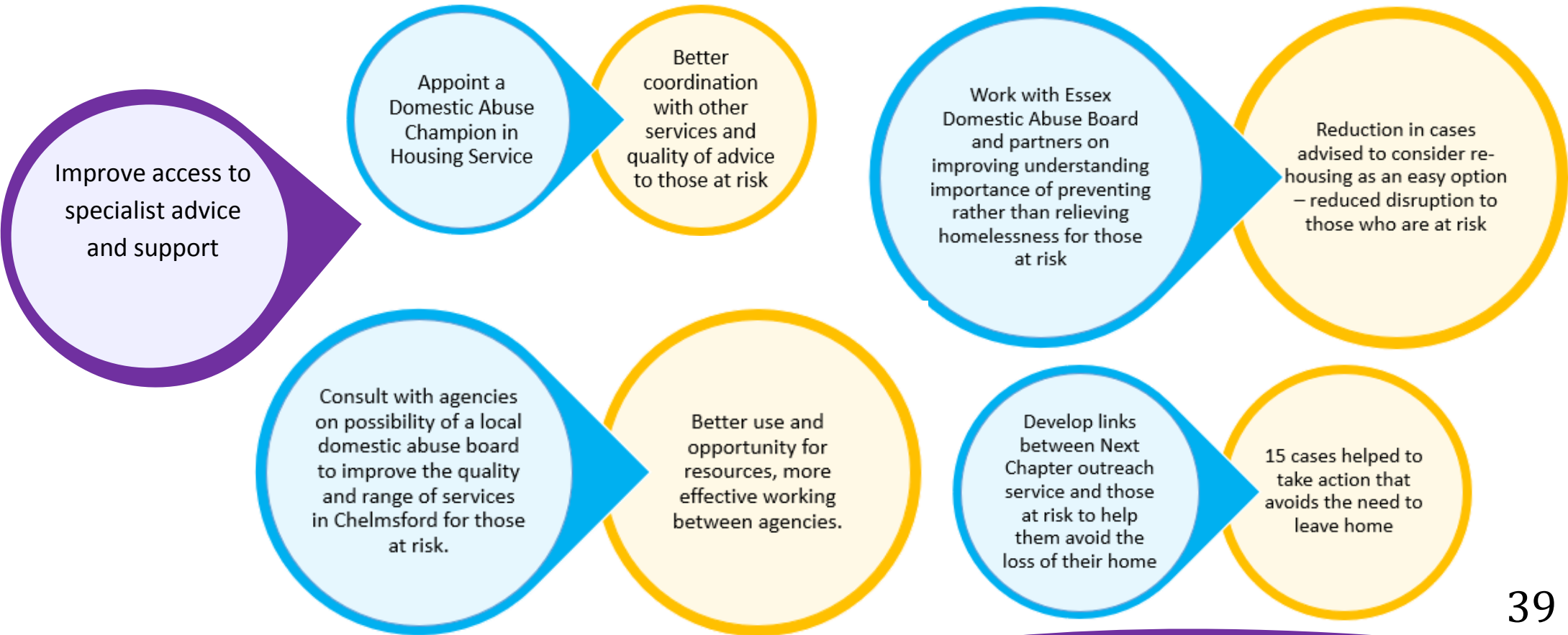


Domestic Abuse



There are about 60 cases a year in Chelmsford of households being made homeless because of domestic abuse. Last year, there was a weekly average of three women killed by their partners in a domestic incident. There is only one scheme in Chelmsford with a small number of rooms for those made homeless as a result of domestic abuse.

Approximately five times more families have to rely on temporary accommodation without help or support



Domestic Abuse

Relief

Consult with local housing associations and others in mid Essex on opportunities for tenancy transfers to reduce the impact of needing to move

More households able to retain a secure and affordable tenancy, reducing the risks of homelessness for other reasons in the future

Increase options for those unable to remain in their home

Use Homefinder to help access secure tenancies in other areas for those unable to remain in Chelmsford

5 or more helped move to affordable homes and secure tenancies in other areas

Provide short-term supported accommodation

10 or more helped to take effective action against perpetrators and return to their home

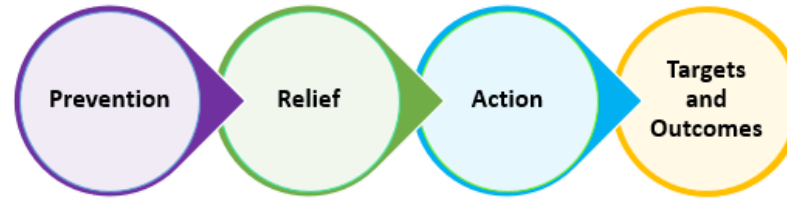
Provide additional supported accommodation

15 or more helped to move, access support and make planned moves into safe accommodation.

Work with Next Chapter and Safer Places to provide specialist advice and support to those who need to be housed in temporary accommodation

15 or more helped maintain safety and independence, working with the Council to make planned moves

Rough Sleepers



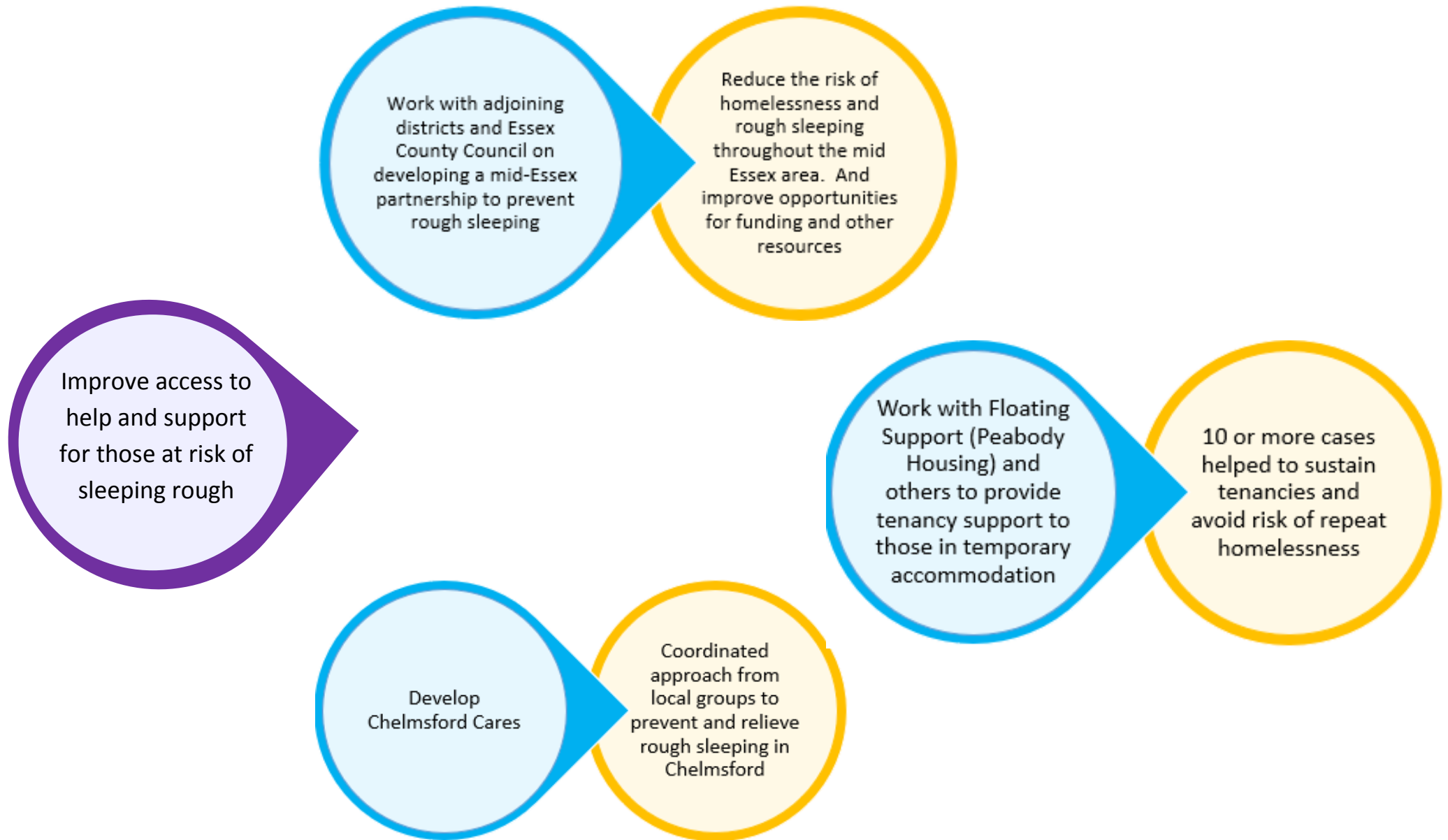
We estimate that there are 60 or more people sleeping rough in Chelmsford through the year. Some will be from Chelmsford, others may have come to the area and then become homeless, be passing through or have come once homeless to access services which are not available in other areas. The majority will have come from other parts of Essex.

A significant proportion will have other needs as well as shelter, such as mental health which may have caused homelessness or be a barrier to accessing accommodation.



Rough Sleepers

Prevention



Rough Sleepers

Relief

Increase resources and options to help those sleeping rough

Secure funding to appoint Navigators to work with those sleeping rough

20 or more helped to move from rough sleeping into settled accommodation

Secure agreement from adjoining districts to support re-settlement for those accessing services from outside Chelmsford

10 or more helped to relocate outside of Chelmsford

Support funding for outreach funded by MHCLG

Help to engage 30 Or more and access shelter provided by CHES night-shelter for those sleeping rough.

Develop plans for day-centre / assessment hub for rough sleepers in Chelmsford

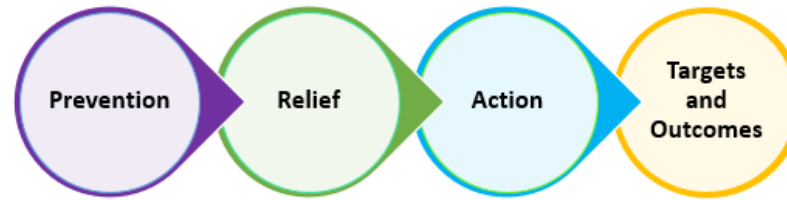
Potential to improve engagement and further increase number helped to move on from being street-homeless

Rough Sleepers

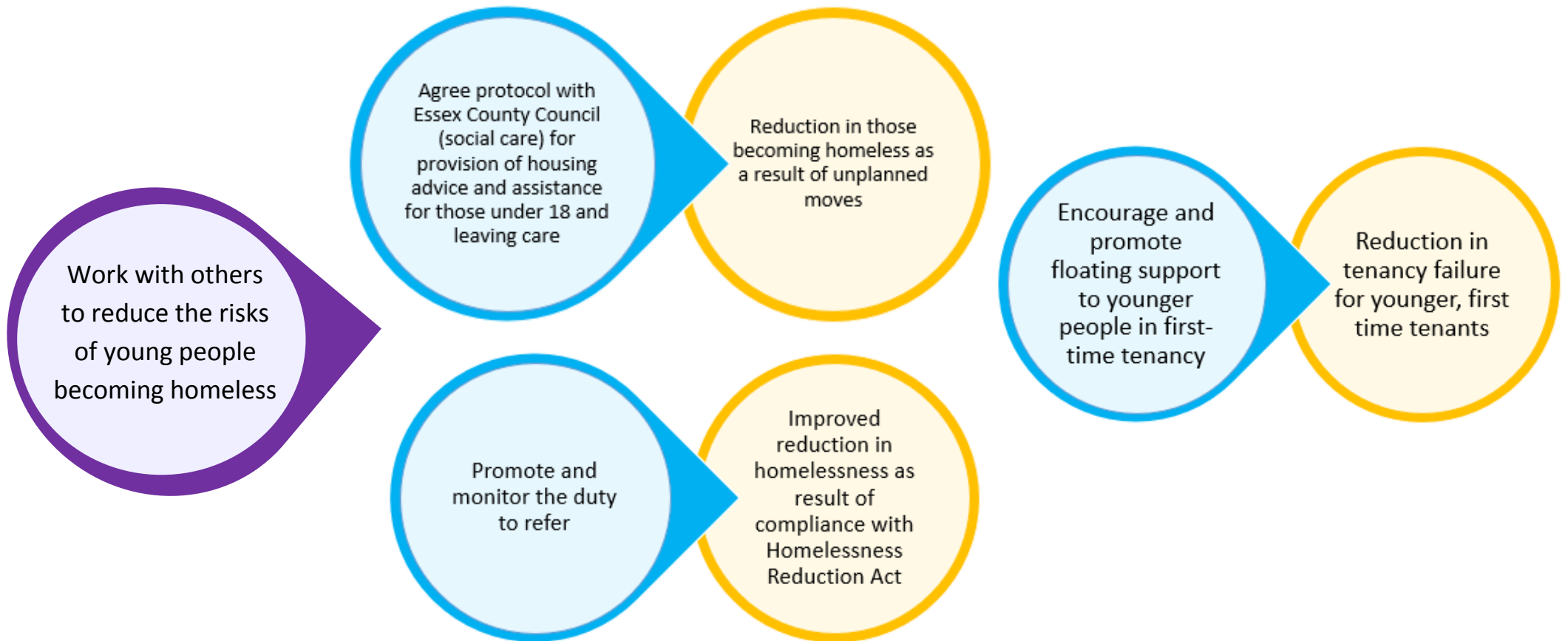
Relief



Young People

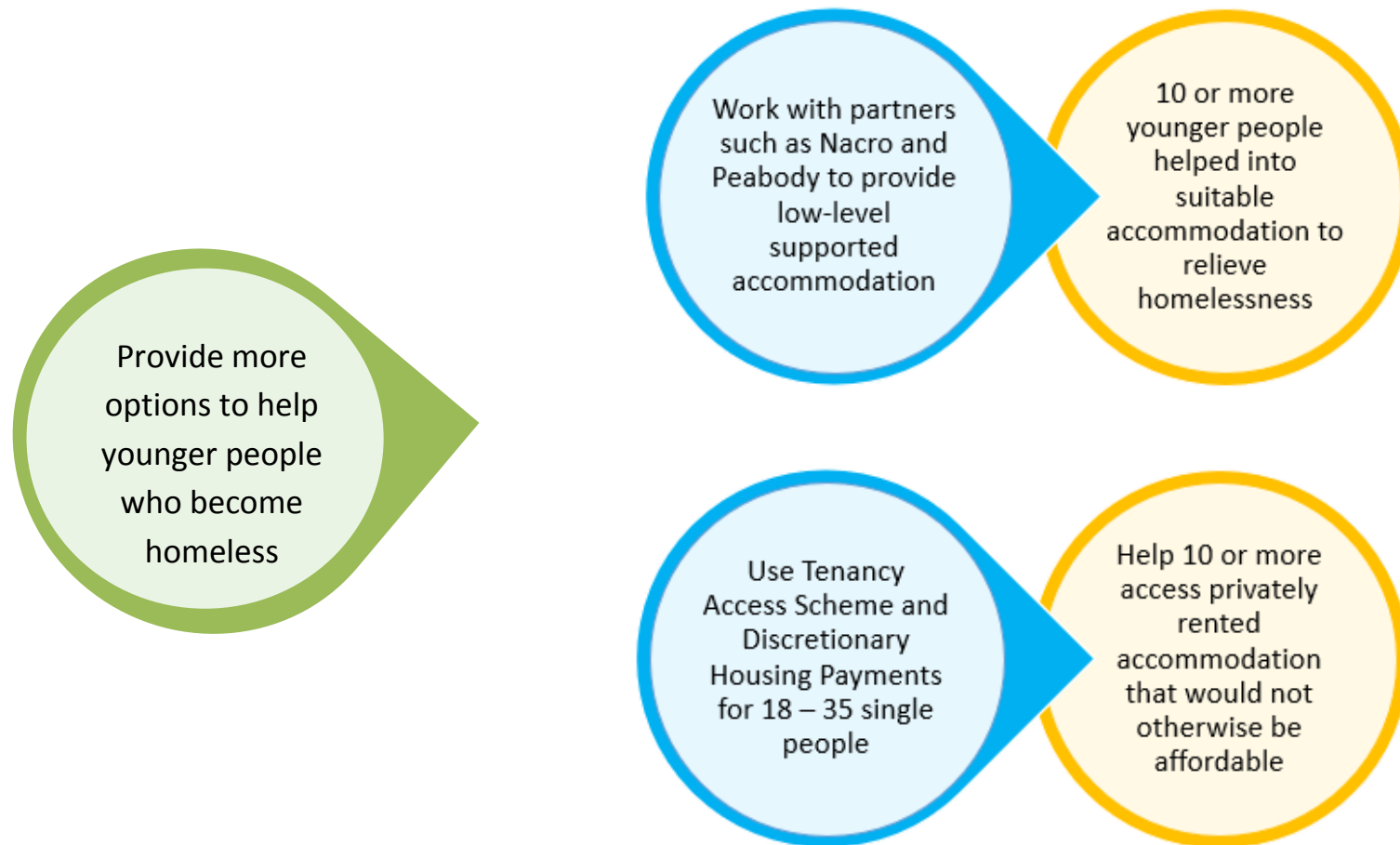


Anyone who is homeless under the age of 18 is likely to be a 'child in need' and will come under the care and duty of social care (Essex County Council) and the Children Act. Those leaving care at 18 are in priority need if homeless, other young people who become homeless can become vulnerable and may also struggle to manage a tenancy for the first time. Some of the actions relevant to this group will be the same as those for eviction by family or friends (above)

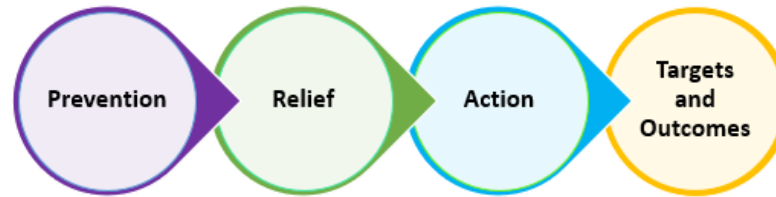


Young People

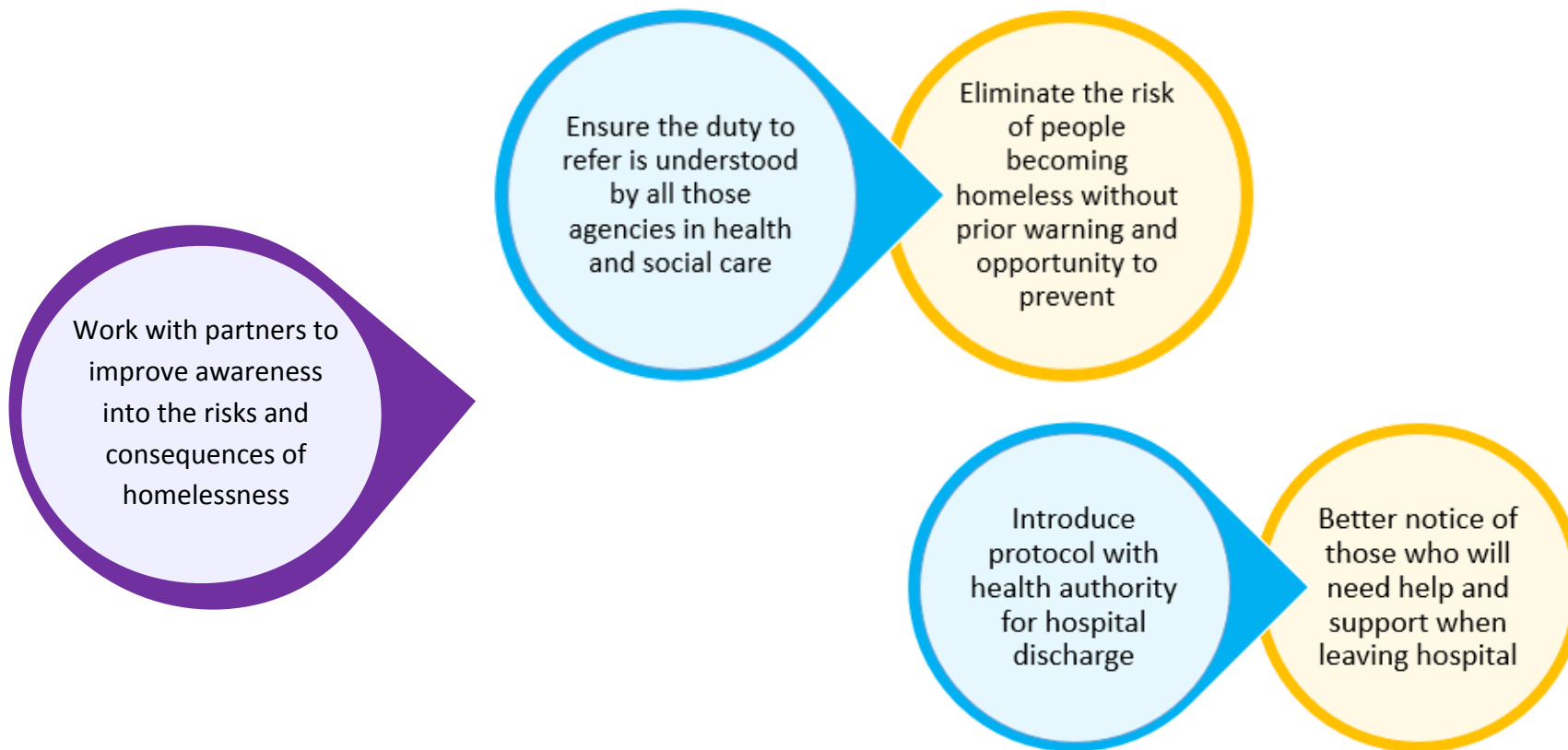
Relief



Mental and Physical Health

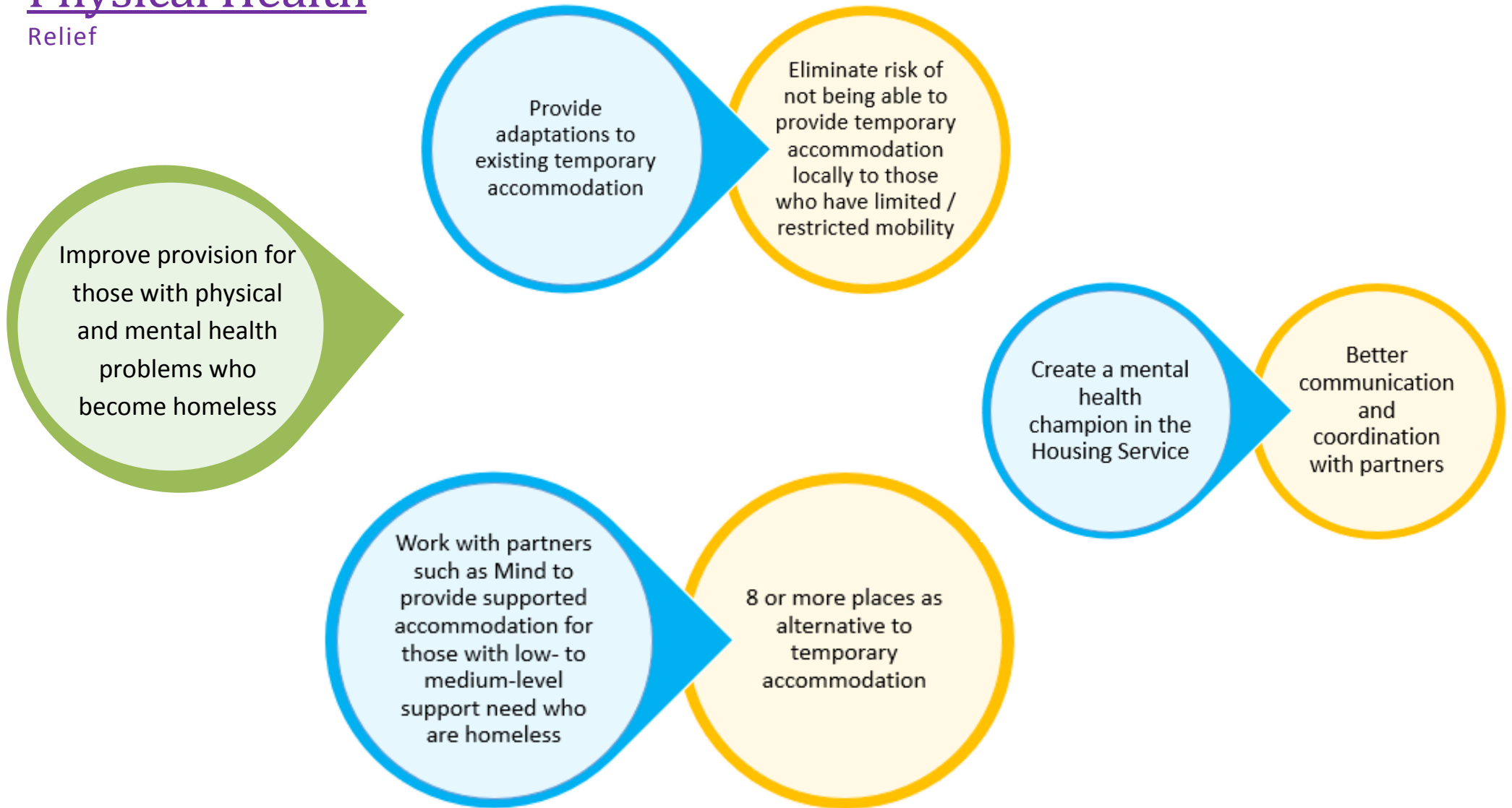


These are the two main needs for support of all those who become homeless in Chelmsford, without recognising and responding to these needs, accommodation may not be suitable or could breakdown leading to repeat homelessness.



Mental and Physical Health

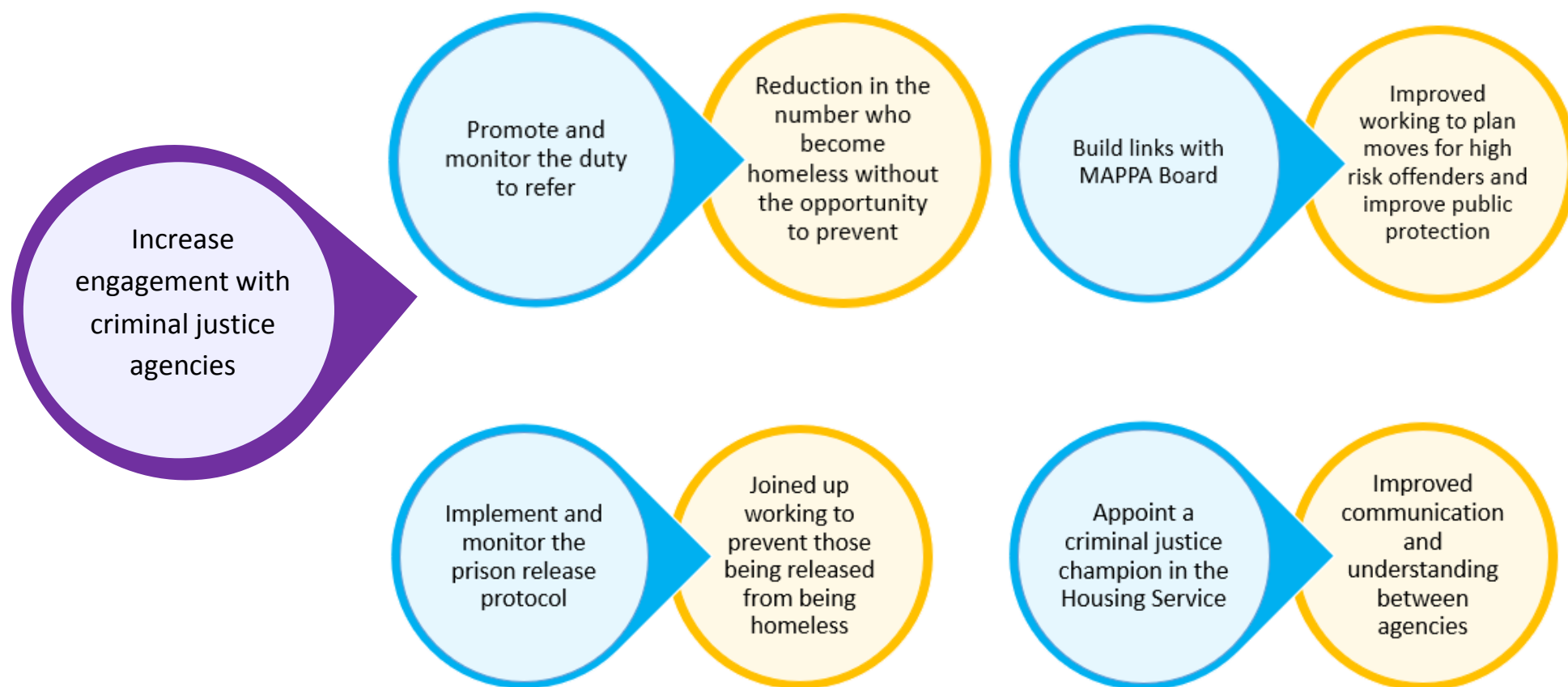
Relief

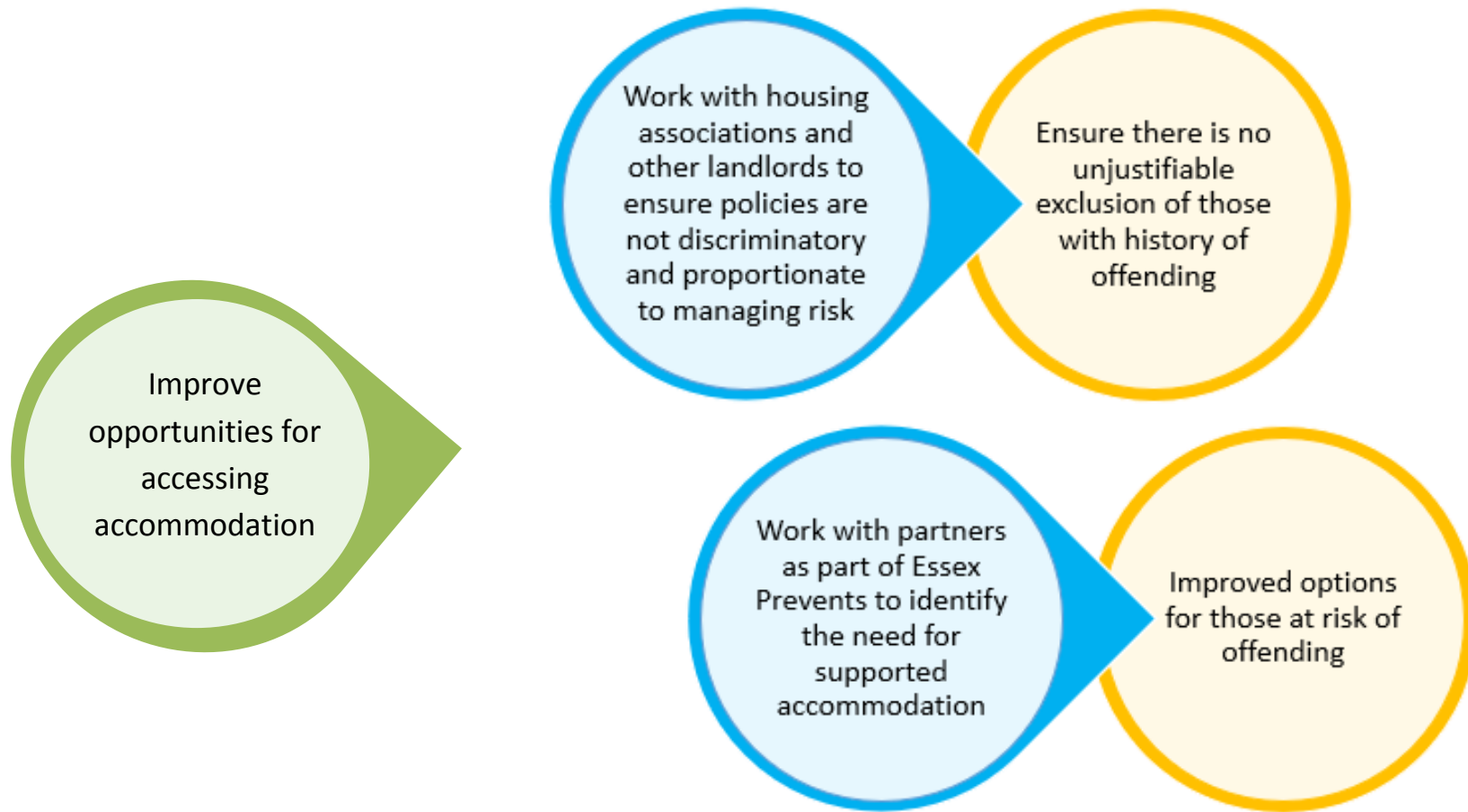


Criminal Justice



Just over 15% of those who are homeless in Chelmsford have a background in offending. This can be a barrier to accessing housing even though the provision of settled accommodation is one of the main contributors to reducing the risk of offending.

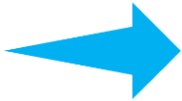




Next Steps



Our new agile approach to tackling homelessness in Chelmsford and delivering this strategy means that we want to continue the conversations we have started with partners, continuously monitor our performance and keep looking for better ways to prevent and relieve homelessness.



We need to work in partnership with a wide range of organisations, from those who are new and very local up to and including central government departments, always retaining the focus on preventing or relieving homelessness. We don't expect everyone to become an expert in everyone else's business, so we will work as best we can to explain to you what others can do to help.



We want to create an open and ongoing discussion with and between partners, building a network of support that can help people access and retain housing and move on when they need to. To keep this up to date, we will use the information we collect as we monitor our Housing Service and the progress our action plan to drive forward continuous improvement in tackling homelessness in Chelmsford, sharing this through regular updates and a process of formal reviews. This means that we want to start (and in some cases complete) all of the actions in this strategy in 2020, creating a new action plan after an annual review each year, based on our achievements and learning from the year before.

Other Actions

- Work with partners on ensuring full compliance with armed forces covenant
- Protocols in place for all those with duty to refer
- Work with others on explaining homelessness, tackling perceptions and improving understanding
- Explore potential for Housing First
- MoU for cross-district working and locally within Chelmsford to prevent and reduce homelessness
- Supported housing for mental health – through Housing Strategy
- Supported housing for young parents – through Housing Strategy

Aspirations / Explore:

Accommodation for those with most complex need / substance abuse

Accommodation for offenders / perpetrators





CABINET
19th November 2019

AGENDA ITEM 6.2

Subject	TREASURY MANAGEMENT MID-YEAR REVIEW 2019/20
Report by	Cabinet Member for Fairer Chelmsford

Enquiries contact: Phil Reeves, Accountancy Services Manager
(phil.reeves@chelmsford.gov.uk, 01245 606562)

Purpose

To inform members of the Treasury Management (TM) activities undertaken in the first part of 2019/20 and report on compliance with the approved TM Strategy and consider whether any changes to the Strategy are required ahead of the full, annual review later in the financial year .

Options

- | | |
|----|---|
| 1. | Accept the recommendations contained within the report |
| 2. | Recommend changes to the way by which the Council's investments are to be managed |

Recommendation(s)

It is recommended that the Cabinet accepts the report as endorsed by the Treasury Management Sub-Committee of the Audit & Risk Committee and recommends to Council that:

1. The Council should note Treasury Management operations in the period.
2. To provide increased flexibility to fund the Council's capital expenditure plans, the maximum level of permitted external debt be increased by £25m to £45m. The Director of Finance will determine the appropriate mix of internal or external borrowings.

Corporate Implications	
Legal:	The CIPFA code which is backed by legislation requires that a report is made to Members formally on investment activity. This report fulfils that obligation.
Financial:	Treasury Management activities will have a significant impact on the Council's finances. The impact will arise from interest income and borrowing costs charged to the Council's revenue budget.
Personnel:	None
Risk Management:	This report identifies the mitigations to the risks of undertaking any treasury management activity and provides an opportunity to review compliance with the approved strategy
Equalities and Diversity: (For new or revised policies or procedures has an equalities impact assessment been carried out? Y/N)	None
Health and Safety:	None
IT:	None
Other:	None

Consultees	Audit & Risk Committee
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Policies and Strategies
Treasury Management Strategy 2019/20 Capital and investment Strategy 2019/20

1. Background

- 1.1 Under statute and the CIPFA Code of Practice on Treasury management ("the Code"), members are required to receive reports on the Council's Treasury management activities.
- 1.2 The Council is required to have overall responsibility for treasury management; this report updates members and provides an opportunity for the Council to consider treasury management activity at a time where the Council is not approving the budget. A Treasury Management Strategy is recommended by Cabinet to Council every year to establish a framework for officers to invest Council funds. The Strategy for 2019/20 was approved by the Council in February.
- 1.3 The Council has cash to invest arising from its revenue activities, capital balances and the collection of Council Tax. This cash can be usefully invested to produce a return to help support the Council's services. The activities around the management of this cash are known as Treasury Management.

- 1.4 Treasury Management is also the monitoring, planning and undertaking of borrowing. The Council may use borrowing to fund capital expenditure. There are effectively two types of borrowing;
- External, where the Council borrows cash from say a bank, local authority or the Government with agreed repayment and interest terms. The Council's revenue budget is annually charged with interest for the loan and a charge is also made for principal debt repayment (**Minimum Revenue Provision**). It is important to note that MRP may assume capital expenditure is repaid over say 50 years but in cash terms for example a 5-year loan may have been agreed so new financing would need to be arranged at the end of this loan.
 - Internal, where cash say from Community Infrastructure Levy (CIL) has been received by the Council but is not yet spent so it is 'borrowed' to fund the cash payments on capital expenditure. The Council still has to charge its revenue budget MRP arising from the use of internally borrowed funds and will forgo the income it would have earned had the internally borrowed money been invested.

All borrowing is undertaken by the Director of Finance and the role of members is to provide appropriate limits for borrowing and undertake scrutiny of the borrowing.

- 1.5 It has been previously reported (Capital & Investment Strategy) that the Council was projecting a need to borrow internally to fund the capital programme in 2019/20. Currently the capital programme is being partially funded by internal borrowing. However, changes to timing and funding of the current capital programme plus potential new capital proposals suggest that the Capital programme may require additional borrowing (either internally or externally) above the level previously approved.

2. Treasury Management Activity during the period 1st April 2019 – 31st August 2019

- 2.1 This report complies with the CIPFA Code by identifying the Council's investments and external borrowings as at 31/08/2019 and compares treasury activity to approved strategy. Details of investments as at 31/08/2019 are in **Appendix 1** and below is a summary of activity to date compared to the approved strategy.

Liquidity Management and borrowing

- 2.2 The Council has continued to keep a large proportion of its portfolio available in instant access UK Money markets during 2019/20 in order to allow it to fund the Riverside development and other capital schemes.
- 2.3 The Council has not undertaken any external borrowing in the year to date.
- 2.4 The funding of the Capital programme requires borrowing but that has been internal borrowing, which reduces the amount the Council has to invest, rather than taking external loans.

Counterparty compliance

- 2.5 A breach of Counter Party Limits occurred on the 27th June 2019. This was first time Counter Party controls have failed and the matter was due to human error. An investment of £3m was placed with Lloyds bank on the 27th June, unfortunately there was an existing deposit with Bank of Scotland of £3m. As both banks are part of the same group this meant that the £6m invested was above the authorised group limit of £3m. This error was identified a few days later by existing controls.

- 2.6 The breach of limits continued until the 5th August 2019, given the nature of the investments, it would not have been realistically possible to return to the approved limits earlier.
- 2.7 The risk to Council funds was negligible given the high strength and regulatory scrutiny placed on the Lloyds group.
- 2.8 The breach was caused by a failure to follow the standard process in a period when staff sickness and delayed recruitment left the Finance team under pressure. Had the standard process been followed, the breach would not have occurred. The Finance team's guidance has been expanded to stress the importance of following the standard process.

External Fund Managers

- 2.9 The Council has remained invested in the CCLA Property Fund during 2019/20. The performance of the fund in the first quarter of 2019/20 produced an annualised income of 4.17% based on the current market value of £6.671m.
- 2.10 Unrealised capital growth since 01/05/2013 has been £1.696m based on the valuation as at 31/08/19. The value of the holding has declined by £51,000 since 31st March 2019. No changes to this investment are recommended at this time, however, this will be reviewed in 2020/21 Treasury Management Strategy
- 2.11 Members of the Treasury Sub-committee in June 2019 were consulted on the risks and benefits of increasing by £10m the amount of cash managed by external fund managers. It was agreed the benefits were sufficient to justify their use. The Director of Finance will undertake such investment at an appropriate time and in conjunction with consideration of the Council's overall capital funding position and its liquidity requirements.

Rate of Return

- 2.12 The Bank of England Base rate stands at 0.75%.
- 2.13 Due to the cash demands of the capital programme and the possible increase in use of external managers, officers continued to keep a high proportion of the Council's portfolio in Money Market Funds, with an average of £21m in 2019/20 to date. Since August officers have reduced the amounts in short term Money Market Funds to £12m, offset by an increase in Local Authority deposits with maturity dates in January 2020. As at 31st August 2019 the average rate on the Council's variable rate portfolio stands at 0.75% compared to 0.56% at the end of August 2018.
- 2.14 Fixed term investments which have matured and been reinvested have seen a corresponding increase in prevailing rates at the point of maturity and reinvestment. As at 31st August 2019 the average rate on the Council's fixed portfolio stands at 0.91% compared to 0.72% at the end of August 2018.

- 2.15 The Council had an average yield on its portfolio of 1.24% at 31st August 2019. This compares to 0.99% at 31st March 2019.
- 2.16 Average cash balances to 31st August 2019 were £57m (£84m 2018), this is higher than anticipated due to re-phasing of the capital programme and, alongside interest rate increases, contributes to the projected overperformance of the interest budget for 2019/20.

Bail in Risk

- 2.17 In 2019/20 the Council has continued to prioritise the minimisation of 'bail in'. This is the risk that regulators will step in and enforce losses on depositors in order to recapitalise a failing bank or building society, rather than rely on taxpayer bail outs.
- 2.18 Following advice from Arlingclose, the Council has a relatively narrow pool of banks and building societies with which it is willing to place funds. Once the Council has invested up to the counterparty limit with these banks any remaining funds are placed with UK Local Authorities, which are considered to offer better security.
- 2.19 The table below shows the Council exposure to Bail In Risk. A change has been made from previous practice and Money Market Funds are now shown as subject to Bail In Risk (as they mostly contain bank based investments). Due to this more cautious categorisation comparisons have not been made to previous years. The move away from Money Market Funds in September to increased Local Authority Investment will lower Council exposure over the coming months.

Exposure	As at 31st August 2019
Bail in risk	58%
Exempt from bail in (including CCLA)	42%
Total	100%

3. Challenges to the Strategy

- 3.1 A number of challenges to the Council's strategy have been encountered this year as a result of market conditions.

Low interest rate environment

- 3.2 The direction of travel for interest rates is not clear, there are many political issues which cloud the economic situation. The Council remains in a position where its returns on investment are significantly below the rate of inflation – resulting in the real value of its financial assets being eroded. Officers will continue to monitor interest rate expectations when making investments but do not expect to achieve above inflation rates return without the greater use of external fund managers.

Liquidity Management

- 3.3 The consideration of greater capital investment in external fund managers and likely increase in capital expenditure by the Council mean that investments are likely to continue to be kept relatively short in duration during the rest of 2019/20.

Borrowing

3.4 A commercially sensitive proposal is being made to Cabinet in October that may require the use of external borrowing if approved at a later Council meeting. Due to changes to the existing capital programme and proposals for potential new schemes it is recommended that the Treasury Management Strategy is amended so external loan limits are increased by £25m to £35m for 2019/20. This borrowing limit excludes a finance lease borrowing limit of £10m previously agreed, so the overall total limit would be £45m. The external borrowing would only be undertaken if an affordable business case and new capital budgets were to be approved by Full Council.

3.5 The Council operates two borrowing limits, the Authorised (maximum limit) which cannot be exceeded without Council agreement and an Operational boundary (which provides an expected level of external debt). The proposed new limits would be:

Authorised 2019/20 to 2021/22 £45m

Operational 2019/20 to 2021/22 £25m

3.6 The Director of Finance will determine the mix of internal and external borrowings following advice from the Council's Treasury Management advisors.

4. Conclusions and recommendations

4.1 One breach has occurred of Treasury management limits in 2019/20, it had no impact on the Council financial position but is being used as a lesson to reduce ongoing risk of error.

4.2 The average return on investments has increased above that of the previous year due to an increase in national interest rates. However, earnings from investments continue to be significantly lower than the rate of inflation.

4.3 Proposals for new capital schemes require greater borrowing flexibility and an increase of £25m in the (authorised and operational) external debt limit is recommended. This capacity may not be used but all borrowings would be undertaken by the Director of Finance.

List of Appendices

Appendix 1 - Treasury Management mid-year activity report 2019/20

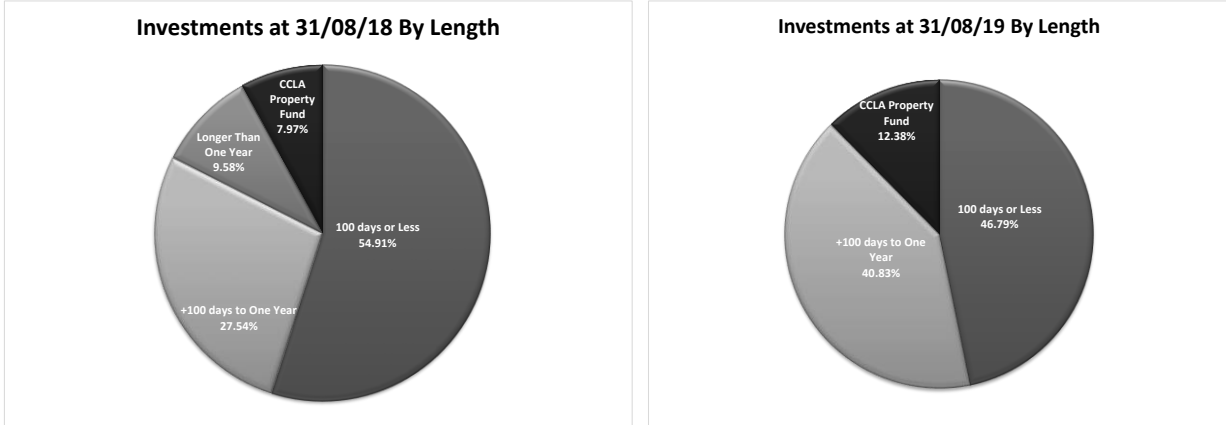
Background Papers

Nil.

Treasury Management Mid-Year Activity Report for 2019/20

Key Controls - Treasury Management

1) A minimum of 15% of all investments must be invested for periods of 100 days or Less



Investments at:

	31/08/2018		31/08/2019	
	£s	%	£s	%
100 days or Less	45,866,000	54.91%	25,210,600	46.79%
+100 days to One Year	23,000,000	27.54%	22,000,000	40.83%
Longer Than One Year	8,000,000	9.58%	0	0.00%
CCLA Property Fund	6,660,958	7.97%	6,671,200	12.38%
	<u>83,526,958</u>	<u>100.00%</u>	<u>53,881,800</u>	<u>100.00%</u>

Conclusion: No breach has occurred

2) Upper Limit for total sums invested in the money market for more than 364 days is £13m for 2019/20

Conclusion: No breach has occurred

3) Borrowing Undertaken 2019/20, excluding leasing finance

Authorised Limit of Borrowing
Operational Boundary of Borrowing

Limit
£10m
£0m

Actual
Nil
Nil

No borrowing has been undertaken

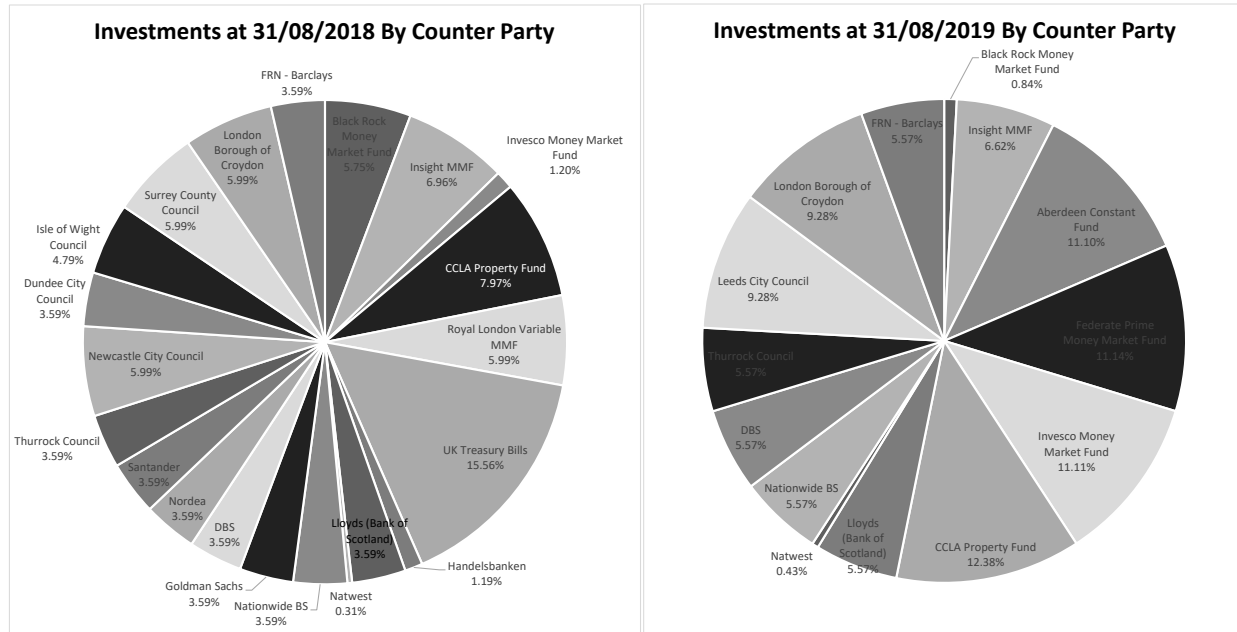
Conclusion: No breach has occurred in year to date

4) Lending to Individual Counter Parties 2019/20

A breach occurred identified in report

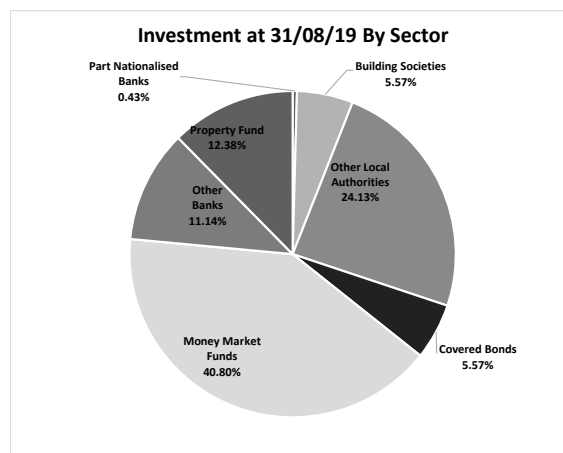
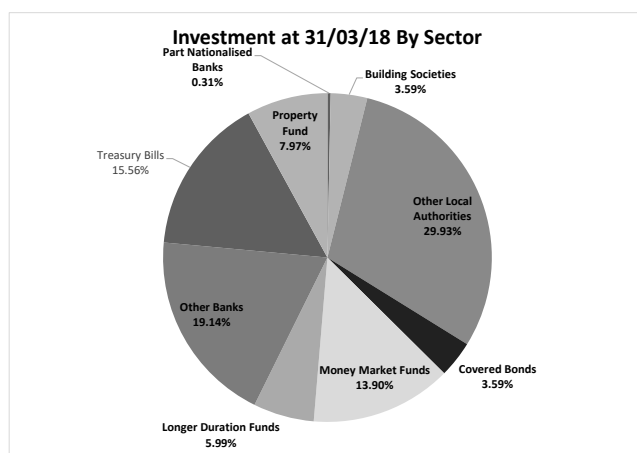
Background Information

1) Deposits Made by Counter Party



Counter Party	31/08/2018	31/08/2019	Limits for 2019/20
Money Market Funds & Long Term Funds			
	£s	£s	£s
Black Rock Money Market Fund	4,800,000	450,000	6,000,000
Insight MMF	5,812,000	3,566,000	6,000,000
Aberdeen Constant Fund		5,980,000	6,000,000
Federate Prime Money Market Fund		6,000,000	6,000,000
BNP Paribas Money Market Fund			6,000,000
Invesco Money Market Fund	1,002,000	5,985,600	6,000,000
CCLA Property Fund	6,660,958	6,671,200	8,000,000
Royal London Variable MMF	5,000,000		6,000,000
UK Treasury Bills	13,000,000		Unlimited
Handelsbanken	990,000		3,000,000
Lloyds (Bank of Scotland)	3,000,000	3,000,000	3,000,000
Natwest	262,000	229,000	3,000,000
Nationwide BS	3,000,000	3,000,000	3,000,000
Goldman Sachs	3,000,000		3,000,000
DBS	3,000,000	3,000,000	3,000,000
Nordea	3,000,000		3,000,000
Santander	3,000,000		3,000,000
Local Authorities			
London Borough of Enfield	0		20,000,000
Thurrock Council	3,000,000	3,000,000	20,000,000
Leeds City Council	0	5,000,000	20,000,000
London Borough of Croydon	0	5,000,000	20,000,000
Newcastle City Council	5,000,000		20,000,000
Dundee City Council	3,000,000		20,000,000
Isle of Wight Council	4,000,000		20,000,000
Surrey County Council	5,000,000		20,000,000
London Borough of Croydon	5,000,000		20,000,000
Covered - Fixed and Floating Bonds			
FRN - Barclays	3,000,000	3,000,000	6,000,000
	83,526,958	53,881,800	

2) Investment by Financial Sector



	31/08/2018	
	£s	
Part Nationalised Banks	262,000	0.31%
Building Societies	3,000,000	3.59%
Other Local Authorities	25,000,000	29.93%
Covered Bonds	3,000,000	3.59%
Money Market Funds	11,614,000	13.90%
Longer Duration Funds	5,000,000	5.99%
Other Banks	15,990,000	19.14%
Treasury Bills	13,000,000	15.56%
Property Fund	6,660,958	7.97%
	<u>83,526,958</u>	<u>100.00%</u>

	31/08/2019	
	£s	
Part Nationalised Banks	229,000	0.43%
Building Societies	3,000,000	5.57%
Other Local Authorities	13,000,000	24.13%
Covered Bonds	3,000,000	5.57%
Money Market Funds	21,981,600	40.80%
Other Banks	6,000,000	11.14%
Property Fund	6,671,200	12.38%
	<u>53,881,800</u>	<u>100.00%</u>

3) Rate of Return

Comparison of Historic and Annualised Returns to date 2018/19

	01/04/2018 to 31/03/2019	01/04/2019 to 31/08/2019
Yield CCLA fund	4.40%	4.17%
Running Yield (non-property)	0.62%	0.83%
Running Yield (all)	0.99%	1.25%
3 Month Libid Benchmark	0.71%	0.77%

Comparison of Budgeted Return, Historic Returns and Performance to 31st August

	Budget 2019/20	Projection to year end as at 31/08/2019
Average balance	£53,770,000	£56,481,000
Gross Budget Projection 2018/19	£542,000	£674,000
Return %	1.01%	1.19%

Notes

Higher cash balances than expected in the first half of the year and an increase in interest rates have lead to a higher total interest outturn for 2019/20

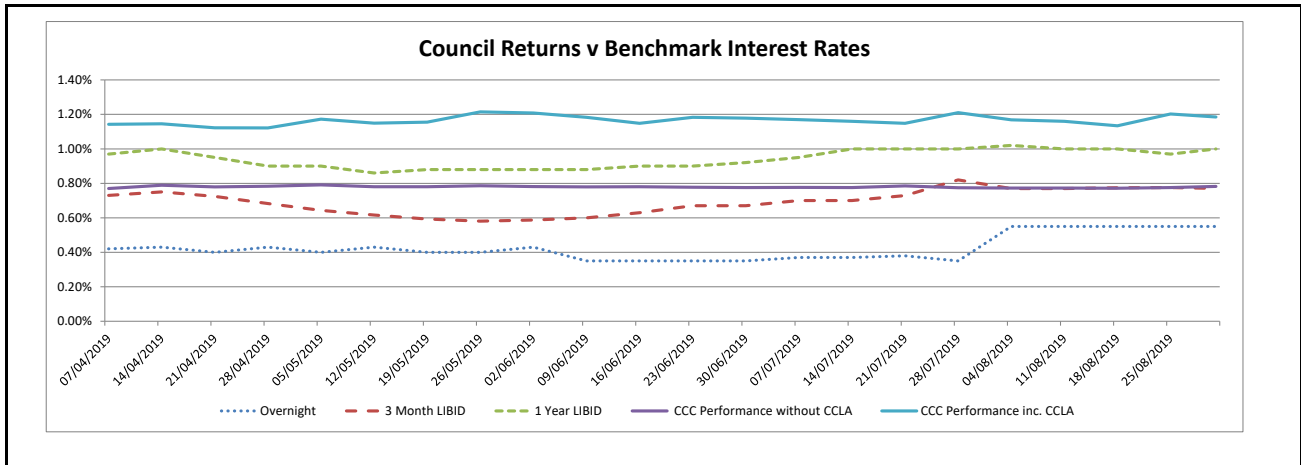
CCLA Fund update (provisional)

Activity

The Council invested on 1/05/2013 in the CCLA property fund. The increase in capital value is not realised until the Council sells units.

The Council has an unrealised gain of :

Council has no. of units	2,226,405
Acquisition price per unit	£2.23460
Current selling price per unit	£2.99640
Total Unrealised Gain	£1,671,075
Value at 31/08/2019	£6,671,200



4) Full List of Investments at 31st August 2019

Counter Party	Start	Maturity	Amount £s	Interest Rate
Instant Access Funds				
*Aberdeen Constant fund			5,980,000	0.73%
*Black Rock			450,000	0.70%
*Federated Investors (UK)			6,000,000	0.77%
*Insight Investment			3,566,000	0.74%
*Invesco			5,985,600	0.76%
NatWest			229,000	0.25%
* Money Market Funds				
Total Variable Temporary Loans			22,210,600	0.75%
Funds Available with Notice				
Nil			0	0.00%
			0	0.00%
Fixed Investments 100 days & under				
Development Bank of Singapore	08-May-19	08-Nov-19	3,000,000	0.94%
Total			3,000,000	0.94%
100 days & under total			25,210,600	0.77%
Total Fixed Investments +100 days to 1 year				
London Borough of Croydon	30-Apr-18	30-Apr-20	5,000,000	1.20%
Leeds City Council	02-Aug-19	31-Jan-20	5,000,000	0.73%
Lloyds	27-Jun-19	27-Dec-19	3,000,000	1.00%
Barclays AAA FRN	20-Jul-17	22-May-20	3,000,000	0.86%
Nationwide	08-Aug-19	10-Feb-20	3,000,000	0.78%
Thurrock Borough Council	30-Aug-19	31-Jan-20	3,000,000	0.77%
Total			22,000,000	0.90%
Fixed Investments over 1 year				
Nil			0	0.00%
			0	0.00%
CCLA Property Fund			6,671,200	4.17%
TOTAL INVESTMENTS			53,881,800	1.25%

CABINET
19th November 2019

AGENDA ITEM 6.3

Subject	Revenue Monitoring 2019/20
Report by	Cabinet Member for Fairer Chelmsford

Enquiries contact: Phil Reeves, Accountancy Services Manager
(phil.reeves@chelmsford.gov.uk, 01245 606562)

Purpose

To compare the latest budget forecast by Directors as at November with the Original budget for 2019/20 and inform members of any actions resulting from the projected variations.

Options

1. Accept the report
2. Recommend changes to the service budgets or to the actions identified

Recommendation(s)

1. It is recommended that the report be noted.

Corporate Implications

Legal:	None
Financial:	The report identifies the financial implications of the Council's projected spending plans
Personnel:	None
Risk Management:	As identified in the report
Equalities and Diversity: (For new or revised policies or procedures has an equalities impact assessment been carried out? Y/N)	None
Health and Safety:	None

IT:	None
Other:	None

Consultees	
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Policies and Strategies
Medium Term Financial Strategy

1. Background

- 1.1 The Council has a long-established process of preparing formal monitoring reports comparing its forecast expenditure and income with the approved estimate and reporting these to Management Team on a regular basis. These reports are also supplied to all Cabinet Members. The reports enable each Cabinet Member to view their areas of responsibility and to gain explanations of any variances from their Directors.
- 1.2 For the period 2019/20 a new process and format of report has been introduced, which forms the basis of this report to Cabinet. Broadly the new format and approach is:
- Cabinet will receive a high-level report in November which will project the expected level of expenditure and income by the Council for the year ending the 31st March 2020. This replaces the production of a Mid-Year Budget report, which effectively reset the budget each year.
 - The removal of the Mid-Year Budget will provide greater transparency as comparison to the original budget (after allowing for supplementary estimates, see par 2.2) will be maintained throughout the year.
 - Cabinet will be provided in the report with actions relating to each of the material variations. Cabinet is not being asked to approve budget changes but consider the actions relating to the budget variance which for instance could include changes to service provision.
 - The new report is intended to be at a Strategic/higher level so Directors, Cabinet Members and Members are shown the key large variations on which they may need or wish to act. More detailed information is produced for service managers.
- 1.3 The outturn projections are identified by Accountancy Services and Service Managers. The size and complexity of Council operations means there will always be a forecasting error, but the overall financial position should be expected to be in-line with the trend shown in the forecast.
- 1.4 During 2020 a new Financial System will be implemented and a review of the financial information currently produced will take place with the aim of improving, accuracy, presentation and cost of production.

2. Revenue Monitoring

- 2.1 **Appendix 1** contains the new high level and action-based Revenue Monitoring report. A brief overview is:
- Page 5, contains a diagram identifying whether the services' budgets are over or underspent. The current projection is £1.319m or 8.65% overspend.

- Page 6 & 7, is a list of key variations that make up the overspend. These pages show the amount and the cause of each variation. They also identify the actions which are recommended to manage each variation. For each affected service, action or variance, the report identifies associated risks. The key projected service variations are:

Narration of Approved Spend/Funding	+overspent /- under budget £000s
Recycling, Waste, Market and Street services	+95
Riverside income lower than budget due to later than planned opening	+236
Hylands House – income and expenditure	+132
Temporary Accommodation	+403
Software licences	+45
Riverside Utility Costs	+130
Empty Business Rates and costs associated with property disposals	+95
Other (1% of overall net service spend)	+183
Total Projected Variation	+1,319

- Page 8, contains details on Council budgets that are not managed by services but are central corporate costs or income. For each item, any variances, actions and risks are identified. The variations are:

Narration of Approved Spend/Funding	£000s
Interest Earnings -higher than expected	-158
Debt Repayment (MRP)	-200
Total Projected Variation	-358

- Page 9, contains an explanation in the use of reserves and an overall summary of the projection of revenue net expenditure outturn. Any overspend at year end will have to be funded from Reserves. An overall underspend would be transfer of additional funds into the Reserves at year end. The Council is projected to need to draw-down nearly £1m of reserves to fund the projected 2019/20 overspend. This follows an overspend in 2018/19 funded a unplanned use of General Balance.

2.2 The original budget includes several approvals under delegations, there being:

Narration of Approved Spend/Funding	£000s
Cultural Partnership Manager Re-grading	9
FIS System	110
Parks Safety Improvement works	28
Depot Supervisor re-gradings	22
Other	13
Total	182

2.3 The budget process for 2020/21 will need to include enough provision to reduce the risk of further overspends as Reserves are a finite resource which could be depleted should overspends continue.

3. Conclusion

3.1 This report sets out the key variances to the Original Budget at November. Points of note:

- There are several significant variances which result in a £0.961m projected unplanned use of Reserves for 2019/20.
- The level of overspends is manageable but cannot continue long term due to its impact of reducing Reserves. The 2020/21 budget is likely to require increases in expenditure estimates for Refuse, Recycling and Housing, though actions will be undertaken to minimise those increases. The 2020/21 budget will contain additional actions to reduce the risk of future overspends.
- A post opening financial review of Riverside will be undertaken in March 2020.

List of Appendices

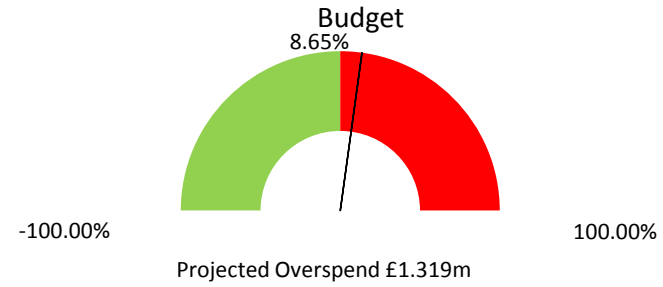
Appendix 1 – Revenue Monitoring November 2019

Background Papers

Nil.

Chelmsford City Council Forecast Revenue Position for 2019/20

FORECAST Year End Council Service Net Expenditure Variance Compared to Service Expenditure Annual

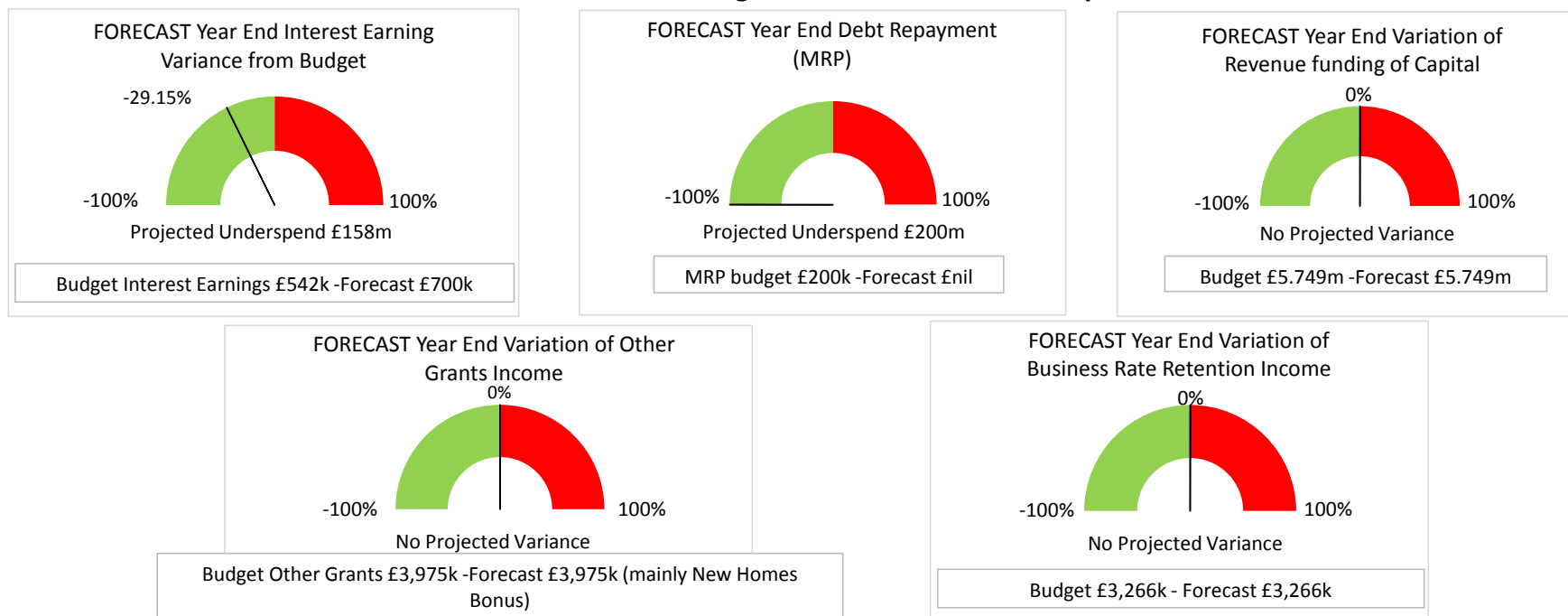


Overall Budget £15.2m. Please see comments on the next page

Note	Key Variations	Actions	Risks
1)	£95k over budget on Recycling, Waste, Market & Street Services - this includes a one-off underspend of £115k due to temporary changes in waste transfer arrangements which has been funded by Essex County Council and a one-off loss of income at the Indoor Market during the refurbishment works. This has been exacerbated by three kiosks being vacated [not linked to the refurbishment]. There have also been additional costs for clinical waste collection due to increasing demand	Income from the Indoor Market is expected to recover to previous levels as the fall was largely due to reduced trading, and therefore income from stall rental, as the halls were being refurbished. There is interest in the vacant kiosks from new traders and it is expected that these will be re-let once refurbished. The collection of clinical waste will remain a cost pressure unless demand moderates. The only alternative would be to introduce a charge to partly or wholly cover collection and disposal costs	Significant housing growth is putting pressure on recycling and waste collections and has now reached the point where additional capacity is needed. Route optimisation to accommodate some of this service growth has been undertaken with widespread changes to the collection rounds being implemented at the end of October. This will help mitigate some of the additional costs but additional funding will need to be provided in next years budget. The risk is that the newly optimised collections rounds do not realise the full expected reduction in collection costs
2)	Reduced Income at Riverside Leisure Centre of £236k due to opening in June compared to a budget based on an April opening	Current performance suggests that income will meet the expected levels in a full year of operation. A review of performance is scheduled to take place in January 2020, 6 months after opening	Income targets are not achieved on a ongoing basis
3)	The original budget for Hylands income in 2018/19 was an ambitious £1,097k with an actual final position of £957k achieved. For 2019/20 the original budget was increased further to £1,207k which is unrealistic , leading to the income being £132k under budget	Costs and income have been reviewed and actions have been put in place to ensure that projected income growth is realistic. Allowance to be made for this in 2020/21 budget	
4)	A £403k overspend is projected due to the cost and demand pressures for Temporary Accommodation and the resultant effect on Temporary Accommodation Subsidy Loss i.e. the difference between the Housing Benefit paid out and the level of funding received from Government.	Significant work is being undertaken in this area, following on from the restructure of the Housing Service. There are three areas of focus; prevention of homelessness, review of costs and supply of the different forms of temporary accommodation (including review of management contracts) and increasing the supply of affordable, sustainable accommodation. Two working groups have been set up by the Chelmsford Policy Board to look at a refresh of the Homelessness and Rough Sleeping Strategy and to explore the provision of additional Affordable Housing.	Demand continues to rise, causing overall costs to increase. Insufficient supply of suitable and sustainable accommodation results in increased length of stay/rising numbers remaining in Temporary Accommodation.
5)	A £45k overspend due to Software Licence variations	Licence budgets are being reviewed as part of zero based budget approach (a total rebuild of the budget) for Digital Services for 2020/21	Changes to the phasing of the programme will inevitably have an impact on the budget.

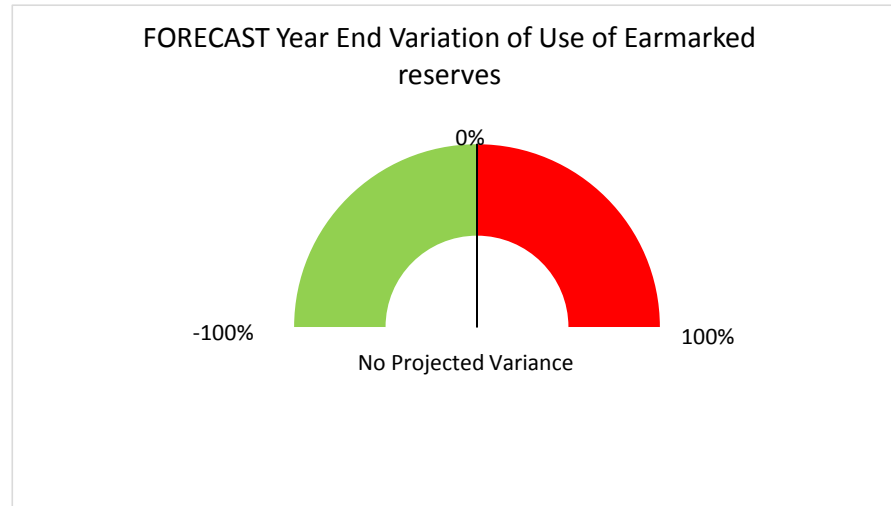
6)	£130k over budget on Riverside energy and utility costs	£56k relates to a one-off payment for unbilled usage from 2018/19. Electricity projected higher due to the new and old centre operating simultaneously and the CHP unit requiring a period of time to secure optimum efficiency. Work with the design consultants is taking place for the first 12 months of operation to maximise operational efficiency.	One-off overspends are ongoing
7)	£95k Empty Business Rates and costs associated with property disposals, mostly Lockside	The disposals are taking place and these variations reflect the difficulty of setting budgets for incidental costs associated with property disposals	These costs are one off
8)	£83k over budget on additional Riverside operational staff (mainly cleaners and lifeguards)	A review of operational staffing requirements for the new building is underway but will not be completed until March 2020 to assess usage patterns during peak winter months.	

Other General Fund Budget Items of Income and Expenditure

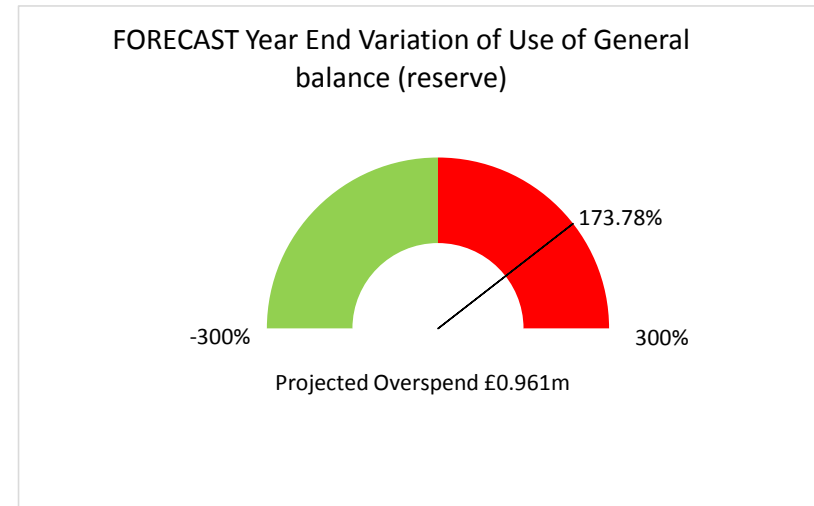


Note	Key Variations	Actions	Risks
1)	Interest Earnings - The current forecast is for £158k of additional income is due to higher than forecast cash balances and rising interest rates.	Review cash holdings and Treasury management strategy	Increased capital expenditure above the existing budget would reduce income
2)	Minimum Revenue Provision - this is a provision that the Council is required to make to repay borrowing (internal or external). The Council only has to make the provision the year after an asset becomes operational. The Director of Finance has identified assets to borrow against that would require a MRP charges starting in 2020/21, so a saving in 2019/20.	A review of the capital programme will take place as part of the 2020/21 budget process and a new forecast of MRP costs will be made.	
3)	No projected variance for Business Rate Retention	Essex wide monitoring of projected Business Rate income will become available in the Autumn. Income of £2.8m has been transferred into Business Rate Timing reserve. As the income becomes more certain, the transfer to Business rate timing reserve will hopefully become less and more funding can be released to support expenditure.	Business Rate income is difficult to predict and though the Council benefits from being in an Essex wide pool, this also increases volatility/risk.

Use of Reserves



The budget for contributions to earmarked reserves is £3.38m. This is predominantly a contribution of uncertain business rate income. There are additional net movements for pensions and capital.



The budget use of the General Balance is £0.55m, however the projected overspend results in a forecast total use of £1.51m in 2019/20

SUMMARY

The Council budget for 2019/20 is forecast to be overspent by £0.961m (the additional use of the General Fund Balance). This is a decrease of £143k since the last forecast. Current indications suggest that some (£528k) is one-off savings and income which will not re-occur in 2020/21. This indicates that there is a potential ongoing budget deficit of £1.5m so action will need to be taken to review any ongoing impact.

A positive scenario is that Business Rate Retention income is achieved and can be released to support expenditure/reduce reliance on the General balance.

The total projection of £0.961m use of the General Fund Balance represents 16% of the total unearmarked reserves available to the Council. This is not sustainable over the medium term, hence the actions identified in the report, which should reduce the drawdown on the general reserves going forward.

CABINET
19th November 2019
AGENDA ITEM No.6.4

Subject:	CAPITAL PROGRAMME MONITORING AND UPDATE
Report by:	Cabinet Member for Fairer Chelmsford

Enquiries contact: Phil Reeves Tel: (01245) 606562
Email phil.reeves@chelmsford.gov.uk

Purpose	<ul style="list-style-type: none"> a) To report the capital monitoring position. b) To update the approved Capital Schemes for variations in cost which have been identified to date. c) To update the approved Asset Replacement Programme for 2019/20 and 2020/21 for variations in cost and timing which have been identified to date. d) To approve additional budgets for new schemes identified to date.
Options	To either accept or reject the recommendations.
Recommendation(s)	That the Cabinet approves the following:
	<ul style="list-style-type: none"> (a) the proposed increase in scheme costs, £306k for Capital Schemes, shown in Appendix 1 and detailed in paragraph 6.3 of this report; (b) the proposed Asset Replacement Programme for 2019/20, the increase in scheme costs £79k, the proposed new schemes £18k and the rephasing of spend from 2019/20, £262k as shown in Appendix 3 and detailed in paragraph 7.3 of this report.

Corporate Implications	
Legal:	None
Financial:	To be incorporated in the closure of accounts
Human Resources:	None
Risk Management:	Interest earnings understated and budget reductions made when not necessary. Damage to reputation
Equalities and Diversity:	None
Health and Safety:	None
IT:	None
Other:	None

Consultees:	All directors and cost centre managers
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Policies and Strategies
<p>The report takes into account the following policies and strategies of the Council:</p> <p>Capital and Investment Strategy 2019/20</p>

1 Background

The Council has a long-established process of preparing formal monitoring reports comparing its forecast expenditure and income with the approved estimate and reporting these to Management Team. These reports are also supplied to Cabinet Members.

2 Introduction

There are two types of expenditure; capital and revenue.

Capital Expenditure relates to the acquisition or enhancement of assets which have a useful life, in excess of 12 months, are charged to the Council's balance sheet and shown as fixed assets (a fixed asset being an item that can be in use for more than one year). To be an enhancement the expenditure on the asset must either lengthen substantially the useful life of the asset, increase substantially the open market value or increase substantially the extent to which the Council can use the asset.

Revenue costs are ongoing. They are incurred to run an asset or to provide a service.

3 Capital Programme

The capital programme is split between larger schemes (works, improvements and refurbishments) and an asset replacement programme.

Services submit bids annually for schemes to be added to the capital programme. The schemes should add value to the organisation, provide revenue savings or additional income, move forward the Corporate Plan objectives or have statutory health and safety implications.

The asset replacement programme is required to maintain the existing level of service delivery by ensuring there is provision to replace items of equipment and vehicles on a regular basis. Approval of individual items is on an annual basis.

4 Capital Reporting

A 'Capital Programme Update' report is taken to Cabinet/Council in January/February and a 'Capital Programme Update and Outturn' report is taken to Cabinet/Council in June/July each year. Additional reports may be taken to Cabinet as required throughout the year. Reports are also taken to Audit and Overview and Scrutiny Committees during the year.

It is important to closely monitor capital expenditure as this allows judgements to be made on the Council's cash investments and internal/external borrowing costs. If a large scheme is likely to be delayed this will provide an opportunity to invest the money until it is required, therefore increasing interest earnings or delay the requirement to borrow when resources are low.

5 Methods of Approval

New schemes submitted by services are recommended by Cabinet in January and approved by Council in February each year.

During the year, approval can be sought for further schemes or extensions to existing ones, via supplementary approval or the use of urgency letters depending upon the level of expenditure required. An urgency letter authorises the Leader of the Council and Chief Executive to incur additional expenditure in extraordinary circumstances.

When schemes are approved, they are added to the capital programme and monitored throughout the year.

The budgets shown in this report were approved at the July Council and also include any additional schemes or increased scheme costs approved since that date by delegation.

6 Capital Schemes (Appendix 1)

6.1 Monitoring Against Latest Approved Budget - Council July 2019

Appendix 1, Table 1 gives the overall capital spend information as at the end of September 2019 and provides the latest forecast expenditure for the ongoing scheme costs, £79.635m. It identifies the variances in total individual scheme costs as a net increase of £306k. Approval is required for those ongoing schemes where there is an increase in budget forecast.

6.2 **Appendix 1, Table 1** details the new schemes approved since the last report made to Council in July 2019. It also shows where existing schemes have had increases to their approved budgets.

Table 2 of Appendix 1 shows there has been £494k approved for 10 new schemes. Of the £494k approved for new schemes, £491k has been funded from either Community Infrastructure Levy (CIL), grants or third party contributions.

It also shows a net additional £859k approved for variations in costs to existing schemes. This variation, is due to the following additional costs being approved for existing schemes:-

£834k additional grant payment to ECC for Beaulieu Sports Centre
£10k for the Museum Oaklands Park External Works and Signage
£15k for the construction of the bridge in Bellmead.

All of the additional £859k has been funded from S106 contributions.

6.3 Following these approved variations, **Appendix 1 Table 1** shows that there is an additional net unfavourable variation, an increase of £306k or 0.4%, currently forecast against the approved capital scheme costs.

The table overpage provides a summary of the net £306k variation.

Approved Budget	£79.329m
Proposed Increases in Scheme Costs Require Approval – see Appendix 1 scheme numbers 1, 6, 25, 28	£0.234m
Transfer from Revenue to Capital Requires Approval - this is a change in accounting presentation and was previously shown in revenue – scheme number 47	£0.042m
Proposed New Scheme Requires Approval – See Appendix 1 Scheme number 11 - Refurbishment Bancrofts Road Offices. It is forecast that following refurbishment the rental from the office space will be £15k per annum	£0.030m
Total Proposed Budget	£79.635m

6.4 **Appendix 2** provides narratives for those variances in excess of £25k, against the Latest Approved Budget.

Progress Report for Those Areas of Risk Previously Identified and Reported

The schemes shown below were previously identified as areas where either costs may change or completion dates would not be achieved. Latest updates are shown in **bold**. Previously reported information on risks are shown in *italics* underneath with the oldest shown first.

6.4.1 **Flood Alleviation Scheme** –

Update – The flood alleviation scheme at Margaretting is an Environment Agency led scheme to which the City Council originally agreed, in 2010, to make a substantial contribution toward the construction cost from the Growth Fund grant received from Government. This was on the grounds that the scheme, which was part of a wider package of works, would reduce the flood risk to some 548 residential and 235 commercial properties in the urban area of Chelmsford.

As can be seen in the commentary below the scheme has been subject to prolonged delays. The latest delay is due to the EA not yet producing a revised business case for the scheme that reflects the changes since it was originally agreed, which is needed for the EA’s internal approval processes. Given the apparent inability of the EA, for a variety of reasons, to deliver this scheme over the last 9 years and with no certainty that they will do so in the near future, the justification for retaining a financial contribution to the scheme in the capital programme is now, perhaps, questionable. It is suggested that the EA be advised that unless definite progress has been made to implement this or a similar scheme by June 2020 that a formal project review be undertaken to consider the City Council’s continued commitment to making a financial contribution to this scheme.

Previously Reported History

“This scheme has been delayed whilst the Environment Agency secures the necessary land access to allow the main construction works to take place. Once this is satisfactorily resolved, the construction works associated with the Flood Alleviation Scheme are scheduled for implementation in 2015”.

“This scheme has been further delayed due to legal issues and is very unlikely to be completed until 2016/17.”

“Although the results of the court case between the EA and a third party was upheld in favour of the EA there is still no confirmed dates for the delivery of this scheme.”

“Advised by project manager that the works will not be carried out until 2017/18.”

“No change as still awaiting the outcome of the appeal court hearing. The spend has been rephased to 2018/19.”

“Project manager has advised that the EA have estimated a start date for the scheme as September 2019. The budget for the scheme has been split across the financial years 2019/20 and 2020/21. As the start date is only an estimate there is the potential for this scheme to be further delayed”.

“The EA are refreshing the business case, this is due by February 2019. Assuming this confirms the scheme is still viable, then the construction could start in 2019/20 and complete in 2020/21.”

“The Environment Agency (EA) is reviewing the flood modelling and business case for the scheme and will conclude this work by the end of the calendar year. As the business case has been delayed there is further risk that the scheme would not complete in 2020/21.”

6.4.2 Riverside Ice and Leisure Centre Scheme and Demolition For Future Development Site

Riverside re-opened to the public on Monday 10th June 2019 as predicted in the previous update. The final phase of works is now underway. This involves the demolition of the former pools complex, squash courts, plant room and associated structures; site drainage works, reinstatement works to the existing ice rink and sports hall building that was attached to the now demolished buildings and the construction of a 'service yard'. As part of these works, the site will also be 'made ready' for potential redevelopment.

As has been the pattern with this complex project this phase of works has not been without challenges; in particular, agreeing and implementing a drainage solution with the flood authority and dealing with the level of asbestos contamination throughout the demolition site, which has proved to be extensive. The contractor is currently projecting a final completion date of 9th March 2020, which would be a delay from the previously advised completion date of 27th January 2020.

As regards to project costs, settlement of the final account for the main building contract is in the early stages of negotiations and it is not possible at this point to give a definitive final scheme cost, but any variance should be less than 1% compared to the currently approved budget. Based on the information available the scheme is currently forecast to be overbudget by £200k and this additional budget request is included within the figures in this report. There is a risk that this figure may change as the negotiations have not been concluded

One of the planning conditions imposed on the Riverside re-development requires a 'comprehensive re-cladding of the existing ice rink and sports hall structure' that has been retained. Implementing this recladding scheme is not possible until the demolition of the former pool halls and associated buildings are complete. For this reason this work has not been included in the main building contract and, most likely, will be installed by a specialist contractor post completion – the planning condition suggests within 12 months. As yet the final design of this cladding has not been agreed and funding for this work will be requested once the scope of the scheme and costs have been agreed.

Previously Reported History

"The scheme costs and timings are currently being reassessed and there is potential for some of this budget to be delayed until 2016/17 and uncertainty around the costs of the enabling phases of the scheme. A further report will be taken to Cabinet/Council."

"A report was taken to Cabinet on the 16th June 2016 which provided an update on current progress and agreed further resources and appropriate delegations to enable the project to progress in accordance with the agreed programme."

“A report was taken to Cabinet on the 18th October 2016 which provided an update on the current progress and agreed further resources and delegations to enable the appointment of the main contractor.”

“A report was taken to Cabinet April 2017 which approved up to £1m to be used for early orders and early works to enable the scheme to complete on time. A further report is being prepared for Council in July 2017.”

“A further £500k was approved via urgency in June 2017 for further early orders and early works to enable the scheme to complete on time. This had to be agreed before the report was taken to Council in July. The July Council report approved an overall scheme cost of £35.216m and provided for delegation to the Director of Community Services, Director of Financial Services in conjunction with their relevant Cabinet Members to progress the scheme and award the main contract. A further update report was taken to Council in December 2017 providing an update on progress and approved budget for the scheme”.

“An additional £250k was approved by Council in February 2018 for the café fit out. This was approved to hopefully attract more businesses to submit tenders for the operation of the café, as the lack of capital investment was considered to be a barrier, resulting in an improved financial return for the Council.”

“Currently, for the contracted works, there has been an agreed extension of time granted of 3 weeks. Due to the scale and nature of the Riverside site there is the risk that there may be further delays and increases in cost”.

“Currently there has been an agreed extension of time granted for the contracted works of 3 weeks 4 days. However, the contractor has applied for a further extension of time, part of which is likely to be allowable under the terms of the contract. It is also anticipated that additional costs will be claimed by the contractor in respect of groundworks, asbestos removal, steelwork and cladding, a significant proportion of which may be valid. Negotiations over these claims are ongoing so a likely final scheme cost cannot, as yet, be given. However, additional budget provision in the order of £4m or 11%, will probably need to be allowed for. Once these additional costs are more clearly quantified, they will be subject to Cabinet and full Council approval alongside the budget setting process, in January and February 2019.”

“At Council in February 2019 an additional £4.5m was approved to be added to the budget for the Riverside Project. Since this date, negotiations have taken place with the main contractor to agree a guaranteed completion date and this was embodied in a deed of variation to the contract setting out the parameters for the completion of works. It is anticipated that the works will now be completed within the approved budget. The Centre is due to re-open to the public on Monday 10th June 2019.”

6.4.3 Public Realm Mill Yard

Update -The final account position has still not been agreed but should not go over the £4.325m figure in the budget. CCC are pressing the City Council’s Employers Agent to get this closed out as soon as possible, and it is anticipated that it will be finalised in about a month.

Previously Reported History

“This scheme is being funded by a LEP grant. Currently there are no signed agreements by the parties involved which will enable this scheme to progress and there are date restrictions for the use of the grant. There is a risk that if this scheme does not progress that the cost of the design works would fall to CCC to be funded by S106 rather than the LEP.”

“The funding agreement is still being negotiated with ECC as South East Local Enterprise Agency (SELEP) Accountable body. A clause in the agreement will provide certainty to CCC that there will be no repayment of LEP grant should the scheme terminate. The final designs, budget and works programme are still all to be confirmed”.

“The funding agreement has been completed and signed and £3m LEP funding has been secured. There are conditions attached to this grant one of which is a completion date of the works covered by the grant of the 31st March 2018. Additional funding of the scheme has been secured, S106 £800k and CIL £400k. Once approved this will increase the budget for Mill Yard to £4.3m. A works agreement needs to be in place before the construction commences and the tenders are currently being evaluated for the construction costs of the scheme” .

“The works agreement is now in place, the tenders have been evaluated and an order has been raised for the main contract works. The approved budget available for the scheme is £4.3m. There is a risk that this scheme may not complete by the 31st March 2018.”

“The scheme is now scheduled to complete August 2018. The extended period of work has led to an increased cost but this is still within the approved budget”.

“The project is nearing completion and should be completed in December 2018. The delays have been as a result of the complexity of the project alongside and within the context of a busy rail station environment. The project will be delivered within the approved budget.”

“Practical completion of the scheme was the 4th April 2019. The cost of the scheme is reported as £25k over budget due to a higher than estimated forecast of costs submitted by the contractor. Following practical completion, the contractors have 3 calendar months to submit their final account to the City Council. The City Council’s Employers Agent will review the final account submitted by the contractor and provide advice to the Council as to the legitimacy of any claims over and above the contract sum. It is hoped that the final account will be settled at a lower figure.”

6.4.4 Museum HLF Improvements

Update – The Museum redisplays opened to the public on the 20th July, and some 30,000 people visited over the summer holidays. Current figures suggest a threefold increase over previous figures, although an initial surge of visitor interest is to be expected. The business plan prediction was for an increase for 60,000 visitors per year to 85,000; at present, a figure of 100,000 seems likely. Feedback has been extremely positive.

The two main contracts for the building works and the museum fit out have both been completed, although both are still subject to retentions, and some limited snagging remains on the building works.

The museum focus has shifted to the Lottery Activity Plan which is in operation until January 2021, delivering activities and events designed to bring in and embed new audiences. Quarterly reports to the National Lottery Heritage Fund continue to be made; the final grant claim will not be made until the end of the project.

Previously Reported History

“This scheme was approved by Council in February 2017 and was dependent upon a grant being received from the Heritage Lottery Fund. The outcome of the grant application will not be known until the end of June 2017. Should the application for the grant be unsuccessful a further review will be required to ascertain which works will still need to be carried out in order to keep the museum operational”.

“The HLF bid was successful and a further report was taken to Cabinet in September to authorise the delegation of the appointment of the contractors to the Director of Community Services after consultation with the Museum Board”.

“This scheme is progressing and the contract for the works was awarded in April 2018. The café operator procurement process is underway and is due to be awarded at the end of October 2018”.

“The contract for the museum displays is still to be tendered. This delay is due to changes which have been made to the designs, late improvements to the digital offer (at the request of the HLF) and a review to ensure the most effective procurement process is used. It is hoped that this will be tendered by the middle of June 2018”.

“The scheme is still forecast to be within budget (with a contingency still remaining). However, until display tenders are received, there remains a risk with the cost. Progress is actively monitored by the Museum Project Board”.

The café is on schedule to be ready for a soft public launch at the end of February 2019. However, the museum displays will not be completed on time and the opening is now scheduled for May 2019”.

“Since the last update the café procurement process has been completed and officers are in the process of awarding the contract to the preferred supplier. The café is on schedule to be ready for a soft launch opening by the end of February 2019. The main contract building works will be completed by the end of November 2018.”

“The contract for the museum displays has also been tendered and the procurement process complete with the contract being award to The Hub. Value engineering was required to meet the new budget estimate for the works. This was met, although did not allow for a contingency, which would be deemed sensible to include for these works. An additional £55k contingency has been included. Officers are currently working at a detailed level with the contractor to determine their programme of works, along with understanding the detailed requirement of the work of the curatorial team who will be repopulating the new galleries with objects from the museum collection. It is anticipated that there will be a combination of soft launch opening, invite only openings, and a grand opening in June/July 2019. The scheme is currently forecast as £100k or 5% over budget. This forecast includes a £55k contingency which may not be required. It should be noted that additional requirements not costed in the original specification, are included within the forecast for the displays.”

“The project is moving into its final phase, ready for an opening to the public on 20th July 2019. Most of the snagging by the major sub-contractors has been completed, and the Council curators are now installing objects in the new display cases. The final account with the main building contractor is still being negotiated. A number of variations to the display contract have been approved by the Director and Portfolio Holder with funding coming from the approved contingency. Although the museum reopens this summer the whole project includes a 3 year activity plan and employment of an Activity & Outreach Officer so that the whole project does not complete until January 2021.”

6.4.5 Community Flood Improvements

Update – The tender is currently being prepared with the expectation that the contract will be awarded this financial year.

Previously Reported History

“There is uncertainty in relation to when these works will be completed as progression of the works is outside the control of CCC. The works are to a community soak away located at Telford Place and Chinery Close”

“The Project Officer has confirmed that most of the legal issues have now been resolved and the works should complete in 2018/19”.

“It is anticipated that the tender will be issued this financial year, but completion of the works may not be until 2019/20.”

“This scheme has been further delayed as residents still need to sign the easement for the works. Once this happens the tender process will start, and it is anticipated that the works will be completed during Autumn/Winter 2019. If this project is further delayed there is a risk that the funding may have to be returned to Essex County Council.”

6.4.6 CIL Grant Sutherland Lodge Refurbishment

Update - CCC are expecting the business case for this from NHS England before Christmas. Members may want to review the proposal due to the large sum, but assuming it still has support, the funding could be transferred by the end of 2019/20.

Previously Reported History

“A meeting is being requested with NHS England. Currently the Council has assumed the grant is still being awarded for the project”.

“NHS England has confirmed that investment in this surgery remains a priority for them. They are developing the project design further, before requesting the draw-down of this funding from the City Council.”

“NHS England is in the process of preparing the full business, project programme and works contract/costs in relation to the surgery improvements and this is estimated to be concluded later in 2019. Once received and reviewed, and provided that it is acceptable to the City Council, a funding agreement will be put in place.”

6.4.7 Additional areas of Risk Identified

No additional areas of risk have been identified.

7 Asset Replacement Programme (Appendix 3)

7.1 The Asset Replacement Programme, although forecast over a number of years, is only approved on an annual basis at February Council. Due to the long delivery lead in times for some of the more specialist vehicles and equipment, a decision may be taken to approve certain budgets earlier in the process to allow for orders to be raised.

7.2 **Appendix 3, Table 1** details asset replacements included since the last report made to Council in July 2019, £143k. This includes £49k for various CIL funded CCTV schemes, £15k for accessible play equipment in Andrews Park, funded by Essex County Council (ECC) Shortbreaks, and £79k for additional CCTV procurement on behalf of Maldon District Council.

7.3 Monitoring Against Latest Approved Budgets

Appendix 3 shows that the proposed budget for 2019/20 asset replacements is £4.178m compared to the approved budget of £4.400m. This is a net reduction of £222k, or 5%. The table below provides a summary.

Approved Budget 2019/20	£4.400m
Proposed Change in scheme phasing from 2019/20 to 2020/21 Requires Approval – For detail see Appendix 3 2019/20 column ‘Change in Scheme Phasing’	-£0.262m
Increases in Asset Replacement Cost – Require Approval see Appendix 3 lines 6, 7, 16, 27, 30, 31, 34, 35. See Appendix 4 for further detail.	£0.079m
Reduction in Asset Replacement Cost - See Appendix 3 line 38.	-£0.007m
Reduction in Asset Replacement budget – See Appendix 3 line 2 budget transferred to revenue. Also see Appendix 4 line 2 for further details	-£0.050m
New Replacement Item – see Appendix 3 Scheme number 13 - Print and Post Room Equipment. The existing assets have reached the end of life. Parts have become limited and suppliers cannot guarantee the repair of any faults, business critical item, high risk to service if not replaced.	£0.018m
Total Forecast Outturn 2019/20	£4.178m

7.4 **Appendix 3, Table 1 and 2** show that the forecast budget for 2020/21 asset replacements is £0.702m compared to the approved budget of £0.436m. This is a net increase of £0.266m and is mainly due to the asset replacements being delayed from 2019/20 until 2020/21 as shown in the table below. There will be additional replacements approved for 2020/21 at Council in February 2020.

Current Approved Budget 2020/21	£0.436m
Change in scheme phasing from 2019/20 – Requires Approval – see table above	£0.262m
Forecast Variation in Price - Requires approval	£0.004m
Total Current Proposed Budget 2020/21 (Full programme for 2020/21 will be approved at February Council)	£0.702m

7.5 **Appendix 4** provides narratives for those variances in excess of £25k for 2019/20 and 2020/21 against the Latest Approved Budget.

7.6 Approval is required for those replacements where there is an increase in budget.

7.7 Areas of Risk

The following asset replacements were previously identified as areas where either costs may change or completion dates would not be achieved. Updates are shown in **bold**. Previously reported information on risks are shown in *Italics* underneath with the oldest shown first.

2019/20 Asset Replacement Programme

7.7.1 **CCTV Replacement Equipment**

Update – The contract is with Legal Services and the tender process is expected to commence in November. If there are no further issues the scheme will complete this financial year.

Previously Reported History

“Due to the procurement exercise being undertaken there is a possibility that this may need to be rephased into 2016/17”.

“This risk still exists. There is also uncertainty in relation to the budget required and although this has been increased on the monitoring there is a possibility that this increase may not be required.”

“The budget has been increased to £301k and rephased to 2016/17”

“The Service Manager has reported that phase one of the works to the control centre have been completed and his intention is to complete the scheme by the 31st March 2017. Invitations to tender for the works are scheduled for January.”

“£97,000 of this budget has been rephased to 2017/18.”

“The cost has reduced by £36k and is now being reported as not completing until 2018/19. £26k of the underspend has been earmarked to fund an increased cost for replacement cameras forecast in 2018/19.”

“The service is still preparing the specification in order to go out to tender for the works. The tender will also include the CCTV replacements within the car parks. It is unlikely that any tender will be awarded before September 2018”.

“The Specification is still not completed. There will be a joint procurement with Maldon District Council and it is looking unlikely that these schemes will be completed this financial year.”

“The budget has been rephased to 2019/20 with the works scheduled to complete by the end of December 2019. The specification is currently with legal and it is anticipated the tender process will commence in July 2019.”

7.7.2 **Mandatory Disabled Facility Grants (DFG) and Healthy Home Loans (HHL)**

Update –Underspending of DFG budgets is a countywide issue, CCC are currently deploying extra resources including funding an Occupational Therapist and a Grants Case Officer in order to process as many applications as possible and maximise expenditure. The funding for these extra resources is from the DFG grant. The risk remains that the spend on DFG could be slightly lower than the forecast £600k budget, if this is the case there will be a further amount of under-utilised grant.

Previously Reported History

“A new initiative was agreed in February 2016 whereby an initial pot of £750k was set aside for Housing Standards initiatives which included these two schemes. This ‘pot’ is a one off sum and funding will be recycled back into it over future years from repayments and paybacks from Housing Standard initiatives. The initial pot will also be topped up each year by any grant funding received for DFG’s.”

“In 2016/17 and 2017/18 the amount of grant awarded to fund the DFG applications was in excess of the spend and CCC are currently holding £356k grant from prior years. For information ECC will need to give approval to use prior year grant allocations. For 2018/19 a grant of £900k has been awarded. This allocation is higher than the award made in previous years. Based on the service being unable to use the full grant in the previous two years there is a risk that an underspend against the grant may occur again. Discussions are underway with ECC as to how any underspend of the grant can be used for projects that assist people remaining independent in their own home rather than returning the unspent grant. CCC is currently working through a joint memorandum of understanding with ECC through which the DFG funding is allocated with the other Essex local authorities to broaden the application of the better care fund, to support, in particular, means by which people can have adaptations made to their homes more quickly to shorten their stay in hospital; provide improvements to their homes to reduce the risk of them being admitted to hospital and help with end of life care needs at home. This would not previously have been funded through the DFG”.

“The estimated end of year spend remains at £650k. The amount of grant awarded in 2018/19 to fund the DFG applications, £900k, will be in excess of the forecast spend. However, the memorandum of understanding between Essex Local Authorities and Essex County Council is proving successful and has allowed the Council to increase the variety of essential support to residents. CCC are reviewing new initiatives with local authorities across Essex which could be funded from the DFG if the grant conditions are met. If no new initiatives are introduced which can be funded from the DFG grant, then there is the risk that this budget may underspend.”

“The final outturn for 2018/19 was £546k and the unspent grant was £364k. The total unspent grant held since 2016/17 is £720k. Chelmsford has been awarded a grant of £971k for 2019/20 with a current forecast spend of £600k. The service is currently adopting a new discretionary policy which will add to the current Healthy Home Loans and it is their intention that funding from the DFG grant will be used towards these costs. Another restriction on the use of this grant is that any spend must meet the capital definition. The risk remains that the spend on DFG could be lower than the forecast £600k budget, if this is the case there will be a further amount of under-utilised grant.”

7.7.3 Vehicle Prices

Update – Service managers continue to review prices and variations are reported.

Previously Reported History

“Prices are continually reviewed and often the reviews result in an increase in acquisition price for the vehicles and plant required.”

7.7.4 Digital Services Replacement Programme

Update – There is still uncertainty in relation to whether costs will be capital or revenue and therefore the capital budget may be lower than currently forecast. The uncertainty is in relation to procurement decisions which will be made based on choosing the best option for the Council. For example, replacement printers are in the current capital forecast and this budget is based on an outright purchase of the printers. There are alternative options for service delivery such as a charge per click basis and this would result in a revenue cost rather than capital as the Council would not own the equipment.

Previously Reported History

“A Digital Transformation Programme was approved by Council in May 2017. The current proposed ICT replacement spend for 2018/19 will need to be constantly reviewed in line with this strategy.”

“There is still uncertainty around how the organisation will look moving forward, in relation to accommodation and home working and until this has been agreed it is difficult to predict the direction and level of spend required for future ICT replacements”.

“An additional £150k has been approved for mobile devices (laptops and tablets) as replacements for some staff as opposed to the usual desktop replacement. There may be a risk that some of the budgets in 2018/19 could be deferred to 2019/20 or may not be required, as a revenue option such as leasing might be preferred for the delivery of the service”

7.8 **Additional Areas of Risk Identified**

Electric Vehicles

The Council has made a commitment to ensure its vehicle fleet is all low emission. This can be achieved by 2024 within the current replacement programme. However, where ultra-low emission (generally electric) vehicles are introduced there will be a purchase price or lease cost premium. Whether this additional up-front cost can be recovered through lower running and maintenance costs will depend on the type of vehicle and nature of its use. A case by case evaluation will be needed for each vehicle that could be replaced with an ultra-low emission variant.

To minimise the risk of underspending, orders for Asset replacements have to be raised by the 6th December. This enables deliveries to be made by the 31st March 2020 and therefore be accounted for in the current financial year. Any unspent budgets following the December cut off date will be automatically rephased to the financial year 2020/21. These budgets will show as realignments in the January Cabinet report and reported as further underspends in year.

8 **Conclusion**

- 8.1 The Capital Schemes are forecast to spend £306k or 0.39% more than the latest approved budget. There are risks associated with this forecast detailed in section 6.4 of this report.
- 8.2 The 2019/20 Asset Replacement Schemes are forecast to be £222k or 5% less than the approved budget. The £262k variation, due to the realignment of budgets into 2020/21, is a favourable position for the Council as the spend has been delayed and therefore the commitment of capital resources.
- 8.3 The 2020/21 Asset Replacement Schemes are currently forecast as £702k. This is an increase of £266k against the approved budget. The majority of this increase is due to the realignment of budgets into 2020/21. The scheduled annual review for asset replacements in 2020/21 will be taken to Cabinet/Council in January/February 2020.
- 8.4 Cabinet is asked to approve the increased Capital Schemes costs, 306k, the increases to the Asset Replacements Budgets for 2019/20 £97k and 2020/21 £4k as detailed in this report. It is also asked to approve the realignment of existing budgets £262k from 2019/20 to 2020/21.

List of Appendices

Appendix 1 Capital Schemes - For each capital scheme, a comparison of the latest approved estimate with the Directors of Service forecast for the scheme.

Appendix 2 Capital Schemes Major Projected Variations Narratives.

Appendix 3 Asset Replacement Schemes for 2019/20, a comparison of the latest approved estimate with the Directors of Service forecast.
Also, Asset Replacement schemes for 2020/21, a comparison of the latest approved estimate against the Directors of Service Forecast.

Appendix 4 Asset Replacement Schemes Major Variations Narratives for 2019/20 and 2020/21

Background Papers

Nil.

		CAPITAL SCHEMES			VARIATION IN TOTAL CAPITAL SCHEME COSTS				
		TABLE I							
		Latest Approved Budget - Approved Council July 2019 and Additional New Schemes Approved Since that Date			Latest Forecast Budget - Additional Requires Approval				
Committed Spend to 25th October 2019		Original Approved Scheme Budget	Additional/Reduced (-) Approved Budget	Latest Approved Budget	More/(Less) Than Approved Budgets	Proposed Budget	Scheme Scheduled to Complete on Time against Original Programme	Additional Budget Approval Narrative	
£000s	SCHEME DESCRIPTION	£000s	£000s	£000s	£000s	£000s			
	Director of Connected Chelmsford								
2,074	1 Museum Heritage Lottery Fund (HLF) Works	1,990	96	2,086	2	2,088	Completed	Approved at Council February 2017. Scheme cost reviewed in line with HLF award and split of expenditure between capital and revenue has changed, therefore amount available as capital has reduced. Report taken to September 2017 Cabinet. Additional PM salaries approved July 2018 £29k. Latest forecast cost reported to Museum Project Board October 2018 includes £55k contingency. An additional £10k has been approved by delegation and funded by S106 for works required by the HLF.	
	2 Museum Oaklands Park External Works and Signage	71	10	81		81	Yes	Supplementary estimate approved for new scheme 29/4/19. Additional estimate approved £10k September 2019 to be funded by S106.	
	Director of Financial Services								
3,538	3 Acq. Land Wharf Road and Future Development	5,000	-664	4,336		4,336	In Negotiations	Approved Council July 2016.	
1,068	4 Enabling Lockside Growth Area	450	4,050	4,500		4,500	In Negotiations	Report taken to Cabinet in March 2018 for £4.5m recommended to go on for Council approval. Urgency approval has been granted for £450k. Scheme approved by Council July 2018.	
	5 Homelessness Initiatives - unallocated		567	567		567	Under Review	Unspent budget following the completion of the Modular Unit schemes	
805	6 Investment for Future Development - Riverside Demolition	940		940	30	970	Under Review	Approved at Cabinet June 2018.	
11	7 Acquisition of Land adjacent to Waveney Drive	11		11		11	Yes	Supplementary estimate approved March 2019	
20	8 Galleywood Hall Development Industrial Units	1,200		1,200		1,200	Under Review	Approved at Council February 2019	
	9 Bridge Repairs	300		300		300	Yes	Approved at Council February 2019	
	10 Land Acquisition Cemetery/Crematorium	1,800		1,800		1,800	Under Review	Approved at Council February 2019	
	11 Refurbishment Bancrofts Road Office				30	30	Unapproved	This scheme requires approval and is forecast to generate additional income of £15k per annum from rent.	
	Director of Public Places								
39	12 Mayor's Parlour Refurbishment	49	-9	40		40	Completed	Approved supplementary estimate February 2018.	
326	13 Coval Lane Window Replacement	250	100	350		350	Yes	£250k approved Council February 2019. Additional £100k approved at Cabinet July 2019.	
158	14 Community Safety Partnership Hub	171		171		171	Completed	Approved supplementary estimate May 2018.	
11	15 Community Flood Improvements	184		184		184	Under Review	Capital grant received to enable the works to be completed. The budget will be included for approval with the Capital report being taken to June Cabinet 2017. Scheme approved at June Cabinet and included in approved programme.	

		TABLE I								
		Latest Approved Budget - Approved Council July 2019 and Additional New Schemes Approved Since that Date			Latest Forecast Budget - Additional Requires Approval					
Committed Spend to 25th October 2019		Original Approved Scheme Budget	Additional/ Reduced (-) Approved Budget	Latest Approved Budget	More/(Less) Than Approved Budgets	Proposed Budget	Scheme Scheduled to Complete on Time against Original Programme	Additional Budget Approval Narrative		
£000s	SCHEME DESCRIPTION	£000s	£000s	£000s	£000s	£000s				
18	16 Legionella Safety Works Showers and Changing Rooms Various	94		94		94	Yes	£94k approved Council February 2019		
	17 Hylands Park North Kiosk Toilet Refurbishment	60		60		60	Yes	£60k approved Council February 2019		
101	18 Hylands Estate Structural Work to Pleasure Garden Pond	147		147		147	Yes	£147k approved Council February 2019		
10	19 Hylands' Hanbury Memorial Garden	45		45		45	NEW Yes	Approved via supplementary estimate 2/9/19 funded by a contribution from The Friends of Hylands House (FOHH)		
257	20 S106 Parks and Open Spaces	271	-8	263		263	Yes	Approved delegation S106 report taken to Council in July. Schemes fully funded by S106. £23k scheme removed as funding being used for 22 above. Additional budget approved for Bellmead Bridge, supplementary estimate approved for £15k September 2019 to be funded from S106 contribution.		
10	21 CIL Landscape Enhancement Scheme Chignal Road	11		11		11	Yes	CIL funding approved October 2018 Chignal Road Landscaping scheme approved February 2019 Council.		
	22 CIL Parks and Open Space	6		6		6	NEW Yes	£6k CIL funding approved July 2019 for Coronation Park Basketball Court.		
	23 CIL Savernake Road Scout Hut Replacement Windows	4		4		4	NEW Yes	Approved via delegation as per CIL report March 2019 £4k for windows, CCC owned building.		
492	24 Chelmsford Indoor Market Refurbishment	500	200	700		700	No	Approved supplementary estimate February 2018. Scheme design is still to be finalised. Additional supplementary estimate approved for £200k December 2018 in order to implement the preferred design with suspended ceiling.		
39,643	25 Riverside Ice and Leisure Centre Scheme	950	39,016	39,966	200	40,166	Completed	£700,000 approved Council July 2015. £60,000 budget vired to fund conversion of outdoor pool to car park. £180K approved April Cabinet for Project Manager and a further £945K approved June Cabinet for the design to RIBA stage 7. £400K approved at October 2016 Cabinet for early enabling works (main contractor). Additional £1m approved Cabinet April 2017 for early works. Additional early works required a further £500k, approved in June. £250k approved for Cafe fit out at Council February 2018. Full scheme cost excluding cafe approved at July 2018 Council as £35.216m. Additional £4.5m approved at February 2019 Council.		
39	26 Riverside Changing Places Grant - Sensory Equipment	55		55		55	Completed	ECC have awarded a £40k grant for installation of sensory equipment in the new pool facility. A £15k grant was received in 2017/18 and will be used to purchase dryside changing equipment.		
17	27 Riverside Changing Places Grant - Pool Pod	17		17		17	NEW Completed	£17k Pool pod approved via supplementary estimate 12/7/19 with £14k funding from ECC Changing Places Grant		
35	28 Dovedales - Grant for Works	21	14	35		35	Completed	£21,000 approved via Supplementary estimate October 2017 for replacement sports hall floor 50% contribution. £24k approved at Council 2018 for grant towards replacing radiant heating. Cost of works reduced budget adjusted.		
34	29 Dovedales - Grant for Works 2019/20	32		32	2	34	Completed	Approved at Council February 2019 contribution towards new studio		
23	30 SWFLC Wet Changing Rooms Upgrade Phase 2	104		104		104	Yes	£104k approved at Council February 2019		
	31 CSAC Refurbishment of Changing Room	42		42		42	Yes	£42k approved at Council February 2019		
19	32 Hylands House Refurbishment First Floor Accommodation	174		174		174	Yes	£174k approved at Council February 2019 3 year programme for refurbishment		
	Director of Sustainable Communities									
1,667	33 Flood Alleviation Scheme	6,100	400	6,500		6,500	Under Review	Increased cost of scheme from EA now capped at £6.5 million approved Cabinet July 2013		

		TABLE I								
		Latest Approved Budget - Approved Council July 2019 and Additional New Schemes Approved Since that Date			Latest Forecast Budget - Additional Requires Approval					
Committed Spend to 25th October 2019		Original Approved Scheme Budget	Additional/Reduced (-) Approved Budget	Latest Approved Budget	More/(Less) Than Approved Budgets	Proposed Budget		Scheme Scheduled to Complete on Time against Original Programme	Additional Budget Approval Narrative	
£000s	SCHEME DESCRIPTION	£000s	£000s	£000s	£000s	£000s				
1,697	34 City Centre Public Realm Work - Half Moon Square	250	1,447	1,697		1,697		Completed	Additional budget £120,000 approved by Cabinet September 2014 to cover the cost of preliminary works. £1.2m approved at February Council for the works to Half Moon Square. Further £275,000 approved by Cabinet October 2015. The cost of these works are to be funded by S106. Project Manager still to provide details of final cost of scheme. There are still outstanding works to be completed. An additional budget was approved at July Council for £67k to be funded from S106. The scheme is complete.	
154	35 Public Realm Wayfinding Signs	50	104	154		154		Completed	£102,000 supplementary estimate approved April 2016. This additional cost will be funded by £52,000 ECC and £50,000 S106.	
18	36 Public Realm Wayfinding Signs Phase 2	310	-155	155		155		Unspecified	Approved at Council February 2018. Two year programme to go ahead only if funding is secured from ECC and CIL. CIL funding of £78k approved January 2019, funding not secured from ECC therefore scheme reduced.	
4,325	37 Public Realm Mill Yard Works	34	4,291	4,325		4,325		Completed	A budget of £101,000 was approved for the design of this scheme via Director of Sustainable Communities delegated authority. An additional £138,000 was approved via supplementary estimate December 2015. At February 2016 Council a further £2,661,000 was approved for this scheme to progress. This scheme will progress on the basis of no cost to CCC with the funding coming from LEP. An additional £900k was approved at Council February 2017. This increase is to be entirely funded from LEP and S106. There is also an additional £400k funding from CIL which has been approved by Council in July 2017 and £100k S106. This additional £500k funding spend has brought the budget for the scheme to £4.3m. This scheme was programmed to complete by the end of March 2018. The majority of the works are now complete but the site has not been handed back to Abellio Greater Anglia. The scheme is complete but negotiations are currently being undertaken with the contractor to agree the final cost of the works.	
	38 Public Realm Tindal Square Design	160		160		160		No	Approved at Council February 2018. The design works will not be completed until 2019/20.	
19	39 Public Realm City Centre Greening/Tree Planting	115		115		115		Yes	Approved at Council February 2018. Three year programme.	
54	40 HIF Bid Link Road design		250	250		250		Unspecified	Virement from 3 above sum allocated for HIF bid design works	
1,650	41 S106 Beaulieu Park Station	100	1,550	1,650		1,650		Unspecified	Scheme approved for £100,000 via Director of Sustainable Communities delegated authority. £1,550,000 approved at Council February 2016. The expenditure on this scheme will be funded by S106.	
708	42 S106 Beaulieu Park Station 2nd Phase	2,917		2,917		2,917		Unspecified	£2.917m approved at February Council 2018. The expenditure on this scheme will be funded by S106.	
67	43 S106 Public Art Mill Yard	70		70		70		Yes	£70k approved via delegation March 2018. Expenditure to be funded by S106.	
590	44 S106 Beaulieu Sports Facility	477	834	1,311		1,311		Unspecified	£477k approved by Cabinet in January 2019 with delegation to spend further S106 contributions when received. Additional contributions received and therefore added to approved budget.	
4	45 S106 Public Art Bond Street	44		44		44		Yes	Approved by delegation February 2019.	
3	46 S106 Stonebridge Illuminations	37		37		37		Yes	Approved by delegation April 2019.	
69	47 CIL REFCUS Schemes 18/19	69	41	110	42	152		Completed	Various schemes approved July 2018. Revenue Expenditure Funded by Capital Under Statute (REFCUS)	
33	48 CIL REFCUS Schemes 19/20	72	30	102		102		£30k NEW	Yes	Scheme approved April 2019 £72k. Revenue Expenditure Funded by Capital Under Statute (REFCUS). NEW £30k various CIL schemes approved July 2019.
	49 CIL Sutherland Lodge Refurbishment	525		525		525		Under Review	Approved Council July 2017.	
48	50 CIL North Avenue Youth Centre Grant	41	15	56		56		£15k NEW	Yes	Approved CIL funding April 2018. NEW Additional £15k CIL funding approved July 2019.

		TABLE 1									
		Latest Approved Budget - Approved Council July 2019 and Additional New Schemes Approved Since that Date			Latest Forecast Budget - Additional Requires Approval						
Committed Spend to 25th October 2019		Original Approved Scheme Budget	Additional/ Reduced (-) Approved Budget	Latest Approved Budget	More/(Less) Than Approved Budgets	Proposed Budget		Scheme Scheduled to Complete on Time against Original Programme	Additional Budget Approval Narrative		
£000s	SCHEME DESCRIPTION	£000s	£000s	£000s	£000s	£000s					
	51 CIL St Andrew's Scout Hut Building	80		80		80		Yes	CIL funding approved Cabinet October 2018 scheme to be included in capital programme approved by February Council 2019.		
	52 CIL Langton Ave Community Centre Grant Phase 2	52		52		52	NEW	Yes	CIL funding approved July 2019		
10	53 CIL Moulsham Lodge Community Centre Café (MLCT)	10		10		10	NEW	Yes	CIL funding approved July 2019		
	54 CIL Sanctus First Floor Refurbishment Grant	15		15		15	NEW	Yes	CIL funding approved July 2019		
	55 CIL Homelessness Day Centre CHESS New London Rd	300		300		300	NEW	Yes	CIL funding approved July 2019		
7	56 High Chelmer Multi Storey Car park (HCMSCP) Movement Joints	105		105		105		No	Approved at Council February 2017. Scheme will not complete until September 2018 as there have been other priorities. These works are now being carried out with the drainage works and should be completed by 31/3/20.		
6	57 HCMSCP Drainage Improvements	31		31		31		No	Approved at Council February 2018.		
49	58 Enabling Role - Housing	3,841	-3,604	237		237		Under review	Budget reduced as vired to fund temporary accommodation - see scheme no. 5. The remaining balance is for a previously agreed payment to CHP. It is not anticipated that this budget will be spent until 2020/21.		
59,978	Grand Total	30,754	48,575	79,329		306					
				Net Variation		306					
TABLE 2		Summary of Changes Since Previous Council Reports February 2019									
										£000's	
		Latest Approved Council July 2019								90,873	
		New Schemes Approved								494	
		Supplementary Estimates Approved for Existing Schemes								859	
		Completed schemes removed								-12,897	
		Total Approved Budget								79,329	
		Latest Forecast Variations shown above (Increased Budgets Require Approval)								306	
		Latest Forecast Budget October 2019								79,635	

CAPITAL ASSET ROLLING/REPLACEMENT PROGRAMME																	
TABLE I																	
2019/20										2020/21							
2019/20 ASSET REPLACEMENT PROGRAMME - CAPITAL EXPENDITURE VARIATIONS FROM LATEST APPROVED ESTIMATE										2020/21 ASSET REPLACEMENT PROGRAMME - CAPITAL EXPENDITURE PROJECTED VARIATIONS FROM LATEST APPROVED PROGRAMME AND REQUESTS FOR NEW BUDGETS							
VARIATION FROM 2019/20 BUDGET ONLY										2020/21 BUDGET							
Committed Spend to 25/10/2019	CAPITAL ASSET REPLACEMENT PROGRAMME	Original Approved Estimates for 2019/20	Additional/Reduced (-) Approved Budget	Reason for Change - see Key Below	Latest Approved Estimates for 2019/20	Analysis of Variations				Variance for 2019/20 Additional Budget	Forecast Outturn 2019/20	Original Approved Estimate 2020/21	Additional/Reduced (-) Approved Budget	Reason for Change - see key below	Latest Approved Estimate for 2020/21	Variations	
						Change in Scheme Phasing	New Proposal	More/Less (-) Than Approved Budgets	£000s							£000s	More/Less(-) Than Approved Budgets - More Requires Approval
£000's	SCHEME DESCRIPTION	£000s	£000s		£000s	£000s	£000s	£000s	£000s	£000s		£000s		£000s	£000s	£000s	£000s
	Director of Connected Chelmsford																
112	1 Digital Services Replacement Programme	390			390				0	390				0			0
	Financial Module of Enterprise Resource Planning (ERP)	272			272			-50	-50	222				0			0
	3 Civica System Upgrade	36			36				0	36				0			0
5	4 Leisure Management System	10			10				0	10				0			0
82	5 Theatres' Fire Alarm Replacement	87			87				0	87				0			0
	Director of Financial Services																
	No Schemes				0				0	0				0			0
	Director of Public Places																
16	6 CCTV Replacement Equipment	65			65			1	1	66				0			0
20	7 CCTV Replacement Cameras	58			58			4	4	62				0			0
	8 CCTV Various Schemes Sites CIL	15	49	SEG	64				0	64				0			0
	9 Crematorium Equipment	6			6				0	6				0			0
182	10 Civic Centre Alarm	193			193				0	193				0			0
	11 Civic Centre Boiler Flues	32			32	-32			-32	0			32			32	32
14	12 Civic Centre Building Management System	50			50				0	50				0			0
	13 Print and Post Room Replacement Equip.				0		18		18	18				0			0
	14 Dovedales Replacement Equipment	5			5				0	5				0			0
30	15 Riverside Replacement Equipment	30			30				0	30				0			0
32	16 Riverside Ice Rink Barrier	16			16			23	23	39				0			0
	17 CSAC Replacement Equipment	24			24				0	24				0			0
	18 CSAC Flood lights	29			29	-29			-29	0			29			29	29
2	19 SWFLC Replacement Programme	5			5				0	5				0			0
11	20 CSAC Plant Replacement	11			11				0	11				0			0
10	21 SWFLC Plant Replacement	16			16	-4			-4	12			4			4	4
43	22 Riverside Plant Replacement	44			44				0	44				0			0
45	23 Hylands Pavilion Audio Visual Equipment	57			57				0	57				0			0
217	24 Play Area Replacements	247			247				0	247				0			0
9	25 Accessible Play Equipment		15	SEG	15				0	15				0			0
	26 Sports Equipment, floodlights, Irrigation	10			10				0	10				0			0
232	27 Parks Replacement Vehicles and Equipment	420			420	-197		35	-162	258			197		4	201	201
	28 PHPS Vehicles - Litter Control Van	24			24				0	24				0			0
41	29 Freighter House Plant	68			68				0	68				0			0
15	30 Freighter House Canopy Recycling Bays	13			13			2	2	15				0			0
	31 Scootas for the Disabled				0			5	5	5				0			0
	32 Retail Market Intruder Alarm	13			13				0	13				0			0
15	33 Retail Market LED Lighting	16			16				0	16				0			0

Committed Spend to 25/10/2019	CAPITAL ASSET REPLACEMENT PROGRAMME		Original Approved Estimates for 2019/20	Additional/Reduced (-) Approved Budget	Reason for Change - see Key Below	Latest Approved Estimates for 2019/20	Change in Scheme Phasing	New Proposal	More/Less (-) Than Approved Budgets	Variance for 2019/20 Additional Budget	Forecast Outturn 2019/20	Original Approved Estimate 2020/21	Additional/Reduced (-) Approved Budget	Reason for Change - see key below	Latest Approved Estimate for 2020/21	Re phasing from 2019/20 - Requires Approval	More/Less(-) Than Approved Budgets - More Requires Approval	Total Proposed Budget Requirement for 2020/21	
92	34	Bus Shelters	85			85			8	8	93				0			0	
8	35	Street Cleansing Vehicles	7			7			1	1	8				0			0	
	36	Hit Squad Replacements	50			50				0	50				0			0	
158	37	Refuse Collection Vehicles	159			159				0	159				0			0	
679	38	Recycling Vehicles	721			721			-7	-7	714	436			436			436	
	39	Food Waste Collection Vehicles	199			199				0	199				0			0	
	40	Healthy Home Loans	0			0				0	0				0			0	
268	41	Disabled Facility Grants	600			600				0	600				0			0	
7	42	PLACE Funding (Empty Homes)	25			25				0	25				0			0	
7	43	Housing Standards	12			12				0	12				0			0	
		Director of Sustainable Communities																	
	44	Car Park CCTV Upgrade	137			137				0	137				0			0	
	45	CCTV Maldon DC Joint Procurement		79	SEG	79				0	79				0			0	
2,359		Totals	4,257	143		4,400	-262	18	22	-222	4,178	436	0		436	262	4	702	
								40								266			
TABLE 2 Summary																			
			Approved Changes to Budget 2019/20 £000's							2019/20 Analysis of Forecast Variations from Latest Approved Estimate £000's					Approved Changes to Budgets 2020/21 £000's			2020/21 Analysis of Projected Variations £000's	
			0	PH	Rephasing of Scheme					-262								0	262
			0	PV	Price Variations					22									4
				RD	Reduced Demand					0			0						
				SEN	Supplementary Estimates New					18			0						0
			143	SEG	Supplementary Estimates Funded New					0			0						0
				U	Urgency					0			0						
				V	Virement					0			0						
			<u>143</u>							<u>-222</u>			<u>0</u>					<u>266</u>	

CABINET
19 November 2019

AGENDA ITEM 6.5

Subject	OPTIONS FOR LOCAL COUNCIL TAX SUPPORT (LCTS) SCHEME 2020/21
Report by	CABINET MEMBER FOR FAIRER CHELMSFORD

Enquiries contact: Rob Hawes, 01245 606695, robert.hawes@chelmsford.gov.uk

Purpose

To agree a Local Council Tax Support (LCTS) scheme for 2019/20 to put forward for Full Council approval before 11 March 2019.

Options

1. To adopt 2019/20's existing LCTS scheme as the scheme for 2020/21 with no changes

OR

2. To make changes to the existing 2019/20 LCTS scheme

Recommendation

That Cabinet recommends to Full Council a LCTS scheme for approval before 11 March 2020. The recommendation is that the 2019/20 scheme is adopted unchanged.

Corporate Implications

Legal:	A local scheme must be agreed by Full Council before 11 March 2020. If Cabinet is minded to propose changes to the existing scheme, a public consultation lasting a minimum of six weeks must take place on any proposed change. This paper cannot be deferred to a later meeting as a delay would mean that there would be insufficient time to consult on any changes and report on the results of that consultation.
Financial:	Until the local government settlement in December we will not know whether the overall amount of Government grant given to all preceptors will change for better or worse in 2020/21. This makes it impossible to estimate the ongoing cost of the LCTS scheme. The exact relationship between reducing LCTS expenditure and

	Council Tax collection rates is unclear, although in-year collection rates of Council Tax have dropped by 1% since LCTS was introduced in April 2013. 1% equates to a shortfall of £1.19m on an estimated Council Tax debit of £119m in 2019/20, although strong performance on arrears collection in subsequent years has offset this reduction.
Personnel:	The nature of any staffing issues will depend on the scheme ultimately chosen. A scheme requiring LCTS recipients to pay more than at present will place additional pressure on Customer Services and Recovery staff.
Risk Management:	None.
Equalities and Diversity: (For new or revised policies or procedures has an equalities impact assessment been carried out?)	No changes are recommended to the current scheme. The Equality Impact Assessment will be revised if changes are made.
Health and Safety:	None
IT:	The existing Benefits software is capable of maintaining the current scheme. Any radical proposed changes will need to be evaluated as to whether the software can deliver them.
Other:	

Consultees	Director of Financial Services, Director of Corporate Services, Legal and Democratic Services Manager, Pan Essex Council Tax Support Scheme Project Group
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<p>Policies and Strategies</p> <p>The report takes into account the following policies and strategies of the Council:</p> <p>Benefits Operational and Internal Security Policy Benefits Customer Service Policy</p>
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1. Background

- 1.1 Following the abolition of the national Council Tax Benefit scheme, the Local Government Finance Act 2012 laid down regulations which set out the process by which local authorities must approve a Local Council Tax Support (LCTS) scheme with effect from 2013/14. The LCTS scheme assists people on a low income to pay their Council Tax by reducing the amount that they have to pay. The regulations included protection for pensioners via the 'Prescribed Regulations' which retain the old Council Tax Benefit scheme in all but name and mean that pensioners can receive LCTS equivalent to a maximum of 100% of their Council Tax liability. Councils are allowed to make changes in the way that support is calculated for working age claimants. Importantly, the amount of Government grant available to preceptors to meet the cost of any support has reduced year on year since 2013/14.
- 1.2 Chelmsford decided that its 2013/14 LCTS scheme should reduce support to the working age to match the grant available from the Government. It did this by reducing the amount of support available to those of working age to a maximum of 80% of their Council Tax liability. This means that all working age recipients, regardless of their income, had to pay a minimum of 20% of their Council Tax liability. For 2014/15, this minimum payment was raised to 23% of the Council Tax liability. Subsequent reductions in Central Government grants mean that LCTS expenditure in 2020/21 will exceed grant contributions to all preceptors, which means that Chelmsford taxpayers are contributing to the cost of the scheme. The amount of that contribution cannot be calculated exactly as the direct link between Central Government grant for LCTS and cost of the scheme was broken in 2014/15 when the grant was incorporated into the overall Settlement Funding Assessment.

2. Introduction

- 2.1 In February 2019, the Full Council approved Chelmsford's Local Council Tax Support (LCTS) scheme for 2019/20.
- 2.2 The key principles of the 2019/20 LCTS scheme for the working age are summarised below.
- All working age recipients pay a minimum of 23% of their Council Tax liability. Pensioners can receive a maximum of 100% of their Council Tax liability.
 - Council Tax liability, for the purposes of calculating entitlement, is restricted to the level for a Band D property. A working age person in a Band H property will have their LCTS calculated using the Band D liability as a maximum. A pensioner household receives LCTS based on their actual liability regardless of Band.
 - LCTS is not available to working age people with more than £6,000 in savings. Pensioners can have up to £16,000 in savings before entitlement is removed.
 - Other non-dependant adults in the household are required to contribute more, which reduces the LCTS payable to the person claiming. This provision exists for pensioner households, although the deductions are lower and are specified by Government.
 - £10 per week of child maintenance received is disregarded. Any child maintenance paid to a pensioner household is disregarded in full.
 - There are additional disregards to earned income to encourage work. This provision is more generous for the working age than for pensioner households.
 - For self-employed recipients, national minimum wage levels are assumed as income for the purposes of calculating LCTS entitlement if the declared income

from self-employment is lower than minimum wage. This applies after the first year of self-employment.

- 2.3 The amount of any reduction in Council Tax for people on low incomes is means-tested. This means that a household's income is compared to a set of allowances. These allowances vary depending on the personal circumstances of the household i.e. the number of children, any disabilities etc. Households with an income below the relevant allowances receive the maximum allowable LCTS ie 77% of Council Tax liability (capped at Band D rates). Households with an income above the relevant allowances have support withdrawn at a rate of 20p for every pound by which income exceeds allowances. The rules for pensioner households are set by Government. Local councils have the power to decide how much help is given to working age households.
- 2.4 Chelmsford's 2019/20 scheme made no change to the main feature of previous schemes in that all working age claimants are required to pay a minimum of 23% of their Council Tax liability, regardless of their income. Despite anticipated increases in 2020/21's Council Tax, expenditure on the LCTS scheme is expected to remain at the same level as in 2019/20; approximately £6.5m.
- 2.5 The Council is required to agree and approve a LCTS scheme for 2020/21. It is proposed that the 2019/20 scheme is retained without amendment. There may be amendments required for the pensioner households after any Council decision as a result of changes to the Prescribed Regulations. The 2020/21 LCTS scheme will be amended as required by law once any relevant Statutory Instrument is published. There is no requirement for Cabinet or Full Council to approve statutory changes.

3. Scheme Finances

- 3.1 The Government pays an amount of grant to Chelmsford City Council, Essex County Council and the Police and Fire authorities to assist with the cost of the LCTS scheme. It is the billing authority, this Council, which is responsible for assessing the amount of LCTS payable and reconciling this through the collection fund.
- 3.2 Since 2013/14, the Government has indicated that the amount of LCTS grant paid to authorities each year has remained constant. However, this grant was incorporated into the Settlement Funding Assessment (SFA) in 2014/15 and the overall amount of SFA has reduced each year. It is practical therefore to view the amount available to subsidise LCTS expenditure as also having reduced each year.
- 3.3 Billing authorities, such as Chelmsford, have to decide how much help is given to working age households to pay their Council Tax. They can decide to reduce the amount of LCTS to match the grant paid; not change the LCTS scheme at all; or, increase the support available. If support is reduced, it may mean that the amount of Council Tax collected falls if individuals are unable to meet their increased liability. However, if the scheme expenditure remains the same or increases, Chelmsford and the precepting authorities will bear the shortfall between the grant that the Government pays out and the cost of the LCTS scheme. Each body bears the cost of the shortfall in proportion to its share of the Council Tax collected.
- 3.4 Since the direct link between the cost of the LCTS scheme and the grant provided was broken in 2014/15, it is not possible to accurately estimate the shortfall between LCTS expenditure and government grant. As at October 2019, the amount of LCTS paid to working age households totalled £3.32m, with a further £3.18m being paid to pensioner households. £2.2m pa of the working age LCTS expenditure is being paid

to households receiving minimum levels of income. As the only cost-effective method of recovery available in such cases is a £3.70pw deduction from benefits and average Band D Council Tax liability is £29pw, there is a strong likelihood that any 'saving' on scheme expenditure would be matched by a comparable fall in collection rates.

4. Equality Issues

4.1 When deciding upon a scheme, the Council is required to have due regard to its Public Sector Equality duties. The Public Sector Equality Duties (PSED) are to be found in section 149 of the Equality Act 2010, which requires public authorities to give due regard to the need to:

- i. eliminate unlawful discrimination and harassment in the respective fields of race, sex and disability;
- ii. promote equality of opportunity between those with a protected characteristic and others; in addition, the Race and Disabilities Duties include the need to promote good race relations; and,
- iii. take steps to take account of disabled people's disabilities even where that involves treating disabled people more favourably than others; and,
- iv. promote positive attitudes towards disabled people and to encourage participation by them in public life.

4.2 An Equality Impact Assessment (EIA) for 2020/21's Local Council Tax Support scheme is attached for reference at Appendix 1. As no changes are proposed to 200/21's LCTS scheme, the Equality Impact Assessment for 2019/20's scheme has been reproduced. This would need to be re-visited if further changes to the current scheme are proposed. Any scheme which reduces the amount of money paid out to recipients is going to impact upon them in a negative fashion. The EIA shows where these impacts are and describes which actions are possible to mitigate the negative effects. It is important that decisions relating to our local Council Tax Support scheme are taken with these matters in mind. Although the PSED does not prevent councils from taking decisions which impact adversely on groups with 'protected characteristics', they must ensure that they are not impacted in a worse fashion than non-protected groups.

5. Council Options

5.1 **Option 1 – Do nothing and adopt 2019/20's LCTS scheme with no changes**

This would involve not passing on any cut in Settlement Funding Assessment on to LCTS recipients and therefore the 2020/21 LCTS scheme cost would remain approximately the same as the 2019/20 scheme. There are some variables affecting this. The considerations are-

- i. any increase in the level of Council Tax will potentially increase expenditure on LCTS because the initial liability for Council Tax will be higher. For example, an increase of 3% in the overall rate of Council Tax would increase LCTS scheme expenditure by c£195k per year. However, reductions in LCTS caseload since 2015/16 have negated the inflationary effect of 2018/19's increase in Council Tax and annual expenditure has remained largely static.
- ii. If this option is chosen, the difference between Government grants and the cost of the LCTS scheme will have to be covered by the preceptors. As the local government settlement does not take place until December 2019, it has not been possible to estimate the potential cost of the scheme in 2020/21. An

increase in the grant will reduce the cost of the scheme, a decrease will increase it. Any increases in overall scheme expenditure as a result of caseload increases would increase the cost to Chelmsford by approximately 13p for every pound increase.

5.2 **Option 2 – Amend the LCTS scheme to increase or reduce expenditure**

The Council has the power to amend working age scheme rules to increase or decrease amounts payable to all working age recipients or to target help to individual groups. It could also decide to introduce alterations to scheme design to reduce administration or move away from the current means-tested scheme to a banded scheme, whereby any changes in income do not affect entitlement unless a specified threshold is crossed.

Recent announcements by the Department for Work and Pensions (DWP) suggest that the migration to Universal Credit for the working age is proceeding far more slowly than planned. The DWP has also confirmed that pensioners will not be moved to Universal Credit at all. This means that the Council is likely to retain the majority of its joint housing benefit and LCTS caseload for some years to come. At present, the calculation of housing benefit and LCTS is closely linked and, in non-Universal Credit cases, can be carried out at the same time, which retains administrative efficiency. Implementing widely differing scheme principles would require staff to administer two different approaches for housing benefit and LCTS in respect of the working age. Pensioner households would have to remain on existing LCTS rules, thereby adding a further complication.

Changes to the LCTS scheme to increase or reduce working age expenditure would require extensive modelling and consultation to be carried out before the February 2020 Council meeting, which is the latest date that the 2020/21 LCTS scheme can be agreed. It is for this reason that this paper should not be deferred.

6. Conclusion

- 6.1 Cabinet is required to choose an option for discussion and approval at a meeting of Full Council.

List of appendices

Appendix 1 – 2020/21 LCTS scheme Equality Impact Assessment

Appendix 2 – Existing 2019/20 LCTS scheme rules (published on Council website)

Background papers

Nil

Chelmsford City Council Equality Analysis

This form enables an assessment of the impact a policy, strategy or activity on customers and employees.

A: Assessor Details	
Name of policy / function(s):	Local Council Tax Support Scheme 2020/21
Officer(s) completing this assessment:	Robert Hawes
Date of assessment:	15/1/19 – as no changes are proposed to the Local Council Tax Support Scheme in 2020/21, the Equality Impact Assessment produced for the 2019/20 scheme has been reproduced below.

B: Summary Details	
Description of policy, strategy or activity and what it is aiming to do	<p>This policy is required to continue the Local Council Tax Support scheme first introduced in April 2013. The Local Council Tax Support Scheme must be approved by Full Council every year, regardless of whether the scheme is to change or not. The 2019/20 Council Tax Support Scheme proposes to make minor technical changes to the existing scheme which will benefit disabled self-employed people and recipients of certain disability and terrorism-related capital payments.</p> <p>The policy aims:</p> <ul style="list-style-type: none"> To achieve a fair and equitable scheme which helps financially vulnerable people to pay their Council Tax To maintain support for vulnerable people within constraints imposed by Government policy and funding, without detrimental effects on services to council tax payers or residents as a whole and while maintaining overall Council Tax collection rates at a high level. <p>It affects:</p> <ul style="list-style-type: none"> Those liable to pay Council Tax within the borough Adults on a low income with low savings

Chelmsford City Council Equality Analysis

	<p>Any public authority able to levy a charge as part of Council Tax</p> <p><input type="checkbox"/> new OR <input checked="" type="checkbox"/> existing (<i>If existing, when was the last assessment? 1/11/16</i>)</p> <p><input type="checkbox"/> internal OR <input checked="" type="checkbox"/> external (i.e. public-facing)</p> <p><input type="checkbox"/> statutory OR <input checked="" type="checkbox"/> non-statutory (the part of the policy affecting pensioners is statutory, the part affecting working age people has a statutory basis but is amended at a local level)</p>
Policy Owner (service)	Financial Services
Scope: Internal - Service/Directorate/Council wide External – specify community groups	External, affects anybody of working age making a claim for assistance with their Council Tax on the ground of having insufficient income or capital to meet their full liability

C: Assessment of impact

Using the information above, assess if the policy / function could potentially disproportionately impact on different protected groups. Specify if the potential impact is positive, could adversely impact or if there is no impact. If an adverse impact, indicate how the impact will be mitigated.

Characteristic	Positive impact	Could adversely impact	No impact	How different groups could be affected	Actions to reduce negative or increase positive impact
Age What will the impact be on different age groups such as younger or older people?		People under 25	People of pension age	It has been a long-standing principle of the welfare benefit legislation that people under the age of 25 receive less assistance than people aged 25 and over. The Council Tax Support Scheme has retained this principle.	None.

**Chelmsford City Council
Equality Analysis**

<p>Disability Consider all disabilities such as hearing loss, dyslexia etc as well as access issues for wheelchair users where appropriate</p>	<p>Yes</p>			<p>Rule changes for 2019/20 are beneficial to some disabled self-employed people or recipients of payments from infected blood product or funds set up to assist victims of terrorist incidents</p>	<p>Self-employed disabled people in receipt of Universal Credit declaring very low income will be treated as receiving half the amount attributed to non-disabled self-employed people in the same situation. This may increase their entitlement.</p> <p>Rules have been clarified to ensure that people receiving payments from various infected blood product schemes will continue to have those payments disregarded.</p> <p>Rules have been added to disregard payments made to people as a result of the Westminster Bridge and Manchester terrorist attacks.</p>
<p>Pregnancy and maternity Pregnant women and new and breastfeeding Mums</p>	<p>Yes</p>			<p>Households with children</p>	<p>Chelmsford's local Council Tax Support scheme has not implemented Central Government rules regarding restricting the entitlements for households with more than two children.</p>
<p>Marriage or Civil Partnership Could this policy discriminate on the grounds of marriage or civil</p>			<p>No impact</p>		

Chelmsford City Council Equality Analysis

partnership					
Sex Is the service used by more than one gender and are the sexes given equal opportunity?			No impact		
Gender reassignment Is there an impact on people who are going through or who have completed Gender Reassignment?			No impact		
Religion or belief Includes not having religion or belief			No impact		
Sexual Orientation What is the impact on heterosexual, lesbian, gay or bisexual people?			No impact		
Race Includes ethnic or national origins		People with restrictions on their ability to reside in the UK and claim social security benefits		Entitlement to social security benefits of 'persons from abroad' are restricted by legislation.	No action can be taken locally, these rules are set by Central Government
Are there any other groups who could find it difficult to access or make use of the policy / function? For example: low income /			No impact		Entitlement is based on income and personal circumstances. Applications can be made online, in post or in person. Assistance is available to help complete

**Chelmsford City Council
Equality Analysis**

people living in rural areas / single parents / carers and the cared for / past offenders / long-term unemployed / housebound / history of domestic abuse / people who don't speak English as a first language / people without computer access etc.					applications. Language line is available.
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Chelmsford City Council Equality Analysis

D: Information used to analyse the effects on equality: Please itemise available evidence, stating which protected groups are covered and when this evidence was gathered. You may attach copies or links to the data / research you are using.		
1.	<p><u>Consultation/engagement</u> What consultation or engagement has been undertaken regarding this policy? <i>[If yes, please summarise what, when, who was involved and key findings]</i></p>	<p>Each time the policy is altered, a six week public consultation is carried out seeking views. The consultation is publicised on the Council’s website and on social media. Key findings over the years are that there is general agreement with the principle of making all Council Tax payers pay something towards their liability. There is also agreement that the Council should have regard to Council Tax payers who do not need assistance, by not creating a support scheme which requires the Council to reduce services to the public in order to pay for the scheme.</p>
2.	<p><u>Data/Information</u> What relevant data or information is currently available about the customers and employees who may use this service or could be affected by this policy? <i>[For example: equality monitoring, surveys, demographic data, research, evidence about demand/ take-up/satisfaction etc].</i></p> <p>What additional information could be collected which would increase your understanding about the potential impact of the policy? <i>What involvement or consultation with affected groups is still needed?</i></p>	<p>The arrears position on Council Tax accounts is the best indicator of people who may benefit from this policy. Council Tax payers who miss instalments or contact us with payment difficulties are always made aware of the existence of potential financial support available through the scheme.</p> <p>After 5 years of policy operation, it is clear that it is not generous enough to assist everybody, but that lack must be balanced against the Council’s financial ability to provide further assistance and still provide services to the wider public.</p>
3.	<p><i>For existing policies only:</i> What has changed since the last assessment? <i>[For example: evidence of public concern or complaints / new information has come to light / changes in service provision /</i></p>	<p>The major change is an assessment of the impact of imposing the ‘minimum income floor’ equally on self-employed people regardless of their ability to work. The minimum income floor is a rule whereby a self-employed person is deemed to have income at least equivalent to working 37 hours at the National Minimum Wage. It has become clear that an easement should be applied in respect of disabled people to acknowledge that it may not be reasonable to expect them to increase their working hours to a full-time level. The minimum income floor</p>

Chelmsford City Council Equality Analysis

<i>changes in service users etc]</i>	has been reduced to the equivalent of working 16 hours at National Minimum Wage in these cases.
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E: Relevance to the Equality Duty Aims:

Consider how the policy relates to the aims below (directly or indirectly), and if it could be adjusted to further meet these equality aims.

1.	To eliminate unlawful discrimination, harassment and victimisation	<i>The policy has no engagement with these aims. It is aimed at assisting people to pay their Council Tax.</i>
2.	To advance equality of opportunity between people who share a protected characteristic and those who do not <i>[This means removing or minimising disadvantages, taking steps to meet needs of different people and encouraging participation. It can involve treating people better than others, e.g. disabled people].</i>	<i>The policy has retained a core social security principle of means-testing to offer extra assistance to people with children and disabilities. All other things being equal, a disabled person will receive more benefit than a non-disabled person with the same income. Disability benefits are ignored for the purposes of calculating entitlement, which leaves more residual income available to a disabled person than a non-disabled person. All other things being equal, a household with children will receive more benefit than a household with no children. As mothers are generally responsible for the care of children after a relationship breakdown, this benefits gender equality.</i>
3.	To foster good relations between those who share a protected characteristic and those who do not. If so, how? <i>[This means promoting understanding between different groups and tackling prejudice].</i>	The policy has no engagement with this aim. Applications are made on an individual basis and there is no public comparison between the outcomes for people with protected characteristics and those without.

Chelmsford City Council Equality Analysis

F: Conclusion	
Decision:	Explanation:
<input type="checkbox"/> Continue the policy with no changes <i>[For example: evidence suggests no potential for discrimination / all opportunities have been taken to advance equality.]</i>	
<input checked="" type="checkbox"/> Continue the policy with adjustments <i>[For example: Low risk of negative impact / actions or adjustments would further improve positives or remove a potential negative impact.]</i>	<p>The existing policy has been in place, as amended, since April 2013. No significant negative impacts have been identified as arising from it in respect of those protected characteristics which are engaged by it – age, gender, disability and race, except those which are always present within social security legislation. The minor changes proposed for 2019/20 potentially improve outcomes for small numbers of disabled people.</p>
<input type="checkbox"/> Adverse impact but continue <i>[For example: Negative impact has been objectively justified.]</i>	
<input type="checkbox"/> Suspend or withdraw the policy for further review / consideration of alternative proposals <i>[For example: High risk of negative impact for any group / insufficient evidence / need to involve or consult with protected groups / negative impact which cannot be mitigated or justified / unlawful discrimination etc.]</i>	

Approved by:

Lead Officer / Responsible officer:Date:

Senior Manager:Date:

**Chelmsford City Council
Equality Analysis**

[Please save a copy and send one to Human Resources for publication on the website.]

CABINET
19 November 2019

AGENDA ITEM 7.1

Subject	COMMUNITY HOUSING FUND
Report by	CABINET MEMBER FOR GREENER CHELMSFORD

Enquiries contact: Liz Harris-Best, 01245 606378 liz.harris-best@chelmsford.gov.uk

<p>Purpose</p> <p>The purpose of this report is to seek Cabinet approval for the release of capital funds, received via central government grants, to provide funding to facilitate the development of community-led housing in the administrative area of Chelmsford.</p>
<p>Options</p> <ol style="list-style-type: none"> 1. Reopen the grant funding application period based on the same criteria as the previous funding scheme, with an opening and closing date for the application period. 2. Reopen the grant funding application on the same criteria as the previous funding scheme but allow potential applicants to bid on a continuous basis, rather than having a deadline for bids to be submitted, until all the remaining funds are allocated. 3. Retain the funding pending the development of the business case for and establishment of the Eastern Region Community-led Housing Hub being developed by the Rural Community Councils in Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk. 4. Not to approve the release of the funds to facilitate the development of community-led housing.

Recommendations

1. In accordance with Option 3, that the release of £41,135 is determined when the business case for the Eastern Region Community-Led Housing Hub has been developed and is approved.
2. That the Director of Sustainable Communities, after consultation with the Cabinet Member for Greener Chelmsford, is authorised to approve the release of the funding to support the Eastern Community-Led Housing Hub, once the business case has been assessed and the Hub has been formally established.
3. If the Director of Sustainable Communities, after consultation with the Cabinet Member for Greener Chelmsford, decides not to approve the release of the monies to support the Eastern Community-Led Housing Hub, or the Eastern Community-Led Housing Hub is not formally established, recommendations regarding the release of the remaining £41,135 be brought back to Cabinet to determine.

Corporate Implications

Legal:	Any funding to be made to a community-led housing group or organisation or body acting to facilitate the development of community-led housing will be secured by a legal agreement with the Council.
Financial:	The Council has received £20,635 through the Community Housing Fund and been allocated a further £90,000 in relation to the Self-build and Custom Housebuilding Act 2015.
Personnel:	The Government Grant was also funding a part-time fixed term contract Self Build and Community Land Partnership Officer post in the Spatial Planning Service. The fixed term period came to an end in October 2019.
Risk Management:	None
Equalities and Diversity: (For new or revised policies or procedures has an equalities impact assessment been carried out? Y/N)	Any applications or arrangements will be assessed to ensure no discrimination occurs on these grounds.
Health and Safety:	None
IT:	None
Other:	None

Consultees

Financial Services
Legal Services

Policies and Strategies

The report takes into account the following policies and strategies of the Council:

Corporate Plan;
Local Development Framework

1. Introduction

- 1.1 Community-led housing involves local people playing a leading role in the design and delivery of new housing, which is built to meet the needs of the local community. This can include a range of delivery models including Community Land Trust (CLTs), cooperatives, co-housing and group self-build.
- 1.2 The Government has made a commitment to supporting community-led housing through the Community Housing Fund, through which initial payments to local authorities were completed in May 2017.
- 1.3 The Government has also made funding available to local authorities in recognition of the additional burden on authorities following the introduction of the Self-build and Custom Housebuilding Act 2015. The Government made available a total of £90,000 of 'New Burdens' funding to be paid to each local authority between 2016/17-2019/20.
- 1.4 In December 2016 the Government announced the Community Housing Fund, an attempt to tackle affordability issues in areas with high levels of second homeownership. Through the initial round of funding Chelmsford City Council was allocated £20,635, half of which was paid unconditionally.
- 1.5 In order to access the second half of this funding, local authorities had to explain how they intended to use the grant funding. The Council indicated it intended to allocate the funding to assist with the development of community-led housing in Chelmsford.
- 1.6 A portion of the two funding sources outlined above was combined to fund a 2 year fixed term Self-Build and Community Land Partnership Officer post, which has now come to an end. The £41,135 is the remaining monies from these two funding sources.
- 1.7 In April 2018, Cabinet first considered a report regarding the allocation of the £41,135. Cabinet resolved that the £41,135 funds be allocated to community-led housing groups through a grant funding scheme. It was resolved that the Director of Sustainable Communities, in consultation with the Director of Financial Services, be authorised to approve the mechanism for receiving and assessing bids and approve the release of funding to successful applicants.
- 1.8 This report provides an update on the community-led housing grant funding scheme and discusses options for the future of this funding.

2. Grant Funding Scheme

- 2.1 In line with the Cabinet resolution outlined above, the Director of Sustainable Communities and Director of Financial Services gave approval in October 2018 for the application and assessment process to support the grant funding scheme (see Appendix 1). The application period ran from 1 November 2018 until 11 January 2019.
- 2.2 Whilst in post, the Self-Build and Community Land Partnership Officer worked with various bodies and organisations to promote community-led housing, including a launch event for community-led housing, which took place at Anglia Ruskin University in May 2018.
- 2.3 The grant funding opportunity was promoted by the Council through a press release and the Council's social media channels. Selected groups and organisations were also contacted directly to encourage them to apply or share the information with their members and contacts, including Parish Councils, Neighbourhood Plan groups, registered providers of social housing, and other community groups.

2.4 Following the conclusion of the application period, one application for grant funding was received. However, it was considered that this application did not meet the criteria for funding. Therefore the funding approved in relation to the grant funding scheme approved by Cabinet in April 2018 remains unspent.

3. Community Housing Fund

3.1 The launch of the Council's grant funding scheme coincided with the second phase of the national Community Housing Fund.

3.2 Subsequent to the funding paid directly to local authorities in December 2016, the second phase of the Community Housing Fund allowed community groups to bid for revenue and capital funding directly from Homes England. This phase was announced in November 2017, with the application process opening in July 2018.

3.3 The bidding period is due to close in December 2019 and the Government has not yet confirmed whether this fund will be extended. Following the closure of the national fund, local community groups will be more limited in their access to funding and may look towards local sources of funding.

4. Options for remaining funding

4.1 This report is seeking approval for the process for allocating the £41,135 unspent funding.

4.2 Outlined below are a series of options for how this remaining funding could be spent:

Option 1 – Reopen application period

The first option is to carry out another grant application period based on the same criteria as the previous grant funding scheme approved by the Director of Sustainable Communities in consultation with the Director of Finance, with an opening and closing date for the application period.

Option 2 – Continuous application period

The second option is to have reopen the grant funding scheme based on the same criteria which was approved by the Director of Sustainable Communities in consultation with the Director of Finance, with the funding available to bid for on a continuous basis, rather than having a deadline for bids to be submitted. Funding could then be allocated on a first-come first-served basis. This would allow community groups to apply for funding when they are in a position to do so.

Option 3 – Engagement Building

A partnership of Rural Community Councils (Bedfordshire RCC; Cambridgeshire ACRE; Rural Community Council of Essex; CDA Herts; Community Action Suffolk; and Community Action Norfolk) is seeking to develop a Community Led Housing Hub which will cover the local government administration boundaries of Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk. The hub has applied for development funding from the Ministry of Housing, Communities and Local Government Hub Enabling Programme, allowing the partnership to come together and complete a business plan, which will underpin the next stage of the Community Led Housing Hub's establishment. The hub is intending to become self-sufficient, based on fee income received when developments receive planning permission, start on site, and achieve completion. However, they are looking for funding to assist with the establishment and sustainment of the Hub until the fee income is generated.

5. Recommendation

- 5.1 The Self-Build and Community Land Partnership Officer worked with various bodies and organisations to promote community-led housing during the two years that the post was in existence. The limited interest locally in the grant funded scheme and the fact that the Self-Build and Community Land Partnership Officer post has now come to an end, suggests the scope of Options 1 and 2 above would be limited.
- 5.2 The Eastern Hub model being developed by the county-based Community Councils in the Eastern Region, will enable specialist Rural Community Council housing staff to be trained and become qualified as Community-led Housing Advisors, thus enabling an increased number of advisors working together across the Region.
- 5.3 It is envisaged Rural Community Council staff will be able to build local networks in each County with local authorities and communities raising awareness and explaining the range of community-led housing options.
- 5.4 It is proposed that the Hub will:
 - Provide professional support and funding that will help community-led housing groups to progress their projects successfully.
 - Work with professionals such as architects, planners and surveyors that are committed to the delivery of community-led housing.
 - Develop collaborative working relationships with 41 local authorities and other potential partners, such as housing associations and developers to bring forward community-led housing.
 - Arrange training and other sessions where professionals and other community-led housing groups can learn together and share best practice.
- 5.5 The Rural Community Councils believe that by working together they can strengthen the quality and quantity of advice and support available to community-led housing groups, whilst at the same time achieving financial efficiencies.
- 5.6 The partnership of Rural Community Councils is currently seeking a suitable qualified person to support it with the first phase of the Hub's development including establishing the partnership; completing a robust five-year business plan; and undertaking an economic appraisal of how income will be generated to sustain the Hub's work in the future. Coupled with the business plan, a second stage application will be submitted to the Enabling Hub Fund by 31 December 2019, to allow the Hub to become established.
- 5.7 Given the potential reach of the Hub and the scope of the services it will offer, it is proposed that the remaining £41,135 is retained until the business case for the Eastern Region Community-Led Housing Hub has been developed and assessed. Once developed, and the Hub is established, it is proposed that the Director of Sustainable Communities, after consultation with the Cabinet Member for Greener Chelmsford, is authorised to approve the release of the remaining £41,135 to support the Eastern Community-Led Housing Hub.

6. Conclusion

- 6.1 It is proposed that the Director of Sustainable Communities, after consultation with the Cabinet Member for Greener Chelmsford, is authorised to approve the release of the £41,135 funding to support the Eastern Community-Led Housing Hub once the business case has been assessed and the Hub formally established.

- 6.2 If the Director of Sustainable Communities, after consultation with the Cabinet Member for Greener Chelmsford, decides not to approve the release of the monies to support the Eastern Community-Led Housing Hub or the Eastern Community-Led Housing Hub is not established, recommendations regarding the release of the remaining £41,135 is brought back to Cabinet to determine.

Appendices

Appendix 1 – Application and assessment process for the grant funding scheme.

Background Papers

Proposed Grant Funding to Funding to Faciliate Community-Led Housing in Chelmsford, Cabinet Report, Agenda Item 8, Cabinet 17 April 2018.

Community-led Housing Grant Fund Application and Assessment Process

We are offering local groups the opportunity to apply for a grant to build community-led affordable housing in Chelmsford.

Community-led housing projects are where local people come together to build the types of homes that the local community need and want.

We have put over £20,000 into the fund, to match money from central government. The scheme will help to increase the number of homes in the area that local people can afford.

How you can use the money

Community groups can use the grant money to:

- set up a community organisation
- train group members
- get help to develop a project plan
- carry out studies to support a new development proposal
- identify other sources of funding and complete bid applications
- publicise their project
- consult with the public on proposals
- meet project development costs
- meet construction costs

Who can apply

We will only grant funds to groups who can show that:

- they have involved the community in key decisions throughout the process
- they are taking a long-term, formal role in owning, managing or looking after the homes
- they will use the funding to permanently meet the needs of the local area and/or a specific group of people
- the housing they provide will be affordable (as defined by the [National Planning Policy Framework](#))
- they are, or are applying to become, incorporated as a not-for-profit company

Your group doesn't necessarily have to manage the development process, or build the homes, although you can if you wish.

Make your application

There is no limit on how much money you can apply for. However, the total funding available is just over £40,000.

When you apply, you will need to tell us:

- about your group
- about your proposals
- why you need the money
- what other funds you have applied for and/or secured
- how much support there is in the local community for your project

The application period closed on Friday 11 January 2019. We will provide further information in due course.

We will let you know if your application has been successful or not a month after the closing date.

How we assess applications

After you have send us your application, our Planning and Housing Policy Team will assess it. Our Director for Sustainable Communities will make the final decision in consultation with our Director of Finance.

If we receive more applications than we can fund, we will assess the merits of all applications before deciding on how to allocate the money.

We are more likely to approve your application if you can show that:

- your proposals have a high level of community support
- your project can offer value for money, such as having secured funding through other sources

If we do not allocate all the available funding, we will run a further round of bidding at a later date.

What happens if you are successful

If we grant you funding, you will need to enter into a grant agreement with us. This is so we can ensure you spend the funding in line with the bid we have approved.

The agreement will set out:

- the exact arrangements for paying out the grant
- what the grant can be used for
- details of the work you plan to do
- how we will monitor your project
- why we could withhold or suspended the grant, or ask for you to repay it

We can provide a generic sample agreement on request.

You will need a registered bank account for us to pay the money into. If you have not yet fully constituted your group, or it doesn't have a bank account, we will hold the funding until you are ready.

Equality and Freedom of Information

As part of the application process, you will need to confirm that your proposals comply with the [Equalities Act 2010](#). You will also have to confirm that they do not discriminate against any protected group.

Under Freedom of Information laws, we may have to provide details of your application and our assessment of it. We will remove your personal details before releasing any documents.

Cabinet
19 November 2019
AGENDA ITEM 7.2

Subject	CHELMSFORD CITY COUNCIL AUTHORITY MONITORING REPORT – APRIL 2018 TO MARCH 2019
Report by	DIRECTOR OF SUSTAINABLE COMMUNITIES

Enquiries contact:
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 Jeremy Potter – Spatial Planning Services Manager (01245) 606821,
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Purpose
The purpose of this report is to seek the permission of the Committee to publish the Chelmsford City Council 2018/2019 Authority Monitoring Report (AMR), covering the period from 1 April 2018 to 31 March 2019.
Recommendations
<ol style="list-style-type: none"> 1. That the Committee approve the 2018/2019 AMR for publication. 2. That the Director of Sustainable Communities be authorised to finalise for publication the Chelmsford City Council Authority Monitoring Report – 1 April 2018 to 31 March 2019.

Corporate Implications	
Legal:	It is a requirement of the Local Planning Regulations 2012 to publish this monitoring information.
Financial:	None.
Personnel:	None.
Risk Management:	Without this document the City Council is at risk of criticism for not being transparent in its planning delivery.
Equalities and Diversity:	None.
Health and Safety:	None.
IT:	None.

Other:	None.
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Consultees	<u>Internal consultees:</u> Planning Policy & Design, Development Management, Housing
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Policies and Strategies

The report takes into account the following policies and strategies of the Council:

- Statement of Community Involvement, March 2016
- Core Strategy and Development Control Policies DPD
- Focused Review of the Core Strategy and Development Control Policies DPD
- Chelmsford Town Centre Area Action Plan
- North Chelmsford Area Action Plan
- Site Allocations Development Plan Document
- Local Development Scheme, April 2018
- Supplementary Planning Documents
- Community Infrastructure Levy Charging Schedule

Chelmsford City Council's Local Development Framework takes into account all published strategies of the Council, together with the Community Plan published by the Chelmsford Partnership.

1 Introduction

- 1.1 The introduction of the Localism Act 2011 and Town and Country Planning (Local Planning) (England) Regulations 2012 removed the requirement for local authorities to send an Annual Monitoring Report to the Secretary of State. However, the Act retains the overall duty to monitor the implementation of the Local Development Scheme and the extent to which the policies set out in the Local Plans are being achieved. The Council is able to choose which targets and indicators to include in the report. From 2012 onwards these reports have been called the 'Authority Monitoring Report' (AMR) rather than the previously termed 'Annual Monitoring Report'.
- 1.2 The AMR monitors the implementation of the adopted Local Development Framework. Another key function is to monitor the production of the Council's new Local Plan.
- 1.3 The content and layout of this monitoring report has remained in the same format for fourteen years. This will change when the new Local Plan, which contains a new Monitoring Framework, is adopted.
- 1.4 This year's report, attached at Appendix 1, is the Council's seventh Authority Monitoring Report under the Town and Country Planning (Local Planning) (England) Regulations 2012, but the authority's fourteenth AMR. It covers the period from 1 April 2018 to 31 March 2019. Copies of the previous AMRs are available on the Council's website. **In view of its length, the AMR is not printed with this agenda but is available online and paper copies have been placed in the Group Rooms.**

- 1.5 Although further progress has been made post-March 2019, this is not reported within this AMR as it focuses on the previous financial year.
- 2 Draft Authority Monitoring Report 2018 – 19
- 2.1 The Draft AMR for 2018/19 is attached at Appendix 1. The key headlines for the 2018/19 AMR are:
- There were 1,256 dwelling completions, the highest in over 18 years;
 - Affordable Housing completions were 287, the third highest they have been in the last 16 years
 - Targets are being met for the required percentage of residential development being built on previously developed land
 - Just under 17,000 sqm of employment floorspace was granted planning permission in the period 2018/19, 63% of which was permitted in Employment Policy Areas
 - Mostly as a result of the prior approval procedure, just under 15,000 sqm of employment floorspace was permitted to be lost to residential dwellings in the period 2018/19
 - 14 of the City Council's parks have Green Flag awards
- 2.2 It is recommended that the Director of Sustainable Communities be authorised to finalise the document and publish it on the City Council's website.
- 3 Conclusion
- 3.1 The Committee is requested to endorse the work undertaken on the preparation of the AMR for 2018/2019, and that it now be published.

List of Appendices

Appendix 1 - Draft AMR for 2018 -19

Background Papers

Local Development Scheme April 2018
The Town and Country Planning (Local Planning) (England) Regulations 2012
The Localism Act 2011
National Planning Policy Framework (March 2012)

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Part I Introduction

- Background to and purpose of AMRs

1.1 This Authority Monitoring Report (AMR) has been produced by Chelmsford City Council as a means of assessing the performance of the adopted Local Development Framework against the Chelmsford City Monitoring Framework.

1.2 The introduction of the Localism Act 2011 and Town and Country Planning (Local Planning) (England) Regulations 2012 removed the requirement for local authorities to send an Annual Monitoring Report to the Secretary of State. However, the Act retains the overall duty to monitor the implementation of the Local Development Scheme and the extent to which the policies set out in Local Plans are being achieved.

1.3 The AMR is one of the documents included in the City Council's Local Development Framework and is made publicly available. The key functions of AMRs will continue to be to monitor the production of the Council's Development Plan Documents, to report on the performance of the policies they contain and to indicate actions proposed.

1.4 This is the Council's fourteenth AMR. It covers the period from 1st April 2018 to 31st March 2019.

1.5 Copies of the previous AMR's are available on the City Council's website. Although a stand-alone Annual Monitoring Report was not published for the year 2011/2012, the relevant data is included within the 2012/2013 Authority Monitoring Report.

1.6 The AMR is becoming increasingly important as the City Council prepares its new Local Plan. This AMR concentrates on meeting the Government's requirements by tracking the progress of plan preparation and monitoring key indicators. In practice, this means the AMR:

- reviews progress in meeting the milestones in the Local Development Scheme (LDS) April 2018. The AMR notes if any adjustments to the LDS are needed.
- presents an analysis in terms of the Core Output Indicators that are set by the Government. In particular, the AMR presents an update of the Housing Trajectory that monitors housing delivery by showing past performance and projected future performance compared with key policy targets;
- summarises other proposed monitoring actions.

2 The Monitoring Framework

Part 2 The Monitoring Framework

- Summary of current monitoring framework (principles / methodology)
- How the framework will be developed over time and built into DPD policies and proposals.
- How future monitoring can be made more effective and efficient.

2.1 The main principles underlying the Monitoring Framework are to make use of existing information, to retain consistency with national monitoring, to take a forward looking approach and to set clear objectives, policies, targets and indicators, as an integral part of DPD production.

2.2 The City Council's Core Strategy and Development Management Policies Development Plan Document contains a Monitoring Framework to assess the progress made within the Plan period, and the effectiveness of the planning policies contained within it. This Monitoring Framework is set out in full at Annex A. It comprises a number of both Core and Local level indicators which cover a range of themes. The AMR is the vehicle for reporting the Core Indicators set out in the Monitoring Framework and reviewing progress made. The AMR will also consider how approaches to monitoring can be made more effective and efficient.

2.3 The Monitoring Framework continues to evolve as the Council works with key stakeholders to explore new ways to make monitoring more extensive.

Implementing the Local Development Scheme 3

Part 3 Implementing the Local Development Scheme

Local Development Scheme (LDS) targets and milestones (for each document listed in the LDS)

- Review of progress in meeting the targets and milestones
- Reasons why any document preparation is ahead of or behind schedule
- Recommended actions and timetable

3.1 The AMR reviews actual plan progress compared with the targets and milestones for DPD preparation set out in the approved Local Development Scheme (LDS). It assesses where the City Council:

- has met the LDS targets and milestones, is falling behind schedule, or will not meet targets with reasons for this and;
- needs to update the Local Development Scheme particularly in light of the above. Where it is necessary to update the Local Development Scheme, the steps and the timetable needed for the revision of that scheme.

3.2 The position at 31st March 2019 for the Local Plan and its key evidence base documents is set out in Tables 1 and 2.

3.3 The City Council has a full suite of LDF documents and is continuing work on the preparation of a new Local Plan in line with the current LDS.

3 Implementing the Local Development Scheme

Table 1 - Progress on Local Development Scheme Targets

Milestones	Target	Achieved at 31.03.19	Notes
Local Development Scheme			
Submission to Government	Mar 2005	Yes	Approved April 2005
First Review (December 2006)		Yes	Approved Jan 2007
Second Review		Yes	Approved March 2009
Third Review		Yes	Approved March 2013
Fourth Review		Yes	Approved July 2015
Fifth Review		Yes	Approved June 2016
Sixth Review		Yes	Approved April 2018
Chelmsford Local Plan			
Issues and Options Public and Stakeholder Consultation (Regulation 18)	Nov 2015-Jan 2016	Yes	
Processing and Analysis of Representations	Feb - May 2016	Yes	
Consultation Feedback to Development Policy Committee	June 2016	Yes	
Preparation of Preferred Options Local Plan	Mar 2016 - Feb 2017	Yes	
Consideration of Preferred Options Local Plan by the Council's Development Policy Committee	March 2017	Yes	
Public and Stakeholder Consultation (Regulation 18)	Mar - May 2017	Yes	
Processing and Analysis of Representations	May - July 2017	Yes	
Consultation Feedback to Development Policy Committee	July 2017	Yes	

Implementing the Local Development Scheme 3

Milestones	Target	Achieved at 31.03.19	Notes
Preparation of Pre-Submission Local Plan	July - Nov 2017	Yes	
Consideration of Pre-Submission Local Plan by Development Policy Committee	January 2018	Yes	
Public and Stakeholder Consultation (Regulation 19)	Jan - Mar 2018	Yes	
Processing and Analysis of Representations	Mar - May 2018	Yes	
Consultation Feedback to Development Policy Committee	May 2018	Yes	Achieved June 2018
Consideration of any Minor Modifications (if required)	May - June 2018	Yes	Achieved June 2018
Consideration of Submission Document by Development Policy Committee and Full Council	June 2018	Yes	DPC 7 June 2018, Full Council 19 June 2018
Preparation of evidence for Independent Examination (Regulation 22)	June 2018	Yes	
Preparation of evidence for Independent Examination	June - Sept 2018	Yes	
Independent Examination Hearing Sessions	Sept - Oct 2018	Yes	Nov - Dec 2018
Consideration by Full Council	November 2018	No	Inspector has recommended Main Modifications
Adoption	December 2018	No	Anticipated December 2019
Commencement of Formal Review	January 2022		
Community Infrastructure Levy (CIL) Charging Schedule Review			
Commence Preparation of Review Documents	January 2020	No	

3 Implementing the Local Development Scheme

Future Work

3.4 The City Council is preparing its new Local Plan which will cover the period up until 2036. This will be in the form of one consolidated document. Evidence base documents were submitted to Secretary of State as part of Local Plan Examination. Table 2 sets out the progress of the key evidence base documents.

Table 2 - Progress on Key Local Plan Evidence Base Documents

Document	Key Stages/Dates	Progress at 31.03.2019
Duty to Co-operate		
Duty to Co-operate Scoping Report 2015	Approved by DPC July 2015	Published
Duty to Co-operate Scoping Report Consultation Statement	Approved by DPC November 2015	Published
Duty to Co-operate Strategy 2015	Final Strategy approved by DPC in March 2015	Published
Duty to Co-operate Strategy Equality Impact Assessment	Completed October 2014	Published
Duty to Co-operate Position Statement March 2017	Completed March 2017	Published
Statement of Common Grounds - Essex County Council, Braintree District Council, Basildon Borough Council, Uttlesford District Council, Harlow Council, Epping Forest District Council, Brentwood District Council, Maldon District Council, Rochford District Council, Castle Point Borough Council, Environment Agency, Anglian Water, Historic England, Natural England, Mid Essex Hospital Trust	Finalised across 2018/19	Published
Development Standards		
Open Space Studies 1-8	Approved by DPC September 2016	Published
Economic		
Chelmsford City Centre Office Market Review 2015	Report conducted by CBRE	Published

Implementing the Local Development Scheme 3

Document	Key Stages/Dates	Progress at 31.03.2019
Chelmsford Retail Study Update 2015	Approved by DPC in September 2015	Published
Chelmsford Economic Study 2017	Approved by DPC May 2017	Published
Environment and Heritage		
Heritage Assessments	Under preparation February - March 2017	Technical Note Published March 2017
Landscape Sensitivity and Capacity Assessment	Considered by DPC March 2017	Published
Local Wildlife Sites Review 2016	Review Approved Summer 2016	Published
Strategic Flood Risk Assessment Appendix B and Main Report	Completed 2008	Published
Water Cycle Study	Report conducted by AECOM	Published January 2018
West End Vision	Consultation commenced March 2017	Adopted July 2017
Population and Homes		
Chelmsford City Council Gypsy, Traveller and Travelling Showpeople Accommodation Assessment Need Summary 2017	Chelmsford Report considered at DPC February 2017	Published June 2017
Housing Capacity in Chelmsford Urban Area	Considered by DPC September 2016	Published February 2017
Objectively Assessed Housing Need Study November 2016	Updated OAHN Approved by DPC November 2016	Update Published
SHMA Update 2015	Approved by DPC in March 2016	Update Published
SLAA Viability Study/Sites and Maps	Update Published Annually	2018 update published in September 2018
Local Plan Viability Study including CIL Viability review	Published January 2018	Post IDP viability update published June 2018

3 Implementing the Local Development Scheme

Document	Key Stages/Dates	Progress at 31.03.2019
Sustainability Appraisal and Habitat Regulations Assessment		
SA Scoping Report 2015	Published for Consultation July 2015	Published
Issues and Options SA Report 2015	Published for Consultation November 2016	Published
Preferred Options SA Report	Published for Consultation March 2017	Published
Pre-submission SA Report	Published for Consultation January 2018	Published
Infrastructure		
Infrastructure Delivery Plan Update	Published June 2018	Published

3.5 Further evidence based documents have been prepared to support the City Council's new Local Plan which are available to view on the Council's website.

Part 4 Contextual Indicators

Contextual Indicator 1 Population

Key Contextual Characteristics of the City

Contextual Indicator 1 - Population

- The 2011 Census data shows the population for Chelmsford was recorded as 168,310 people.
- Mid years estimates for 2018 indicate the population of Chelmsford is now 177,079
- The estimated population of Chelmsford City has increased by 19,779 people 2001 - 2018.
- The most marked growth in the population of Chelmsford between 2001 and 2011 was the number of over 90 year olds, which increased by 53%.
- There was an increase of 46% in the population of 60-64 year olds, and an increase of 33% in the population of 85-89 year olds between 2001 and 2011.
- The City saw a decrease of 12% in the number of people aged 30-34 years between 2001 and 2011.
- The population of Chelmsford increased at a slower rate (7.0%) than the East of England (8.5%) and England (7.9%) between 2001 and 2011, although it increased at a faster rate than Essex (6.3%).

Table 3 - Chelmsford City's Population 1981 - 2017

Year	Population
1981	139,600
1991	153,500
2001	157,300
2005	161,800
2006	162,800
2007	164,531
2008	167,100
2009	167,800

4 Contextual Indicators

Year	Population
2010	169,500
2011	168,310
2012	169,335
2013	170,256
2014	171,633
2015	172,638
2016	174,089
2017	176,194
2018	177,079

Source: ONS Mid-Year Population Estimates

Contextual Indicator 2 House Prices

Contextual Indicator 2 - House Prices

- The average house price in the Chelmsford area was £381,221 in 2018/19.
- The average house price in Chelmsford has increased by 13% for the year 2017/18 to 2018/19.
- In 2018/19 all house types have seen an increase in the average price compared to the previous year.

Table 4 - Average House Prices in Chelmsford by Building Type

Year	Detached	Semi	Terraced	Flat	All
2000/01	£195,213	£113,544	£94,947	£77,759	£120,310
2001/02	£203,255	£139,477	£113,026	£95,375	£138,694
2002/03	£256,100	£178,208	£153,073	£126,419	£176,824
2003/04	£283,269	£186,570	£164,730	£146,281	£188,026
2004/05	£287,925	£208,470	£169,402	£145,936	£199,367
2005/06	£325,593	£214,223	£177,250	£149,790	£208,809
2006/07	£364,757	£229,852	£192,896	£153,186	£228,021

Contextual Indicators 4

Year	Detached	Semi	Terraced	Flat	All
2007/08	£419,784	£239,046	£210,000	£146,993	£237,655
2008/09	£403,407	£209,884	£171,900	£134,295	£228,984
2009/10	£365,987	£241,210	£202,386	£153,885	£235,201
2010/11	£372,119	£220,548	£202,233	£134,115	£230,059
2011/12	£392,137	£232,338	£191,945	£139,677	£230,449
2012/13	£404,922	£258,000	£212,446	£127,459	£252,896
2013/14	£379,593	£270,670	£220,632	£151,564	£251,962
2014/15	£488,390	£302,770	£289,962	£187,233	£313,900
2015/16	£573,612	£351,063	£303,782	£222,849	£321,722
2016/17	£565,819	£367,692	£341,372	£219,704	£344,562
2017/18	£553,859	£351,968	£314,908	£205,764	£336,954
2018/19	£620,644	£382,255	£331,872	£230,529	£381,221

Source: home.co.uk

4 Contextual Indicators

Contextual Indicator 3 Local Economy

Contextual Indicator 3 - Local Economy in 2018/19

- 84% (95,500) of the population within the Chelmsford City administrative area are economically active. This is an increase of 3% since 2014.
- The service sector accounts for 87.7% of all employment in Chelmsford City compared to manufacturing which now accounts for 5.2% of the workforce and construction which accounts for 6.9% of the workforce.
- The largest employment sectors in Chelmsford are human health and social work activities (16,000 people are employed within this sector), wholesale retail trade (14,000), education (9,000) and professional, scientific and technical activities (7,000).
- The average gross weekly earning of a full-time worker in the Chelmsford City administrative area workforce is £630.20. This is 6.3% higher than the East of England average and 9.38% higher than the national average.
- The economic inactivity rate in the Chelmsford City administrative areas is 16%, which is lower than the East of England average of 10.8%, and lower than the national average of 21.3%

Source: Nomis Official Labour Market Statistics 2019

Current Economic Conditions

4.1 Chelmsford's economy provides the highest number of jobs within the Essex district and the sixth highest in the East of England. Chelmsford also provides the highest job density in Essex – that being the ratio of total jobs to population aged 16-64. Chelmsford's job density is 0.95, compared to the East of England average of 0.85 and the national average of 0.86.

4.2 JSA claimant unemployment rate in the Chelmsford City administrative area continues to remain low at 1.6%. This is lower than the East of England average of 2.1% and the national average of 2.8%

Part 5 Housing Delivery

Core Indicator I Housing Trajectory

Core Indicator I - Housing Trajectory

Objective

To deliver more sustainable patterns of development.

Target

To monitor annual dwelling completions against strategic targets set in the Core Strategy.

Commentary

5.1 This indicator is identified as Core Output Indicators MGI(i) and MG2(i) within Theme I (Managing Growth) of the LDF Monitoring Framework attached at Appendix A.

5.2 The objective of the Housing Trajectory is to plan, monitor and manage the delivery of new housing in the Chelmsford City area. This assists in monitoring the objective of 'achieving a better balance between housing availability and the demand for housing, improving affordability in all English regions while protecting valuable countryside around our towns and cities'.

5.3 The Housing Trajectory therefore provides an update of the Council's delivery of housing and will demonstrate progress towards meeting its approved housing requirement. The housing trajectory is updated annually and available to view on the Council's website.

Housing Trajectory

5.4 The Housing Trajectory within this Authority Monitoring Report supports the LDF process by comparing past performance on housing supply to future rates of anticipated housing supply within the Chelmsford City area. The information gathered provides the supporting evidence base for the housing allocation strategy within the Chelmsford Core Strategy and Development Control Policies DPD. The Council first published a Five-year Housing Land Supply Methodology in August 2015 which is updated and published in April every year, this sets out how housing land supply is assessed by the Council.

5.5 The Housing Trajectory will:

- Set out the past and anticipated supply of housing over the entire Plan period (2001 – 2021);
- Assess any future shortfall and surplus of housing over the Plan period by comparing this to planned build rates;
- Reflect the outcome of discussion with stakeholders and particularly the development industry;
- Demonstrate how the Plan will deliver the policies relating to housing provision.

5 Housing Delivery

5.6 The following information is required to test the performance of the Core Strategy and Development Control Policies DPD:

- Past dwelling completion rates from the start of the Plan period;
- The total level of new housing contained in site allocations in the LDF and other sites coming forward for development which is expected to be delivered over a period of time. This is expressed as an average annual target.

A. Net Additional Dwellings 2001 - 2019

Commentary

5.7 The latest adopted requirement figure is 700 dwellings per annum for the period 2001 – 2021, as set out in the Core Strategy and Development Control Policies Development Plan Document.

5.8 This figure will change with the adoption of the new Local Plan, where the new housing requirement will be 805 dwellings per annum for the period 2013 – 2036.

5.9 Current Conditions

Chelmsford City Council has averaged 655 dwelling completions per annum between 2001 and 2019. During the year 2018/2019 housing completion rates increased by 24% compared with the previous year, with 1,256 completions recorded. Development activity continues to increase on the Council's strategic housing sites in North East Chelmsford which will provide over 4,500 new homes in the coming years and in the later part of the plan period.

5.10 Although, the levels of new housing delivery dropped immediately following the economic downturn of 2008/09, Chelmsford has retained a buoyant housing market that performs well above the national average. The April 2019 Housing Trajectory estimates that completion rates over the next 5 years will remain similar to 2018/19 then increase beyond 2024.

5.11 During 2018/19 a number of detailed reserved matters applications were approved including development at Plantation Road Boreham and the Former Royal Mail Site in Victoria Road. Further detailed proposals for future phases of development within the strategic allocations in North East Chelmsford (Beaulieu and Channels) and Runwell Hospital have also been approved.

5.12 This reflects continuing confidence in the housing market and the success of the LDF in allocating development to sustainable locations with associated provision of infrastructure provided from those developments in a timely manner.

Housing Delivery 5

Table 5 - Accumulative Annual Dwelling Completion Target 2001-19

Year	Annual Dwelling Target	Annual Dwelling Completions
2001/02	700	545
2002/03	700	1046
2003/04	700	731
2004/05	700	773
2005/06	700	483
2006/07	700	520
2007/08	700	756
2008/09	700	638
2009/10	700	200
2010/11	700	234
2011/12	700	235
2012/13	700	274
2013/14	700	470
2014/15	700	826
2015/16	700	792
2016/17	700	1002
2017/18	700	1008
2018/19	700	1256

Source: Chelmsford City Council Housing Trajectory April 2019

5 Housing Delivery

Figure I - Annual Dwelling Completions (April 2019)

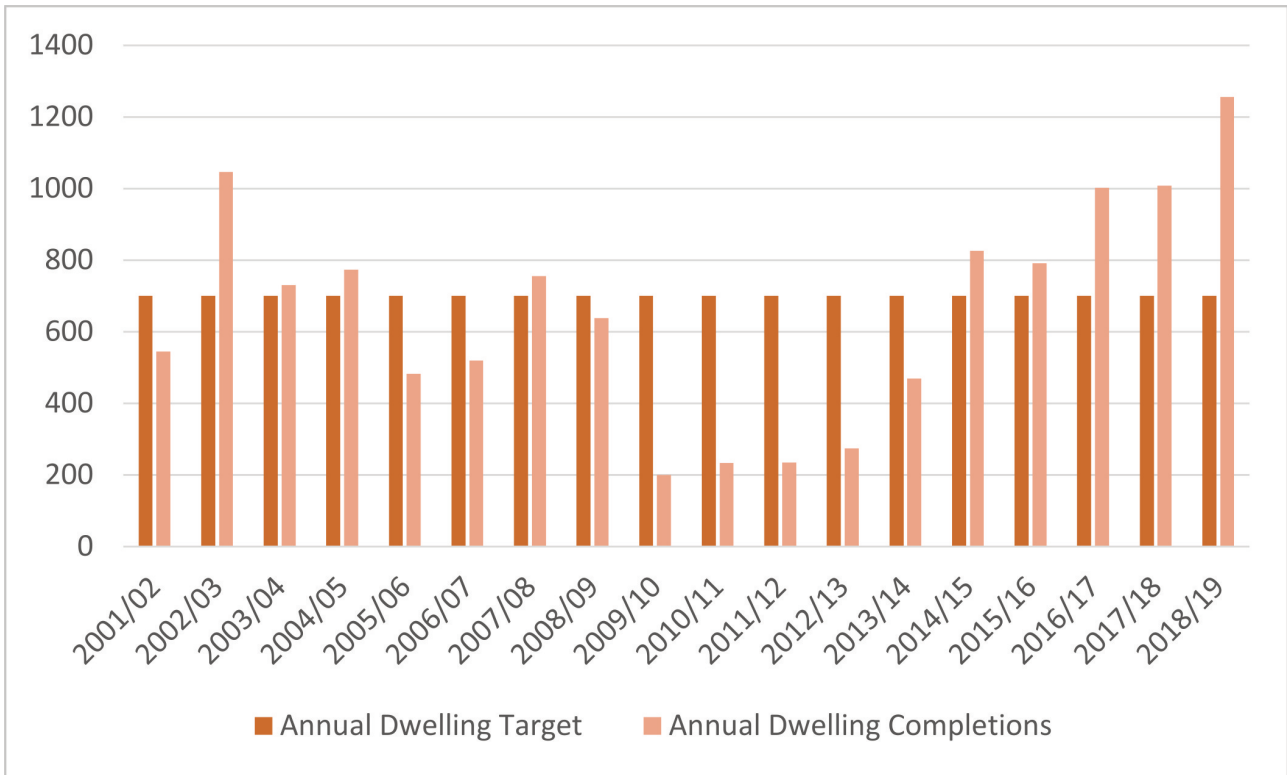


Table 6 - Annual Net Dwelling Requirement 2019 - 2021

Dwelling Requirement 2001 – 2021	14,000
Total Completions 2001/02 – 2017/18	11,789
Average Annual Completion Rate 2001/02 – 2017/18	655
Housing Requirement 2018/19 – 2020/21	2,211

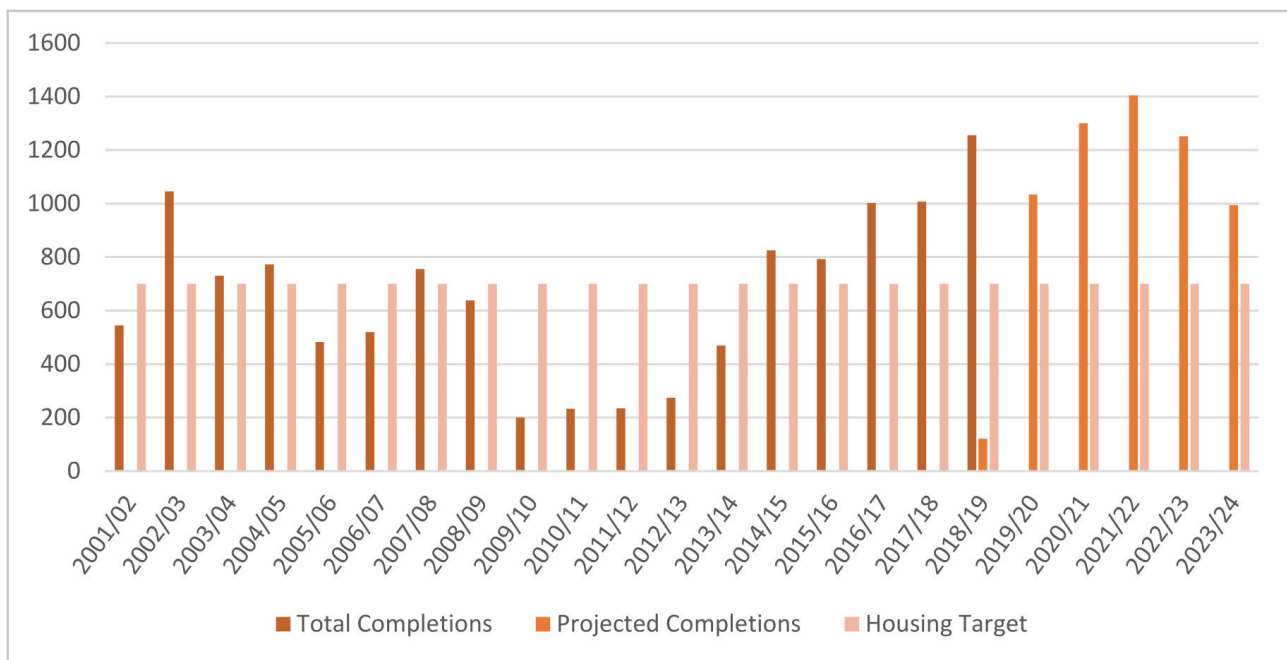
Source: Chelmsford City Council Housing Trajectory, April 2019

B. Projected Net Additional Dwellings 2018 - 2024

Commentary

5.13 The projected net additional dwellings are based upon the projected building rates of large sites of 10 dwellings or more, and trend analysis of small sites of 9 dwellings or less. The sites include those with planning permission, without planning permission but on-going pre-application discussions, allocated sites and urban capacity sites. The Council has made a small allowance for windfalls and first published a methodology for their calculation in April 2015, with updates published in April each year. The period from 2018/19 includes the phasing of the major ‘greenfield’ allocations as contained within the Chelmsford City Core Strategy and Development Control Policies DPD. The latest Five Year Housing Land Supply Position Statement published in April 2018 demonstrates that the City Council has a 5 year land supply, including with a scenario of a 5 percent additional buffer.

Figure 2 - Housing Trajectory (April 2019)



5 Housing Delivery

Table 7 - Projected Net Dwellings 2019 - 2024 (April 2019)

	2019/20	2020/21	2021/22	2022/23	2023/24
TCAAP Allocations	0	0	112	0	0
NCAAP Allocations	520	408	465	262	151
SADPD Allocations	78	102	120	7	0
Large Unallocated Sites	125	183	0	123	0
Small Unallocated Sites	170	271	11	1	0
Growth Area 1 - Central and Urban Chelmsford	45	237	519	392	224
Growth Area 2 - North Chelmsford	96	99	112	200	249
Growth Area 3 - South and East Chelmsford	0	0	66	169	150
New Local Plan Windfall			97	220	100
Total Projected Completions	1034	1300	1405	1251	994
Housing requirement	700	700	700	700	700
Annual Average Completion Rate (Rolling Average)	913	832	1010	1034	1031

Source: Chelmsford City Council Housing Trajectory, April 2019

D. Annual Net Additional Dwelling Completions 2001 - 2021

Table 8 - New Residential Development 2001 - 2021

New Residential Development 2001-2021	Dwellings
Dwellings Completions (2001-2019)	11,789
Remaining Dwelling Completions (2019-2021)	2,334
Total Provision (2001-2021)	14,123

Source: Chelmsford City Council Housing Trajectory, April 2019

Action

The City Council made timely progress with the adoption of its Local Development Framework to ensure that enough allocations are made within Chelmsford to satisfy the housing targets in the Core Strategy.

The latest Five Year Housing Land Supply Position Statement published in April 2019 demonstrates that the City Council has a 5 year land supply, including with a scenario of a 5% additional buffer.

The City Council has identified a portfolio of sites that can be delivered within the current Plan period to meet the housing requirement.

5 Housing Delivery

Core Indicator 2 Net Dwelling Completions on Previously Developed Land

Core Indicator 2 - Net Dwelling Completions on Previously Developed Land

Objective

To deliver more sustainable patterns of development.

Target

To achieve a minimum of 60% of all new residential development on previously developed land.

Commentary

5.14 This indicator is identified as Core Output Indicator MG3(ii) within Theme I (Managing Growth) of the LDF Monitoring Framework attached at Appendix A. The objective of this indicator is to assess the extent to which the re-use of land is maximised within the Chelmsford City area.

Table 9 - Net Dwelling Completions on Previously Developed Land (PDL)

Year	PDL Target	New Developments on PDL
2002/03	60%	54%
2003/04	60%	59%
2004/05	60%	60%
2005/06	60%	66%
2006/07	60%	65%
2007/08	60%	80%
2008/09	60%	70%
2009/10	60%	82%
2010/11	60%	78%
2011/12	60%	74%
2012/13	60%	61%
2013/14	60%	68%
2014/15	60%	77%
2015/16	60%	60%
2016/17	60%	44%
2017/18	60%	39%

Housing Delivery 5

Year	PDL Target	New Developments on PDL
2018/19	60%	63%

Source: Chelmsford City Council Housing Completions

5.15 The target for the required percentage of residential developments being built on previously developed land has been met in 2018/19.

5 Housing Delivery

Core Indicator 3 New Residential Densities

Core Indicator 3 - New Residential Densities

Objective

To deliver more sustainable patterns of development.

Target

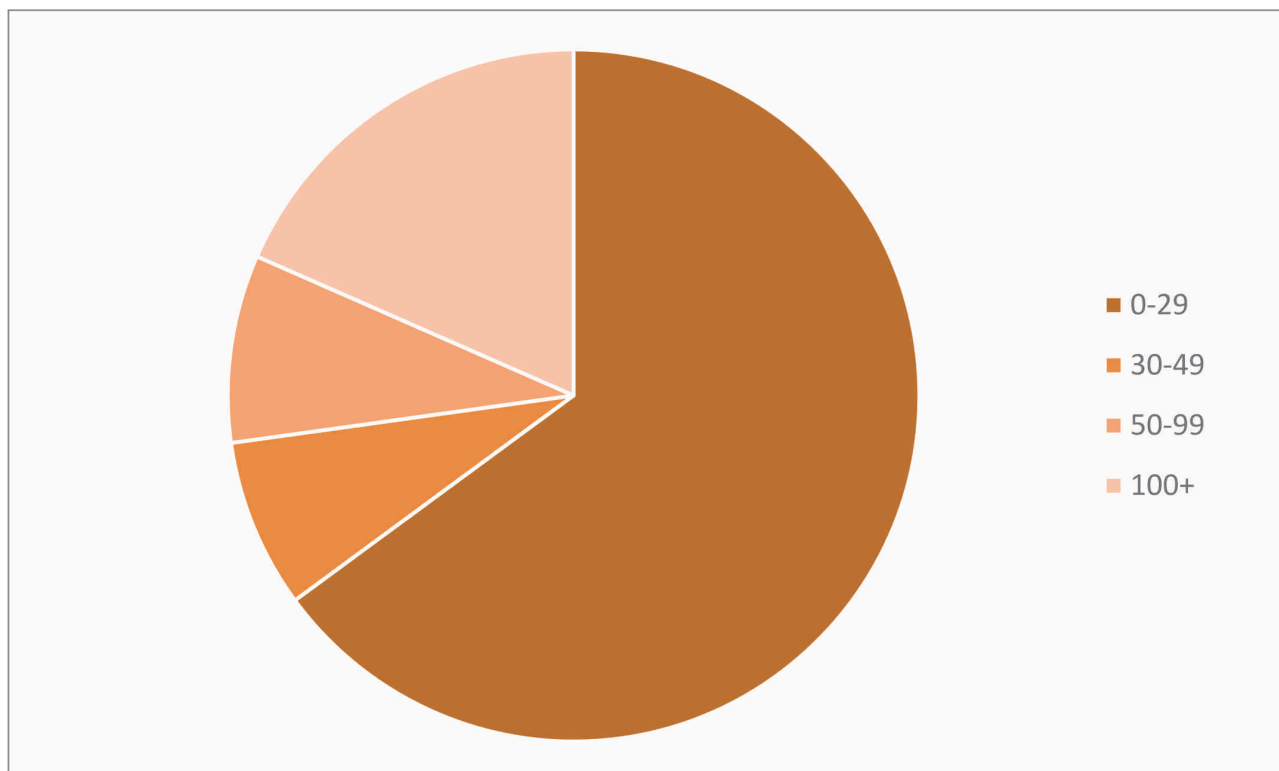
To achieve a minimum of 30 dwellings per hectare in all new residential developments.

Commentary

5.16 This indicator is identified as Core Output Indicator MG3(iii) within Theme I (Managing Growth) of the LDF Monitoring Framework attached at Appendix A.

5.17 Policy DC3 of the Chelmsford Core Strategy and Development Control Policies DPD seeks housing densities of 50 dwellings per hectare within Chelmsford’s urban areas and 30 dwellings per hectare elsewhere. Figure 3 acts as an indicator to determine the intensity of housing developments in Chelmsford City.

Figure 3 - New Residential Densities 2018/19



5.18 In 2018/19 35% of new residential developments in Chelmsford achieved a density of over 30 dwellings per hectare. The number of dwellings completed at a density of 100+ dwellings per hectare was 18%.

Action

In accordance with the adopted Core Strategy Chelmsford City Council will continue to seek to grant planning permission for residential schemes that have a housing density greater than 30 dwellings per hectare where appropriate. It should be noted that overall development density will depend on the type of site with greenfield sites for housing tending to be lower density than City Centre brownfield sites containing flatted development.

5 Housing Delivery

Core Indicator 4 Affordable Housing

Core Indicator 4 - Affordable Housing

Objective

To facilitate suitable housing for local needs.

Target

To secure 35% affordable housing on threshold development sites.

Commentary

5.19 This indicator is identified as Core Output Indicators BCI(ii) and BCI(iii) within Theme 3 (Balanced Communities) of the LDF Monitoring Framework attached at Appendix A.

5.20 Policy DC31 of the Chelmsford Core Strategy and Development Control Policies DPD sets out the requirement for all new large developments within the Chelmsford City area to provide 35% affordable housing.

5.21 There were 287 affordable dwelling completions (net additional) between 1st April 2018 and 31st March 2019. This accounts for 23% of all new residential completions in the Chelmsford City area. It should be noted that these figures are a percentage of all completions in the City area rather than just those developments which meet the affordable housing threshold requirements.

Table 10 - Affordable Housing Completions

Year	Number of Dwellings	%
2003/04	258	35%
2004/05	253	33%
2005/06	97	20%
2006/07	59	11%
2007/08	259	34%
2008/09	225	35%
2009/10	60	30%
2010/11	54	23%
2011/12	23	10%
2012/13	27	10%
2013/14	62	13%

Housing Delivery 5

Year	Number of Dwellings	%
2014/15	250	30%
2015/16	53	7%
2016/17	226	23%
2017/18	198	20%
2018/19	287	23%

Source: Chelmsford City Council Housing Completions

5.22 There has been an increase of almost 45% in affordable housing completions in the last year. These have mainly been achieved on key strategic sites at Beaulieu, Channels and Runwell.

5.23 In 2018/19 a number of detailed planning applications were approved on key strategic development sites which will help maintain the delivery of new affordable housing over the coming years. These are set out below in Table 11.

Table 11 - Affordable Housing Sites 2018/19

Planning Reference Number	Site Address	Number and % of Affordable Housing Units Approved
18/00682/REM	Land East of Plantation Road, Boreham	51 = 35%
18/00840/FUL	Site at 30 Victoria Road, Chelmsford	55 = 27%
16/02021/OUT	Land South of the Brewers Arms, Main Road, Bicknacre	13 = 37%
17/01172/FUL	Dukes Genesis, 24 Duke Street, Chelmsford	19 = 16%
17/01320/REM	Land at Former Runwell Hospital, Runwell Chase, Runwell	35 = 34%
18/01056/REM	Land North South and East of Channels Drive, Broomfield, Chelmsford	28 = 22%
18/00316/FUL	Site at 19 Orchard House, Common Road, Stock	1 = 100%
		TOTAL = 202

Source: Chelmsford City Council Development Management Records, 2019

5 Housing Delivery

Action

In accordance with Policy DC31 of the adopted Core Strategy and Development Control Policies DPD the Council will continue to seek the provision of 35% affordable housing on threshold sites of either 15 dwellings or 0.5 hectare or more.

Core Indicator 5 Gypsy and Traveller Accommodation

Core Indicator 5 - Gypsy and Traveller Accommodation

Objective

To achieve a more equitable share of benefits of prosperity across all sectors of society and fairer access to services, focusing on deprived areas.

Target

To deliver additional sites and accommodation, in accordance with the objectives identified within the Adopted Core Strategy.

Commentary

5.24 This indicator is identified as Core Output Indicator BCI (viii), BCI (ix) and BCI (x) within Theme 3 (Balanced Communities) of the LDF Monitoring Framework attached at Appendix A.

5.25 Within the East of England, the Gypsy and Traveller population is higher than the national average. As an important ethnic minority population within the region, it is considered that there is sufficient relevance to promote the monitoring of Gypsy and Traveller accommodation as a local indicator.

5.26 The monitoring of Gypsy and Traveller accommodation is carried out by Chelmsford City Council on a bi-annual basis and recorded to the Communities and Local Government (CLG). The monitoring includes both authorised and unauthorised sites and is used by this indicator to assess the level of accommodation provision within Chelmsford.

5.27 Policy DC34 provides a pitch target for the period to 2016, in addition to a mechanism for the allocation of new sites and general criteria for decision making on planning applications. The supporting text to Policy DC34 sets out that 20 additional pitches are required to 2016. However, due to the withdrawal of the East of England Plan and its supporting evidence base, further work has been carried out to identify the current need for Gypsy and Traveller sites in the City beyond 2016.

5.28 In August 2015 the Government published a revised 'Planning Policy for Traveller Sites'. The City Council, together with other Essex authorities undertook a new Essex-wide Gypsy and Traveller Accommodation Assessment (GTAA) to assess need in the period up to 2033. This covers the whole of Essex and identifies accommodation needs for each Essex Authority. It has been carried out to assess the needs of those as defined by the amended planning policy for traveller sites 2015. It identifies a requirement of 8 additional nomadic Gypsy and Traveller pitches to be developed by 2033 within Chelmsford. Extrapolating these figures up to 2036 by calculating the average number required per year from 2016 to 2033 and adding them on to the 2016 to 2033 requirement results in the total requirement of 9 Gypsy and Traveller pitches up to 2036.

5.29 Through two completed s106 Agreements for planning applications in North Chelmsford, a site and funding has been secured to enable the delivery of 9 pitches. Planning permission was granted in December 2018 to bring forward delivery of the site in 2020/21.

5 Housing Delivery

Table 12 - Publicly Funded Authorised Pitches in Chelmsford City Council's Administrative Area

Date	Number of Pitches	Number of Caravans
July 2005	21	38
July 2006	22	24
July 2007	22	27
Jan 2008	22	28
Jan 2009	23	28
Jan 2010	22	28
Jan 2011	22	35
Jan 2012	22	27
Jan 2013	22	27
Jan 2014	22	26
Jan 2015	22	30
July 2015	22	27
Jan 2016	22	25
July 2016	22	31
Jan 2017	22	35
July 2017	22	28
Jan 2018	22	35
July 2018	22	34
Jan 2019	22	33

Source: www.gov.uk/government/collections/traveller-caravan-count

Table 13 - Privately Funded Authorised Pitches in Chelmsford City Council's Administrative Area

Date	Number of Pitches	Number of Caravans
July 2005	26	50
July 2006	37	96
July 2007	37	67

Housing Delivery 5

Date	Number of Pitches	Number of Caravans
Jan 2008	49	70
Jan 2009	49	81
Jan 2010	53	85
Jan 2011	53	85
Jan 2012	51	81
Jan 2013	52	82
Jan 2014	53	91
Jan 2015	52	85
July 2015	52	92
Jan 2016	52	112
July 2016	53	98
Jan 2017	53	114
July 2017	52	89
Jan 2018	53	94
July 2018	52	110
Jan 2019	52	112

Source: www.gov.uk/government/collections/traveller-caravan-count

Table 14 - Unauthorised Gypsy and Traveller Pitches in Chelmsford City Council's Administrative Area

Date	Number of Pitches	Number of Caravans
July 2005	33	46
July 2006	35	55
July 2007	16	21
Jan 2008	3	11
Jan 2009	5	13
Jan 2010	6	19
Jan 2011	6	18

5 Housing Delivery

Date	Number of Pitches	Number of Caravans	
Jan 2012	7	14	
Jan 2013	6	10	
Jan 2014	4	6	
Jan 2015	3	4	
July 2015	5	12	
Jan 2016	6	11	
July 2016	6	11	
Jan 2017	6	11	
July 2017	7	11	
Jan 2018	7	11	
July 2018	7	11	
Jan 2019	10	11	

Source: www.gov.uk/government/collections/traveller-caravan-count

Table 15 - Temporary Gypsy and Traveller Pitches in Chelmsford City Council's Administrative Area

Date	Number of Pitches	Number of Caravans
July 2005	2	3
July 2006	0	0
July 2007	0	0
Jan 2008	0	0
Jan 2009	0	0
Jan 2010	0	0
Jan 2011	3	3
Jan 2012	1	2
Jan 2013	0	0
Jan 2014	0	0
Jan 2015	0	0

Housing Delivery 5

Date	Number of Pitches	Number of Caravans
Jan 2016	0	0
July 2016	0	0
Jan 2017	0	0
July 2017	0	0
Jan 2018	0	0
July 2018	1	3
Jan 2019	1	3

Source: www.gov.uk/government/collections/traveller-caravan-count

Action

The City Council will seek to meet any future identified need in accordance with Policy DC34 of the Core Strategy and Development Control Policies DPD.

6 Business Development

Part 6 Business Development

Core Indicator 6 Amount of Floorspace Developed for Employment by Type

Core Indicator 6 - Amount of Floorspace Permitted for Employment by Type

Objective

To achieve more sustainable levels of prosperity and economic growth.

Target

To strengthen existing employment sectors and modernise employment floorspace within Chelmsford City.

Commentary

6.1 This indicator is identified as Core Output Indicator MG3(iv) within Theme 1 (Managing Growth) of the LDF Monitoring Framework attached at Appendix A.

6.2 The objective of this indicator is to assess whether sufficient employment space is being provided that assists in encouraging economic growth within Chelmsford.

6.3 This indicator considers the gross permitted employment floorspace by type between April 2017 and March 2018. Employment floorspace is defined by the Use Classes Order (B1a, b, c, B2, and B8) and recorded below in Table 16.

6.4 The largest increase in floorspace falls within Use Class B8, accounting for 38% of the total permitted floorspace. This is followed by B1c which accounts for 36% of the total permitted floorspace, B1a which accounts for 15% and B2 which accounts for 11% of the total permitted floorspace.

6.5 Table 17 demonstrates the approvals for flexible floorspace within the B Use Class categories.

Table 16 - Permitted Floorspace sqm

Use Class	Floorspace
B1a	2,257
B1b	0
B1c	5,573
B2	1,616
B8	5,792
Total	15,237

Source: Chelmsford City Council Development Management Records, 2019

Table 17 - Flexible Floorspace sqm

Flexible Space	Floorspace
B1, B2, B8	1688
Total Flexible Space	1688

Source: Chelmsford City Council Development Management Records, 2019

Action

Chelmsford City Council undertakes monitoring of industrial and warehousing uses (Uses Classes B1 – B8) and office use (Use Class B1a). In all cases, extensions, new development, redevelopment and changes of uses will be monitored against the objectives in the Chelmsford Economic Strategy.

An update of the Employment Land Review as part of the review of the new Local Plan.

The Council is commissioning further Employment Assessments in relation to the Garden Village.

6 Business Development

Core Indicator 7 Amount of Floorspace Developed for Employment by type in Employment and Regeneration Areas

Core Indicator 7 - Amount of Floorspace Permitted for Employment by Type in Employment or Regeneration Areas.

Objective

To achieve more sustainable levels of prosperity and economic growth and to deliver more sustainable patterns of development.

Target

Efficient use should be made of employment sites and premises to meet the changing needs of the local economy.

Commentary

6.6 This indicator is identified as Core Output Indicator ECPI(i) and ECPI(ii) within Theme 4 (Quality of Life) of the LDF Monitoring Framework attached at Appendix A.

6.7 The objective of this indicator is to monitor the take-up of employment land on allocated sites, comprising development sites and employment sites.

6.8 This indicator identifies changes of floorspace within Employment Policy Areas designated within the Chelmsford City Local Development Framework.

6.9 Table 18 identifies that 63% of all gross permitted employment floorspace was within designated Employment Policy Areas. This represents an increase of 17% compared with the previous year.

Business Development 6

Table 18 - Percentage of Gross Employment Floorspace Permitted in Employment Policy Areas

	Total Developed Floorspace (sq.m.)	Percentage of Total Gross Floorspace
Gross Floorspace permitted within Employment Areas	10,611	63%
Total Gross Floorspace permitted within Chelmsford	16,925	100%

Source: Chelmsford City Council Development Management Records, 2019

6.10 The following table identifies the breakdown of permitted uses within the Employment Policy Areas. B8 floorspace accounts for 52% of the total permitted floorspace, B1 accounts for 36% and B2 accounts for 12%.

Table 19 - Employment Floorspace permitted by Type in Employment Areas

Use Class	Floorspace (sq.m.)
B1	3,807
B2	1,244
B8	5,560
Flexible Floorspace between B1, B2 and B8	Nil
Total	10,611

Source: Chelmsford City Council Development Management Records, 2019

Action

Chelmsford City Council continues to monitor industrial and warehousing uses (Uses Classes B1 – B8) and office use (Use Class B1a). In all cases, extensions, new development, redevelopment and changes of uses will be monitored.

6 Business Development

Core Indicator 8 Amount of Floorspace Developed for Employment by Type, which is Previously Developed Land

Core Indicator 8 - Amount of Floorspace Developed for Employment Type, which is Previously Developed Land

Objective

To achieve more sustainable levels of prosperity and economic growth and to deliver more sustainable patterns of development.

Target

Efficient use should be made of employment sites and premises to meet the changing needs of the local economy.

Commentary

6.11 This indicator is identified as Core Output Indicator MG3(iv) within Theme 1 (Managing Growth) of the LDF Monitoring Framework attached at Appendix A.

6.12 The objective of this indicator is to identify the completed employment floorspace that was on previously developed land (see Annex 2 of NPPF for definition).

6.13 98% of the permitted employment floorspace in Chelmsford City during 2018/19 was on previously developed land. This is an improvement on the previous year where 93% of permitted employment floorspace was on previously developed land.

Source: Chelmsford City Council Development Management Records, 2019

Action

The Council will continue to monitor the amount of employment floorspace on previously developed land.

Core Indicator 9 Employment Land Available by Type

Core Indicator 9 - Employment Land Available by Type

Objective

To achieve more sustainable levels of prosperity and economic growth and to deliver more sustainable patterns of development.

Target

To provide sufficient employment land to promote sustainable growth and diversity in the local economy.

Commentary

6.14 This indicator is identified as Core Output Indicator ECPI(iii) within Theme 4 (Quality of Life) of the LDF Monitoring Framework attached at Appendix A.

6.15 The objective of this indicator is to quantify employment land available within Chelmsford City. This indicator refers to land (in hectares) which is available for employment use, in the following two categories:

(i) Sites defined and allocated in the adopted Core Strategy:

32.03 ha total at 31.03.19

(ii) Sites for which Planning Permission has been granted for Use Classes B1a, b, c, B2 and B8

16,925 sqm gross floorspace 1st April 2018 - 31st March 2019:

Table 20 - Gross Floorspace for which Planning Permission has been granted for Use Classes B1a, b, c, B2 and B8

Use Class	Floorspace (sq m)
B1a	2,257
B1b	0
B1c	5,573
B2	1,616
B8	5,792
B1 - B8 (flexible)	1,688
Total	16,925

Source: Chelmsford City Council Development Management Records, 2019

6 Business Development

Core Indicator 10 Losses of Employment Land

Core Indicator 10 - Losses of Employment Land

Objective

To achieve more sustainable levels of prosperity and economic growth and to deliver more sustainable patterns of development.

Target

To provide sufficient employment land to promote sustainable growth and diversity in the local economy.

Commentary

6.16 This indicator is identified as Core Output Indicator ECPI(iv) within Theme 4 (Quality of Life) of the LDF Monitoring Framework attached at Appendix A.

6.17 Planning should operate to encourage and not act as an impediment to sustainable growth. Significant weight should be placed on the need to support economic growth through the planning system. The objective of this indicator is to ensure a sustainable supply of employment land and to assess the losses of employment land that have taken place.

6.18 Between 2018 and 2019 a total of 17,099 sqm of allocated employment floorspace was permitted to be lost to non-employment uses. It should be noted that the figure for C classes remains high as a result of the national prior approval procedure which allows office buildings to be converted to residential without the need for planning permission.

Table 21 - Employment Floorspace (B use classes) permitted to be lost to other uses

Use Class	Floorspace (sq m)
A Classes	0
C Classes	14,949
D Classes	2,150
Total	17,099

Source: Chelmsford City Council Development Management Records, 2019

Action

The Council will continue to monitor losses of employment land.

Core Indicator 11 Amount of Employment Land lost to Residential Development

Core Indicator 11 - Amount of Employment Land Lost to Residential Development

Objective

To achieve more sustainable levels of prosperity and economic growth.

Target

To provide sufficient employment land to promote sustainable growth and diversity in the local economy.

Commentary

6.19 This indicator is identified as Core Output Indicator ECPI (iv) within Theme 4 (Quality of Life) of the LDF Monitoring Framework attached at Appendix A.

6.20 The objective of this indicator is to ensure a sustainable supply of employment land and to assess the losses of employment land that have taken place.

6.21 Between 1997 and 2018/19 a total of 2,172 dwellings were approved on employment land, 1,352 of which have been constructed as at 31/03/2019. This constitutes a loss of 41.06 hectares of employment land to housing. Between 1st April 2018 and 31st March 2019 2.93ha of employment land was granted permission to be lost to residential development, creating a further 272 new dwellings, as shown in Table 23.

6.22 It should be noted that a number of approvals in Table 23 relate to the prior approval procedure introduced by the Government in 2013 which allows office buildings to be converted to residential units without the need for express planning permission (these sites are marked with an * in Table 23).

Table 22 - Housing Completed on Employment Land (2018-19)

Site Location	Land Lost (ha)	Previous Use	Housing Completed 01.4.18 to 31.03.19	Housing Not Completed at 31.03.19
54 New Street, Chelmsford	0.16	Office	4	0
Land North of Well House Farm, Littley Green Road, Great Waltham	0.15	Light Industrial	1	0
28-31 Mouslham Street, Chelmsford	0.05	Office	4	0

6 Business Development

Site Location	Land Lost (ha)	Previous Use	Housing Completed 01.4.18 to 31.03.19	Housing Not Completed at 31.03.19
Colson House, 9-17 Knight Street, South Woodham Ferrers	0.04	Office	4	0
Basement, Bank Chambers, New Steet, Chelmsford	0.03	Office and Storage	7	0
TOTAL	0.43	N/A	20	0

Source: Chelmsford City Council Development Management Records, 2019

Table 23 - Employment Land Permitted to be Lost to Housing (2018-19)

Site Location	Land Lost (ha)	Previous Use	Housing Completed 01.04.2018 to 31.03.2019	Housing Not Completed at 31.03.2019
Central House, Parkway Chelmsford*	0.13	Office	0	37
4 The Old Nursery, Rettendon, Wickford	0.16	Light Industrial	0	1
Rosehart Properties Ltd Blocks B and C, West Hanningfield Road, Great Baddow, Chelmsford*	0.60	Office	0	65
50 Rainsford Road, Chelmsford*	0.05	Office	0	27
Bank Chambers, New Street, Chelmsford	0.03	Office	7	0
Land Rear of 30-34 Broomfield, Chelmsford*	0.04	Office	0	12
ACIT Solutions Ltd, Barn One, Brock Farm Ingatestone Road, Stock, Chelmsford*	0.08	Office	0	1
101 New London Road, Chelmsford*	0.08	Office	0	44
27 The Square, Stock, Chelmsford	0.02	Office	0	1

Business Development 6

Site Location	Land Lost (ha)	Previous Use	Housing Completed 01.04.2018 to 31.03.2019	Housing Not Completed at 31.03.2019
Site at the Warehouse, Hawk Lane, Rettendon, Chelmsford	0.20	Light Industrial	0	4
Rosebery House, 41 Springfield Road, Chelmsford*	0.18	Office	0	48
Land North of Well House Farm, Littley Green Road, Great Waltham, Chelmsford	0.01	Light Industrial	1	0
Buildings Rear of Spread Eagle, Church Lane, Ford End, Chelmsford	0.24	Storage and Distribution	0	1
31-39 Springfield Road, Chelmsford*	0.18	Office	0	18
Site at 10-10A Duke Street, Chelmsford	0.01	Office	0	4
Mill Hill Farm, East Hanningfield Road, Sandon, Chelmsford	0.02	Light Industrial	0	1
TOTAL	2.03		8	264

Source: Chelmsford City Council Development Management Records, 2019

Action

The Council will continue to monitor land lost to Residential Development.

7 Transport

Part 7 Transport

Core Indicator 12 Amount of Completed Non-Residential Development within Use Classes A, B, and D complying with Car Parking Standards set out in the LDF

Core Indicator 12 - Amount of completed non-Residential Development within Use Class Orders A, B and D complying with Car-Parking Standards Set Out in the LDF.

Objective

To achieve more sustainable levels of prosperity and economic growth and to deliver more sustainable patterns of development.

Target

To provide sufficient parking spaces in all new development.

Commentary

7.1 This indicator is identified as Core Output Indicator ECP3(iii) within Theme 4 (Quality of Life) of the LDF Monitoring Framework attached at Appendix A.

7.2 The Core Strategy and Development Control Policies DPD adopted in February 2008 includes vehicle parking standards based on the Government guidance at that time. The Parking Standards are expressed as a range of maximum and operational amounts of parking for broad classes of interim development. The Focused Review of the Core Strategy and Development Plan Policies DPD was adopted on 4th December 2013. Policy DC7 'Vehicle Parking Standards at Developments' was amended to reflect the removal of maximum parking standards within the NPPF. The Council published further guidance on Parking in March 2015.

7.3 Of the single-use non-residential developments completed during 2018/19, all were considered to be compliant with the parking standards.

Source: Chelmsford City Council Development Management Records, 2019

Action

Chelmsford City Council will continue to implement the newly revised Development Control Policy DC7 to ensure that all future developments comply with vehicle parking standards. Vehicle parking standards will be reviewed as part of the new Local Plan.

Part 8 Open Space

Core Indicator 13 Amount of Eligible Open Space Managed to Green Flag Award Standard

Core Indicator 13 - Amount of Eligible Open Spaces Managed to Green Flag Award Standard

Objective

To protect and maintain our most vulnerable assets such as designated habitats, landscapes of natural beauty and our historic heritage and to improve the wider environment by adequate investment and management.

Target

To achieve Green Flag Award standards for the parks and open spaces within the Chelmsford City administrative area.

Commentary

8.1 This indicator is identified as Core Output Indicator EPE3(i) within Theme 2 (Environmental Protection and Enhancement) of the LDF Monitoring Framework attached at Appendix A.

8.2 Local authorities are required to take a lead in delivering cleaner, safer and greener public spaces. The Green Flag Award is a national standard for parks and open spaces in the UK and is managed by Keep Britain Tidy on behalf of the Government. To achieve a Green Flag Award standard an open space must have a strict management plan or strategy in place that addresses the following issues: the public impression of a space; health, safety and security; cleanliness and maintenance; sustainability; conservation and heritage; community involvement; marketing; and management.

8.3 The objective of this core indicator is therefore, to demonstrate that Chelmsford City Council is achieving Green Flag Award standards for publicly accessible space.

8.4 Chelmsford City Council has fourteen Green Flag awards for nineteen of its parks with the Cemetery and Crematorium gaining a Green Flag Award in its own right. Three parks, Admirals Park, Tower Gardens and West Park, combine to form one award and Brookend Gardens and Chancellor Park combine to form another. Chelmer Park and Jubilee Park also combine to form one award, Boleyn Gardens the Grand Vista and Beaulieu Park Recreation Ground combine to form one award and Melbourne Park and Andrews Park similarly form one award. Springfield Hall Park has a Green Flag award in its own right.

8.5 Marconi Ponds Nature Reserve has been awarded a Green Flag Community Award.

8.6 Chelmsford City Council also has Green Heritage Awards for Oaklands Park, Hylands Estate and Admirals Park, Tower Gardens and West Park. The latter three parks are combined so three Green Heritage Awards overall.

8 Open Space

Table 24 - Green Flag Awards

Park With Green Flag Award	Hectares
Oaklands Park, Moulsham Street, Chelmsford	4.8
Boleyn Gardens the Grand Vista and Beaulieu Park, Chelmsford	9.12
Admirals Park, Tower Gardens and the adjoining West Park, Chelmsford	29.4
Chelmer Park and Jubilee Park	16.99
Hylands Estate	232
Coronation Park	5.72
Compass Gardens and Saltcoats Park	10.08
Melbourne Park and Andrews Park	25.77
Brook End Gardens and Chancellor Park	8.11
Central Park	14.87
Lionmede Recreation Ground	2.0
Chelmsford Cemetery and Crematorium	7.8
Springfield Hall Park	14.40
Chelmer Valley Local Nature Reserve and Swan Pond Pasture	18.1
Total	399.16

Source: Chelmsford City Council Parks and Green Spaces Records, 2019

Action

Chelmsford City Council is seeking to retain its current Green Flag awards and obtain further Green Flag Awards at all major park locations in Chelmsford and South Woodham Ferrers.

Flood Protection and Water Quality 9

Part 9 Flood Protection and Water Quality

Core Indicator 14 Number of Planning Permissions Granted Contrary to the Advice of the Environment Agency on either Flood Defence Grounds or Water Quality

Core Indicator 14 - Number of Planning Permissions Granted Contrary to the Advice of the Environment Agency on Either Flood Defence Grounds or Water Quality

Objective

To protect new development from the risk of flooding and ensure new development has no adverse effects on water quality.

Target

To ensure that all planning applications that have been granted planning permission will not have an adverse effect upon local flooding and water quality.

Commentary

9.1 This indicator is identified as Core Output Indicator ECE2(i) within Theme 2 (Environmental Protection and Enhancement) of the LDF Monitoring Framework attached at Annex A.

9.2 The indicator is a measure to identify inappropriate development in the flood plain and development that adversely affects water quality.

9.3 There were no planning applications permitted contrary to the advice of the Environment Agency.

Table 25 - Planning Permissions Granted Contrary to Environment Agency Advice

Environment Agency Reference	Local Planning Authority Reference	Proposed Major Development	Site Address	Reason For Objection
None	None	None	None	None

Source: Chelmsford City Council Development Management Records, 2019

Action

Chelmsford City Council will continue to monitor planning applications to ensure permissions are not given contrary to advice from the Environment Agency regarding flood defence or water quality.

10 Biodiversity

Part 10 Biodiversity

Core Indicator 15 Change in Areas and Populations of Biodiversity Importance

Core Indicator 15 - Change in Areas and Populations of Biodiversity Importance

Objective

To protect and maintain our most vulnerable assets such as designated habitats, landscapes of natural beauty and our historic heritage and to improve the wider environment by adequate investment and management.

Target

To avoid development that adversely affects priority species and habitats.

Commentary

10.1 This indicator is identified as Core Output Indicator ECEI (i) and EPEI (ii) within Theme 2 (Environmental Protection and Enhancement) of the LDF Monitoring Framework attached at Annex A.

10.2 The objective of this indicator is to monitor biodiversity to ensure that development does not adversely affect priority species and habitats. It also shows where an enhancement of sites with priority species and habitats has taken place.

(i) Change in Priority Habitats and Species

10.3 The most recent comprehensive habitat survey for Chelmsford was undertaken on behalf of the City Council by Essex Ecology Services Ltd (EECOS) and was published in 2016. The survey includes a register of all sites considered to be Local Wildlife Sites (LoWS) within Chelmsford along with the identification of some potential LoWS.

10.4 A previous study carried out in 2004 incorporated a land use survey to identify the most important wildlife habitats in the City Council area. Comparison between this data and the 2016 survey is difficult given that the land uses within the most recent survey have been modified in line with national guidelines.

10.5 A total of 171 LoWS covering 1663ha have been identified across the City Council area. This represents a net increase of 21 new LoWS. A full list of LoWS sites is provided within the LoWS Review report.

10.6 From the original list of sites (2004), 10 have been deleted. This is either because they fail to score well against the new assessment criteria or because their nature conservation interest has decreased.

10.7 A total of 36 new sites have been added. These include new or previously overlooked pieces of land. Some sites have also been amalgamated.

Table 26 Habitat Survey

	2004	2016
Number of LoWS	150	171
Area (ha)	1654	1663

Source: Essex Ecology Services Ltd. 2016

Action

As a 'material consideration' in the determination of planning applications the Council will continue to ensure that its ecological assets are protected.

II Renewable Energy

Part II Renewable Energy

Core Indicator I6 Renewable Energy Capacity Installed by Type

Core Indicator I6 - Renewable Energy Capacity Installed by Type

Objective

To use natural resources both finite and renewable as efficiently as possible and re-use finite or recycled alternatives wherever possible.

Target

To ensure that all new developments are designed to optimise energy efficiency.

Commentary

II.1 This indicator is identified as Core Output Indicator ECE2(ii) within Theme 2 (Environmental Protection and Enhancement) of the LDF Monitoring Framework attached at Annex A.

II.2 The Government through the Climate Change Act 2008 is committed to the target to cut greenhouse gas emissions by 80% by 2050. Paragraph 149 of the NPPF states that plans should take a proactive approach to mitigating and adapting to climate change, taking into account the long term implications of flood risk, coastal change, water supply, biodiversity and landscapes and the risk of overheating from rising temperatures.

II.3 Paragraph 153 of the NPPF states that, in determining planning applications, local planning authorities should expect new development to:

- comply with adopted Local Plan policies on local requirements for decentralised energy supply unless it can be demonstrated by the applicant, having regard to the type of development involved and its design, that this is not feasible or viable; and
- take account of landform, layout, building orientation, massing and landscaping to minimise energy consumption.

II.4 In accordance with the guidance set out in the NPPF the City Council has adopted a Supplementary Planning Document, Building for Tomorrow – Guidance on Sustainable Design and Construction, June 2013.

II.5 This indicator will monitor all new developments to ensure they reach optimum energy efficiency in accordance with relevant Supplementary Planning Documents (as amended).

Action

The Council will continue to seek planning conditions to assist in reducing carbon dioxide emissions from developments and to ensure any renewable energy or low carbon technology is successfully integrated with building design.

Part 12 Duty to Co-operate

Objective

To fulfil the requirements of the Duty to Co-operate as set out in the Localism Act 2011 and the NPPF.

Target

To ensure active co-operation continues to take place with other local planning authorities and other public bodies on an on-going basis.

Commentary

12.1 The Localism Act 2011 requires Local Planning Authorities (LPA) to co-operate with each other and with other public bodies to address those planning issues that are strategic in their area.

12.2 The Localism Act requires LPAs to “engage constructively, actively and on an on-going basis” to develop strategic policies and consider joint approaches to plan making where appropriate. The Duty to Co-operate came into effect on 15th November 2011.

12.3 The NPPF paragraph 24 provides details regarding the expectations of LPA’s to co-operate on strategic issues and highlights those policies that should be considered as strategic priorities. The City Council has adopted a Duty to Co-operate strategy to ensure it meets its obligations under the duty.

12.4 The Town and Country Planning (Local Planning) (England) Regulations 2012 require that the local planning authority’s monitoring report must give details of what action has been taken during the monitoring period to satisfy the Duty to Co-operate.

12.5 Chelmsford City Council has undertaken a considerable amount of engagement activity and discourse with neighbouring local authorities, both individually and as part of planning groups and forums on a sub-regional basis. A large number of public and private bodies and the local residential and business communities have also been regularly engaged and consulted throughout the plan-making process.

Duty to Co-operate Matters

Chelmsford Local Plan

12.6 The Chelmsford Local Plan was submitted for Independent Examination to the Secretary of State on 29 June 2018. In early July 2018 all Duty to Cooperate bodies on the Council’s consultation database were notified of the submission together with information on where to view the submission documents and details of the Programme Officer.

12.7 A Duty to Co-operate Compliance Statement, Legal Compliance Checklist and Regulation 22 Consultation Statement accompanied the submission of the Chelmsford Local Plan demonstrating that the requirements of the Duty have been met.

12 Duty to Co-operate

12.8 The Duty to Co-operate Compliance Statement follows the suggested format contained in the August 2015 Planning Advisory Service Duty to Co-operate Statement Template. It sets out the strategic context for Chelmsford, the bodies relating to strategic issues and how the strategic approaches and policies have resulted from effective co-operation and joint working. It also reports on how the duty will be taken forward to plan implementation and monitoring.

12.9 The Legal Compliance Checklist sets out details of how the Council has fully complied with the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012, the National Planning Policy Framework and its Duty to Cooperate obligations at each stage of the plan making process.

12.10 The Regulation 22 Consultation Statement contains summaries of the representations made to the Issues and Options, Preferred Options and Pre-Submission Local Plan Regulation 18 and 19 public consultations including overviews of the main issues raised by Duty to Cooperate bodies.

12.11 Statements of Common Ground (SOCG) have been published to inform the Inspector and other parties about the areas of agreement between Chelmsford City Council and Duty to Cooperate bodies in relation to the Pre-Submission Local Plan. These are listed below and include SOCG with all adjoining Local Planning Authorities (Uttlesford, Braintree, Maldon, Rochford, Basildon, Brentwood and Epping Forest);

Table 27 Statements of Common Ground (SOCG)

Reference	Duty to Cooperate Body	Date
SOCG 01	Historic England	June 2018
SOCG 02	Natural England	May 2018
SOCG 02B	Natural England Update	November 2018
SOCG 03	North and Mid Essex Housing Market Area partners: Braintree District Council, Colchester Borough Council and Tendring District Council	July 2018
SOCG 04	Environment Agency	September 2018
SOCG 05	Sport England	September 2018
SOCG 06	Anglian Water	September 2018
SOCG 07	West Essex Local Authorities: Uttlesford District Council and Epping Forest District Council	September 2018
SOCG 08	Maldon District Council	September 2018
SOCG 09	Brentwood Borough Council	September 2018
SOCG 10	South Essex Local Authorities: Basildon Borough Council, Rochford District Council and Castle Point Borough Council	October 2018
SOCG 11	Essex County Council: Sustainable Transport Measures and Other Matters	October 2018

Duty to Co-operate 12

Reference	Duty to Cooperate Body	Date
SOCG13	Essex County Council and First: Provision of Bus Services for the Allocated Sites within the Local Plan	October 2018
SOCG 22	Essex County Council and Highways England	November 2018
SOCG 23	Essex County Council and Mid Essex Hospital Trust	November 2018
SOCG 24	Essex County Council, Network Rail and Greater Anglia and Countryside Zest: Proposed Station at Beaulieu	November 2018

12.12 The Chelmsford Local Plan examination hearing sessions were held in November and December 2018. The Council's Examination Hearing Statement to Matter 1: Compliance with Statutory procedures and legal matters, describes how it has met the duty to cooperate in all aspects and has clearly identified all the relevant strategic matters. Council officers also worked together with Essex County Council and Highways England to present joint evidence at the examination hearing sessions.

12.13 Making positive use of the duty to co-operate has enabled the Council to shape the development of strategic policies in the context of cross-boundary issues, which have been explored and addressed through iterative amendments to the Local Plan. The Council believes that this ongoing activity has made a major contribution to ensuring the Local Plan meets the test of soundness by being positively prepared, effective and consistent with national policy. There is also a clear commitment through the SOCGs to continue to work with all parties beyond the Local Plan adoption for the monitoring and implementation of the Local Plan.

Draft Planning Obligations Supplementary Planning Document Consultation

12.14 There was one formal consultation stage on the Local Plan Draft Planning Obligations Supplementary Planning Document Consultation during the monitoring period. Notifications were sent to all Duty to Cooperate bodies registered on the Council's consultation database in July 2018 together with details on where to view the consultation documents and how to make comments. Representations were received from the following Duty to Cooperate bodies:

- Braintree District Council
- Castle Point Council
- Environment Agency
- Essex County Council
- Historic England
- Natural England
- Police, Fire and Crime Commissioner
- Sport England
- Transport for London

The Council's response to each consultation response was presented to Development Policy Committee in November 2018. The Supplementary Planning Document is expected to be subject to further consultation in 2019/20.

12 Duty to Co-operate

Responding to other Local Plan consultations

A number of adjoining and other Essex local authorities have been progressing their Local Plans. Consultations that the Council have responded over the monitoring year include:

Table 28 - Duty to Co-operate Consultations CCC have responded to

Authority	Consultation	Date
Colchester Borough Council	Consultation Draft Statement of Community Involvement	May 2018
Castle Point Borough Council	Local Plan Regulation 18 Consultation	July 2018
Harlow Council	Local Development Plan Pre-Submission Publication	July 2018
Maldon District Council	Statement of Community Involvement	July 2018
Maldon District Council	Vehicle Parking Standards Supplementary Planning Document	July 2018
Uttlesford District Council	Regulation 19 Pre-Submission Local Plan	July 2018
Basildon Borough Council	Revised Publication Local Plan (Regulation 19) Consultation	November 2018
Maldon District Council	Draft Green Infrastructure Strategy Supplementary Planning Document	January 2019
Brentwood Borough Council	Local Plan 2016-2033 (Pre-Submission, Regulation 19)	February 2019
Brentwood Borough Council	Brentwood Town Centre Design Guide Supplementary Planning Document	February 2019
Braintree District Council	Statement of Community Involvement	March 2019
Thurrock Council	Local Plan Issues & Options Stage 2	March 2019

Table 29 - Collaborative Work Undertaken

Topic	Cooperating With	Current Position
Essex Planning Officers Association	All Essex Local Planning Authorities, ECC, other invited public bodies	Standing Local Plan item

Duty to Co-operate 12

Topic	Cooperating With	Current Position
Essex Planning Officers' Association Mechanism for the consideration of Unmet Gypsy and Traveller Need	All Essex Local Planning Authorities	Guidance note adopted by the Essex Planning Officers Association in December 2018
Gypsy and Traveller Transit Site Study	All Essex Local Planning Authorities and Essex County Council	Drafting an MoU and scope & methodology for the study
Essex Coast Recreational disturbance Avoidance & Mitigation Strategy (RAMS)	12 Essex Local Planning Authorities, ECC and Natural England	Preparation of the Strategy and Draft RAMS Supplementary Planning Document; partnership expanded to include Uttlesford District Council; developer contributions being collected
Livewell Development Accreditation Scheme	Essex County Council Public Health	Preparation of the accreditation scheme for new developments; engagement with other authorities through the Essex Planning Officers' Association

Action

The Council will continue to work with the Duty to Co-operate bodies on Strategic cross boundary planning matters.

13 Community Infrastructure Levy (CIL)

Part 13 Community Infrastructure Levy (CIL)

Objective

To fulfil the monitoring requirements of the Community Infrastructure Levy Regulations 2010 (as amended).

Target

To produce an annual monitoring report for each financial year to meet the deadline set in the regulations.

Commentary

13.1 The Community Infrastructure Levy (commonly referred to as CIL) allows local planning authorities to raise funds from developers who are undertaking new building projects in their area.

13.2 CIL is applied as a charge per square metre and is payable for developments in Chelmsford providing new residential or retail floorspace.

13.3 The CIL Charging Schedule came into effect in Chelmsford on 1 June 2014 and applies to all development permitted after this date.

13.4 The funds raised will be used to provide infrastructure which is needed in order to support the growth of the area administered by Chelmsford City Council. This could be for new or improved roads, parks, schools and other infrastructure.

13.5 The CIL Regulations require 15% of CIL receipts to be passed to the local town or parish council for the area where the development takes place, with a limit of £100 per council tax dwelling in the parish during the financial year. Where a Neighbourhood Development Plan is in place this increases to 25% with no limit specified. There are no areas in Chelmsford at present where a Neighbourhood Development Plan has been made (adopted).

13.6 To ensure that the levy is open and transparent, charging authorities (in this case Chelmsford City Council) must publish a report on the levy on their website by 31st December each year, for the previous financial year. This report covers the period from 01 April 2018 to 31 March 2019.

13.7 Since adopting CIL in June 2014 to the end of the financial year 2018/19, £15.5 million has been collected, of which £6.8m was received in 2018/2019. 80% of CIL receipts are reserved for strategic infrastructure as defined by the Planning Act 2008 and the 15% neighbourhood allocation is either passed to the relevant Parish Council (as described above) or within the non-parished area, is subject to a specific governance process. Expenditure is approved by the Council's Cabinet or Full Council depending on the level of funding being allocated.

13.8 Amendments to the Community Infrastructure Regulations came into effect on 1st September 2019. One of the requirements is that from December 2020 Council's are required to publish Infrastructure Funding Statements dealing with expenditure of CIL and S106 contributions. The first Chelmsford Infrastructure Funding Statement will therefore be published in December 2020 dealing with the financial year 2019/2020.

Community Infrastructure Levy (CIL) 13

Table 30 Community Infrastructure Levy (CIL) Monitoring Report 2018/19 (£)

	Amount received (£) (a)	Retained from previous years (£) (b)	Expenditure (£) (c)	Retained at end of 2018/19 (£) (a+b+c)
Main CIL fund (table 30)	5,493,298.35	6,719,515.51	2,900,000.00	9,312,813.86
Areas with no Parish Council (table 32)	538,298.56	1,080,904.11	289,738.00	1,300,035.48
Parish and Town Council's (table 31)	481,480.72	93,549.60	287,659.98	287,370.34
Local surplus*	2,219.34	93,973.92	7,297.00	88,896.26
Administration (5%)	343,331.15	-	343,331.15	-
TOTAL	6,858,628.12	7,987,943.14	3,828,026.13	10,989,115.94

13.9 *Transfers to Parish and Town Council's are subject to an upper limit in each financial year. The surplus created is subject its own spending process.

Table 31 Main CIL Fund 2018/19

Receipts (£)	
Receipts	
Cash	5,493,298.35
Land	-
TOTAL	5,493,298.35
Expenditure	
Infrastructure:	
Riverside Leisure Centre	1,700,000.00
Riverside Public Realm	745,000.00
Mill, Yard, Chelmsford Station	400,000.00
Chelmsford Museum	55,000.00
Applied to repay money borrowed	-
TOTAL	2,900,000.00

13 Community Infrastructure Levy (CIL)

Receipts (£)	
Committed but not spent	
Infrastructure:	
Wayfinding Phase 2	77,500.00
Cycling Infrastructure	100,000.00
Tindal Square Public Realm	1,600,000.00
Main Road/Hospital Approach Broomfield Junction	97,000.00
Sutherland Lodge GP Surgery Refurbishment	525,000.00
TOTAL	2,399,500.00

Table 32 Parish and Town Council's 2018/19

Parish/Town Council	Received (£)	Retained from previous years (£)	Transferred to Local Council (£)	Retained at end of 2018/19 (pending transfer in 19/20) (£)
Boreham	36,127.75	1,351.89	10,802.62	26,677.02
Broomfield	93,880.28	8,139.38	37,441.87	64,577.79
Chignal	38,900.30	405.57	13,117.64	26,188.23
Danbury	5,975.73	1,598.87	3,197.74	4,376.86
East Hanningfield	-	-	-	-
Galleywood	4,647.12	1,549.04	6,196.16	-
Good Easter	-	-	-	-
Great Baddow	7,792.09	19,151.92	19,725.23	7,218.78
Great Waltham	3,991.69	-	3,010.28	981.41
Great and Little Leighs	87,303.73	9,801.25	34,861.25	62,243.73
Highwood	-	-	-	-
Little Baddow	-	-	-	-
Little Waltham	4,495.94	529.53	3,254.98	1,770.49
Margaretting	902.51	-	-	902.51

Community Infrastructure Levy (CIL) 13

Parish/Town Council	Received (£)	Retained from previous years (£)	Transferred to Local Council (£)	Retained at end of 2018/19 (pending transfer in 19/20) (£)
Mashbury	-	-	-	-
Pleshey	2,342.15	780.72	1,561.44	1,561.43
Rettendon	8,599.24	9,685.98	13,985.60	4,299.62
Roxwell	5,954.96	2,209.79	3,409.79	4,754.96
Runwell	30,765.59	517.32	25,241.65	6,041.26
Sandon	-	-	-	-
South Hanningfield	5,606.71	3,797.12	9,403.83	-
South Woodham Ferrers	23,079.05	6,383.24	15,139.06	14,323.23
Springfield	77,673.72	21,459.07	61,344.06	37,788.73
Stock	22,737.76	3,486.60	15,517.06	10,707.30
West Hanningfield	7,414.90	1,128.27	4,959.54	3,583.63
Woodham Ferrers & Bicknacre	7,889.26	1,574.04	5,490.18	3,973.12
Writtle	5,400.24	-	-	1,574.04
TOTAL	481,480.72	93,549.60	287,659.98	287,370.34

Table 33 Areas with no Parish/Town Council (CIL Neighbourhoods)

Neighbourhood	Received (£)	Retained from previous years (£)	Expenditure (£)	Retained end of 2018/19 (£)
Central (Marconi, Moulsham & Central, Waterhouse Farm)	493,412.66	680,484.34	244,738.00	927,172.50
North East (The Lawns, Trinity)	15,443.21	25,780.26	2,000.00	39,223.47

I3 Community Infrastructure Levy (CIL)

Neighbourhood	Received (£)	Retained from previous years (£)	Expenditure (£)	Retained end of 2018/19 (£)
North West (St. Andrews, Patching Hall)	15,279.42	54,794.31	43,000.00	27,073.73
South (Goat Hall, Moulsham Lodge)	14,163.27	319,845.20	-	334,008.47
TOTAL	538,298.56	1,080,904.11	289,738.00	1,327,478.17

Action

The Council will produce an infrastructure funding statement in line with the amended regulations.

Chelmsford City Council Monitoring Framework |

Part I Chelmsford City Council Monitoring Framework

Annex A – Chelmsford City Monitoring Framework

It should be noted that this Monitoring Framework comes from the adopted Core Strategy and Development Control Policies Development Plan Document which was adopted in 2008. It should be noted that the evidence base for this was drawn from the now rescinded East of England Plan, but this evidence base is still relevant.

It should also be noted that in 2008 Chelmsford had not yet attained City Status.

Therefore reference is made to the East of England Plan and ‘Town Centre’, rather than ‘City Centre’ throughout this document.

THEME I MANAGING GROWTH

Strategic Objective MG1

Direct growth to the most sustainable locations in the City and ensure new and existing neighbourhoods are easy to get to and well integrated with strategic route networks.

Policy Target (CP2)

To achieve employment creation and dwelling targets consistent with the East of England Plan.

Output Indicators

- (i) Dwelling Completions (Core)
- (ii) Employment Growth (Local)

Strategic Objective MG2

Manage and limit growth to that capable of being accommodated by the strategic infrastructure and the community support facilities of the City.

Policy Target (CP2, CP3 and CP4)

To achieve employment creation and dwelling targets consistent with the East of England Plan.

Output Indicators

- (i) Housing Trajectory (Core)
- (ii) Planning permissions and completions within Special Policy Areas and Area Action Plan areas (Local)
- (iii) Employment growth (Local)
- (iv) Amount and type of infrastructure secured for new development (Local)

I Chelmsford City Council Monitoring Framework

Strategic Objective MG3

Contain urban growth by re-use of urban land and imposition of rural boundaries.

Policy Target (CP5)

At least 60% of additional new dwellings to be built on previously developed land per annum and to maximise annual employment floorspace completion on previously developed land. New residential developments to be built at a density of at least 30 dwellings per hectare.

Output Indicators

- (i) Percentage of all developments built within an Urban Area or Defined Settlement (Local)
- (ii) Percentage of new and converted dwellings on previously developed land (Core)
- (iii) Dwelling density (Core)
- (iv) Employment developments on previously developed land (Core)
- (v) Job density of new developments (Local)

Strategic Objective MG4

Promote the advantages of urban living and create good places to live and work within the existing urban areas through mixed use, diverse activity and full use of existing space.

Policy Target (CP6 and CP7)

To develop a high quality urban environment.

Output Indicators

- (i) Proportion of uses within mixed use developments (Local)
- (ii) Proportion of mixed used developments by policy area (Local)
- (iii) Residential completions by policy area (Local)
- (iv) Non-residential completions by policy area (Local)

Chelmsford City Council Monitoring Framework |

Strategic Objective MG5

Minimise the need for car travel by locating development where alternative modes of transport are practicable and by improving public transport.

Policy Target (CP8)

Residential development to be within 30 minutes public transport of: GP; hospital; primary school; a secondary school; and Chelmsford and/or South Woodham Ferrers Town Centre.

- (i) GP (Core)
- (ii) Hospital (Core)
- (iii) Primary School (Core)
- (iv) Secondary School (Core)
- (v) Chelmsford and/or South Woodham Ferrers Town Centres (Core)

THEME 2 ENVIRONMENTAL PROTECTION AND ENHANCEMENT

Strategic Objective EPE1

Protect the City's natural and built resources, historic environment, biodiversity, geological diversity and countryside.

Policy Target (CP9)

No new development completed within, or adversely affecting, internationally or nationally important nature conservation areas. Decrease the number of buildings at risk.

Output Indicators

- (i) Change in areas and populations of biodiversity importance (Core)
- (ii) Changes in areas designated for their intrinsic environmental value (Core)
- (iii) Number of listed buildings at risk (Local)

I Chelmsford City Council Monitoring Framework

Strategic Objective EPE2

Seek to ensure that development is designed and located so far as possible to minimize any negative effects on the local and global environment and wherever possible to provide a net beneficial effect by reducing the generation of pollution and waste and the consumption of natural resources, including fossil fuel-based energy consumption. The generation of energy from renewable resources will be encouraged.

Policy Target (CPI0, CPI1)

Maximise the provision of renewable energy capacity. No new development to be at risk from flooding.

Output Indicators

- (i) Number of planning permissions granted contrary to the advice of the Environment Agency on either flood defence grounds or water quality (Core)
- (ii) Renewable energy capacity installed by type (Core)

Strategic Objective EPE3

Enhance environmental quality of the City's countryside and urban areas.

Policy Target (CPI2, CPI3 and CPI4)

Maximise the provision of quality green open space. No inappropriate development to take place in the Green Belt or countryside beyond the Green Belt.

Output Indicators

- (i) Amount of eligible open spaces managed to Green Flag Award standard (Core)
- (ii) Amount of new Public Open Space created by type (Local)
- (iii) Amount of Sports and Leisure facilities developed (Local)
- (iv) Air Quality (Local)
- (v) Development within the Green Belt (Local)

THEME 3 BALANCED COMMUNITIES

Chelmsford City Council Monitoring Framework |

Strategic Objective BC1

Meet the housing needs of the whole community through the provision of types and tenures of housing facilities, including affordable and special needs housing such as housing for the elderly, and create balanced communities through a mixture of housing for different household types.

Policy Target (CPI5)

35% of all residential completions to be affordable on sites of 15 dwellings or more; 70% of the affordable housing provision to be Social Rented and 30% Intermediate (includes key workers). To meet the identified housing needs of Gypsies and Travellers and Travelling Showpeople and to minimise numbers living on sites without planning permission.

Output Indicators

- (i) House price change (Local)
- (ii) Affordable Housing completions (Core)
- (iii) Affordable Housing permissions (Core)
- (iv) Proportion of Affordable Housing permitted via S106 (Local)
- (v) Mix of Affordable Housing by tenure (Local)
- (vi) Mix of Housing Completed by number of bedrooms (Market and Affordable)(Local)
- (vii) Permissions and completions granted for Exception sites (Local)
- (viii) Number of Caravan Pitches within the City (Core)
- (ix) Number of Caravan Pitches within the City without planning permission (Core)
- (x) Planning permission granted for Gypsy and Traveller Sites (Core)
- (xi) Number of Specialist Units provided (Local)

Strategic Objective BC2

Promote social inclusion through equality of opportunity and equality of access to social, educational, health, employment, recreational, green space and cultural facilities for all in the City.

Policy Target (CPI6)

New developments to be within 30 minutes public transport of: social; educational; health, employment, recreational, green space and cultural facilities

Output Indicators

As MG5

I Chelmsford City Council Monitoring Framework

Strategic Objective BC3

Reduce deprivation and improve residents' health and quality of life by targeted economic and community development.

Policy Target (CP17)

To reduce the pockets of deprivation in the City as defined by the Government's Indices of Deprivation.

Output Indicators

(i) Indices of Deprivation (Local)

Strategic Objective BC4

Promote social inclusion by improved accessibility to health care, education, employment, local shopping, leisure facilities and services for all, especially for those without a car and for those in more remote parts of the City through well planned routes and integrated public transport.

Policy Target (CP8)

All development to be within 30 minutes public transport of: GP, hospital, primary school, secondary school and Chelmsford and/or South Woodham Ferrers Town Centres.

Output Indicators

As MG5

Chelmsford City Council Monitoring Framework |

Strategic Objective QL1

Provide high quality social, educational, leisure and sports facilities, excellent green spaces, and a full range of cultural opportunities for meeting, worship, entertainment and celebration.

Policy Target (CPI8)

To secure high quality social, educational, leisure and sports facilities, excellent green spaces, and a full range of cultural opportunities for meeting, worship, entertainment and celebration in new developments.

Output Indicators

(i) The provision of community and social facilities, health, education, leisure, green spaces, arts and cultural facilities, and places of worship within new developments.

Strategic Objective QL2

Improve links between new development surrounding neighbourhoods and the Town Centres by efficient local route networks and public transport.

Policy Target (CPI9)

To secure safe, high quality developments that have excellent connections with the existing urban area.

Output Indicators

As MG5

Strategic Objective QL3

Improve road safety and avoid pedestrian route severance by managing vehicle traffic in residential and shopping areas.

Policy Target (CPI9)

To secure safe, high quality developments that have excellent connections with the existing urban area.

Output Indicators

As MG5

I Chelmsford City Council Monitoring Framework

Strategic Objective QL4

Ensure that new development creates places where people enjoy living and Annual Monitoring Report Covering the Period 01.04.2012 to 31.03.2013 Page 55 working and are safe, secure and attractive.

Policy Target (CP20)

To secure high quality development that achieves residential approval.

Output Indicators

- (i) Public satisfaction with new developments (Local)
- (ii) Amenity space standards (Local)
- (iii) Public art provision (Local)

Strategic Objective QL5

Secure the best built environment design for present and future use and visual character. Enhance the utility of existing buildings through adaptation and improvement.

Policy Target (CP21)

To secure high quality development that achieves residential approval.

Output Indicators

- (i) Public satisfaction with visual character of the built environment (Local)

Chelmsford City Council Monitoring Framework |

Strategic Objective ECP1

Maintain the City's economic competitiveness in a region of major growth and change by responding positively to economic change.

Policy Target (CP22)

To ensure stable employment growth. Ensure a range of suitable types of employment land and premises. Minimise losses of employment land.

Output Indicators

- (i) Amount of land (sq.m) developed for employment by type (Core)
- (ii) Amount of land (sq.m) developed for employment by type on allocated sites (Core)
- (iii) Employment land available by type (Core)
- (iv) Losses of employment land (Core)
- (v) Unemployment levels (Local)
- (vi) Vacancy rates (Local)

Strategic Objective ECP2

Reinforce Chelmsford town's leading sub-regional economic role by attracting new commercial investment and reinforcing the town's attractiveness and competitiveness by enhancing civic and cultural activity.

Policy Target (CP23)

To provide new civic and cultural facilities. To provide new commercial and leisure development at locations consistent with the settlement hierarchy.

Output Indicators

- (i) New retail and leisure development in Chelmsford Town Centre (Core)
- (ii) New office development in Chelmsford Town Centre (Core)
- (iii) Loss of retail floorspace in Chelmsford Town Centre (Local)
- (iv) Provision of arts and cultural facilities in Chelmsford Town Centre (Core)
- (v) Tourist and visitor levels (Local)
- (vi) Primary and secondary retail frontages (Local)

I Chelmsford City Council Monitoring Framework

Strategic Objective ECP3

Enhance Chelmsford's role as a Regional Transport Node.

Policy Target (CP24)

To promote improved public transport services and facilities.

Output Indicators

- (i) Park and Ride provision (Local)
- (ii) Bus and rail services (Local)
- (iii) Percentage of non-residential development complying with car parking standards (Core)

Strategic Objective ECP4

Enhance the viability and vitality of South Woodham Ferrers Town Centre and secondary local centres.

Policy Target (CP25)

To encourage the provision and retention of services within South Woodham Ferrers Town Centre.

Output Indicators

- (i) New retail and leisure development in South Woodham Ferrers and secondary local centres (Core)
- (ii) New office development in South Woodham Ferrers and secondary local centres (Core)
- (iii) Loss of retail floorspace in South Woodham Ferrers and secondary local centres (Local)
- (iv) Vacancy rates in South Woodham Ferrers and secondary local centres (Local)
- (v) No net loss of public car parking spaces in South Woodham Ferrers Town Centre (Local)

Chelmsford City Council Monitoring Framework |

Strategic Objective ECP5

Support essential commercial transport movement related to City business activity on road and rail networks.

Policy Target (CP26)

To promote business activity within the City

Output Indicators

None

2 Monitoring of Core Output Indicators

Part 2 Monitoring of Core Output Indicators

Annex B – Monitoring of Core Output Indicators

Objectives

The Chelmsford City Core Strategy and Development Control Policies DPD (adopted February 2008) sets out a series of strategic objectives against which planning policies and the allocation of land for development will be established.

These objectives underpin the Chelmsford City Council Local Development Framework process and are consequently used within the Council's AMR's to help establish meaningful indicators and targets. The monitoring and evaluation of progress towards the objectives and targets will form part of the feedback mechanism to ensure effective operation of policies.

The strategic objectives set out in the adopted Chelmsford City Council's Core Strategy and Development Control Policies DPD are:

Managing Growth

Deals with fundamental spatial aspects of planning – the quantity and location of development, the strategic links and the physical containment of urban form by landscape. This group has Core policies and the closest tie-in with regional policy.

The Strategic Objectives under this theme are:

MG1: Direct growth to the most sustainable locations in the City and ensure new and existing neighbourhoods are easy to get to and well integrated with strategic route networks.

MG2: Manage and limit growth to that capable of being accommodated by the strategic infrastructure and the community support facilities of the City.

MG3: Contain urban growth by re-use of urban land and imposition of rural boundaries.

MG4: Promote the advantages of urban living and create good places to live and work within the existing urban areas through mixed use, diverse activity and full use of existing space.

MG5: Minimise the need for car travel by locating development where alternative modes of transport are practicable and by improving public transport.

Environmental Protection and Enhancement

Provides the environmental basis for all development – valuing natural and historic assets and ensuring change is sustainable and enhancing. This group Annual Monitoring Report Covering the Period 01.04.2012 to 31.03.2013 Page 59 of objectives is linked to a range of development policies ensuring individual development acknowledges global impact.

The Strategic Objectives under this theme are:

EPE1: Protect the City's natural and built resources, historic environment, biodiversity, geological diversity and countryside.

Monitoring of Core Output Indicators 2

EPE2: Seek to ensure that development is designed and located so far as possible to minimise any negative effects on the local and global environment and where ever possible to provide a net beneficial effect by reducing the generation of pollution and waste and the consumption of natural resources, including fossil fuel-based energy consumption. The generation of energy from renewable resources will be encouraged.

EPE3: Enhance environmental quality of the City's countryside and urban areas.

Balanced Communities

Promotes social inclusion in all aspects of development and public services, supported by Core policies and other related social strategies.

The Strategic Objectives under this theme are:

BC1: Meet the housing needs of the whole community through the provision of types and tenures of housing facilities, including affordable and special needs housing such as housing for the elderly, and create balanced communities through a mixture of housing for different household types.

BC2: Promote social inclusion through equality of opportunity and equality of access to social, educational, health, employment, recreational, green space and cultural facilities for all in the City.

BC3: Reduce deprivation and improve residents' health and quality of life by targeted economic and community development.

BC4: Promote social inclusion by improved accessibility to health care, education, employment, local shopping, leisure facilities and services for all, especially for those without a car and for those in more remote parts of the City through well planned routes and integrated public transport.

Quality of Life

Focuses on how our experience of living and working is influenced by sense of place, sense of safety and security, ease of local travel, built environment design and the quality of public facilities. This group is supported mainly by a large range of Development Control policies and detailed guidance.

The Strategic Objectives under this theme are:

QL1: Provide high quality social, educational, leisure and sports facilities, excellent parks and green spaces, and a full range of cultural opportunities for meeting, worship, entertainment and celebration.

QL2: Improved links between new development, surrounding neighbourhoods and the town centres by efficient local route networks and public transport.

QL3: Improve road safety and avoid pedestrian route severance by managing vehicle traffic in residential and shopping areas.

QL4: Ensure that new development creates places where people enjoy living and working and are safe, secure and attractive.

QL5: Secure the best built environment design for present and future use and visual character. Enhance the utility of existing buildings through adaptation and improvement.

2 Monitoring of Core Output Indicators

Economic Prosperity

Provides the economic basis for the success of the City as a place to live and work. It deals with the needs of businesses, the working population, trade and freight, centred on the significance of Chelmsford as a key regional centre

The strategic objectives provide the basis for the City Council's spatial strategy for the City, including the Core policies and Development Control policies contained in this document.

The Strategic Objectives under this theme are:

ECPI: Maintain the City's economic competitiveness in a region of major growth and change by responding positively to economic change.

ECP2: Reinforce Chelmsford town's leading sub-regional economic role by attracting new commercial investment and reinforcing the town's attractiveness and competitiveness by enhancing civic and cultural activity.

ECP3: Enhance Chelmsford's role as a Regional Transport Node.

ECP4: Enhance the viability and vitality of South Woodham Ferrers town centre and secondary local centres.

ECP5: Support essential commercial transport movement related to City business activity on road and rail networks.

CABINET
19 November 2019

AGENDA ITEM 8

Subject	HEALTH & WELLBEING PLAN
Report by	CABINET MEMBER FOR SAFER CHELMSFORD

Enquiries contact: Paul Brookes, 01245 606436, paul.brookes@chelmsford.gov.uk

Purpose
To approve Chelmsford City Council's Health & Wellbeing Plan.
Options
<ol style="list-style-type: none"> 1. To approve the Health & Wellbeing Plan 2. To approve with amendments the Health & Wellbeing Plan 3. To not approve the Health & Wellbeing Plan
Recommendation
That Cabinet approve the 2019 Health & Wellbeing Plan.

Corporate Implications	
Legal:	None
Financial:	None
Personnel:	None
Risk Management:	None
Equalities and Diversity: (For new or revised policies or procedures has an equalities impact assessment been carried out? Y/N)	
Health and Safety:	None
IT:	None
Other:	None

Consultees	Chelmsford's Health & Wellbeing Group 'Livewell Chelmsford'
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Policies and Strategies

The report takes into account the following policies and strategies of the Council:

1. Introduction

- 1.1 The Council has a key role in promoting healthy, active lifestyles and encouraging people to live well. To prioritise the Council's work in this area and direct resources to areas of greatest need the Council has produced a Health & Wellbeing Plan, attached at Appendix 1. The plan has been overseen by a Chelmsford Policy Board working group and produced in conjunction with key stakeholders that form the Chelmsford Health & Wellbeing Group 'Livewell Chelmsford'.
- 1.2 The plan identifies population needs and key priorities, and actions to be taken to address them as part of a wider health system. The majority of the Council's contribution to public health improvements is delivered through its day to day service provision; however, co-ordination of service delivery influenced by the priorities in the plan will assist in delivering more effective health outcomes.

2. Health & Wellbeing Plan

- 2.1 The plan is structured to provide information on the health and wellbeing of Chelmsford residents, how Chelmsford City Council and the services it provides contribute to health and wellbeing of its residents, the key health and wellbeing priorities, and what work the Council in conjunction with partners will do to contribute to tackling these priorities over the next few years.

3. Priorities and Principles

- 3.2 The plan has five priorities which were identified taking into account health inequality data and the role district councils have in delivering public health improvements. The five priorities are:
- Reduce excess weight and obesity and increase physical activity in adults and children
 - Alleviate loneliness and social isolation
 - Improve poor housing including fuel poverty and thermal comfort
 - Enable people to AgeWell
 - Reduce alcohol and substance misuse, and behavioural addictions
- 3.3 Underpinning these priorities are five principles which will assist in delivering effective health outcomes. This includes recognition that all organisations and stakeholders need to work collaboratively, and prevention and early intervention is key in tackling wider causes of ill health particularly when combined with self-care and self-management.
- 3.4 The plan has been produced taking into account Essex County Council's Joint Health and Wellbeing Strategy and has been influenced by the strategy's four areas of focus:

- Improving mental health and wellbeing
- Addressing obesity, improving diet and increasing physical activity
- Influencing conditions and behaviours linked to health inequalities
- Enabling and supporting people with long-term conditions and disabilities

Chelmsford City Council's Health & Wellbeing Plan informs Essex County Council of its contribution to the Joint Health & Wellbeing Strategy.

4. Conclusion

4.1 A working group of the Chelmsford Policy Board has reviewed the development of the Chelmsford Health & Wellbeing Plan, and the plan sets out the priorities and principles the Council will focus on.

4.2 The Health & Wellbeing Plan will, in conjunction with Essex County Council's Joint Health & Wellbeing Strategy, provide a coherent and joined up approach to tackling health inequalities and improving the health and wellbeing of people in Chelmsford.

List of Appendices

Appendix 1 - Chelmsford Health & Wellbeing Plan

Background Papers

Essex County Council – Joint Health & Wellbeing Strategy

CHELMSFORD

Health & Wellbeing Plan



www.chelmsford.gov.uk

www.livewellcampaign.co.uk





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 - 8.2. Alleviate loneliness and social isolation
 - 8.3. Improve poor housing including fuel poverty and thermal comfort
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 - 8.5. Reduce alcohol, substance misuse and behavioural addictions (including supply of illegal substances)
9. **Taking health and wellbeing forward**



Healthy communities are defined by much more than our actions or access to traditional healthcare; green spaces, social activities, education, and employment opportunities, healthy food, suitable housing, and transport all play a hugely important role. To prevent illness and improve the health and wellbeing of local communities, we need to consider all these aspects and more. This is called a population health approach. This isn't easy but by strengthening partnerships across communities, businesses, local government, and the NHS we can make a difference.

The Kingsfund vision for population health

The World Health Organisation defines public health as “the art and science of preventing disease, prolonging life, and promoting health through the organised efforts of society.”

The Chelmsford Health and Wellbeing Plan has been developed in partnership with members of Livewell Chelmsford, our local multi-agency health and wellbeing group supporting the Wider Essex Joint Health and Wellbeing Strategy. Livewell Chelmsford aims to promote, facilitate, and encourage members to work collaboratively to improve the health, wellbeing, and quality of life of everyone in Chelmsford.

The following organisations are represented on Livewell Chelmsford:



1 Summary

The plan sets out how our key functions as a district council influence health and wellbeing and sets a direction for the council and partners to address an agreed set of health and wellbeing priorities to lead and improve health and wellbeing for all.

The following diagram presents our health and wellbeing priorities set out within the strategy.





Overview of Chelmsford's Health and Wellbeing

BIRTH

SMOKING IN PREGNANCY

In 2017/18 170 babies were born to mothers that smoke. 7.8% of mothers smoke at the time of delivery compared to 10.8% nationally

BREASTFEEDING

77.6% mothers initiate breast feeding within 48 hours of delivery compared to the national average of 74.5%

CHILDHOOD OBESITY

15.4% children aged 10-11 are obese compared to the national average of 20.1%

CHILD INJURIES

313 hospital admissions for unintentional and deliberate injuries, a rate of 99.1 per 10,000 for 0-14-year olds compared to 96.4 nationally

GCSE RESULTS

65.8% children achieved 5A*-C including Maths and English compared to the national average of 57.8%

TEENAGE CONCEPTION

The rate of teenage conceptions is 12.2 per 1,000 which is lower than the national average of 18.8%

DIET

It is estimated 53.7% of adults meet the recommended '5 a-day' compared to the national average of 57.4%

ALCOHOL

573 per 100,000 persons admitted to hospital due to alcohol-related conditions compared to 632 nationally

PHYSICAL ACTIVITY

Locally, 67.9% adults are physically active meeting the CMO recommendations. Nationally, this is 66.0%.

DEATHS FROM CANCER

Rates of deaths from all cancers in people under 75 were 119.8 per 100,000, significantly better than the national average of 134.6

EARLY DEATHS

273 per 100,000 early deaths (under 75 yrs.) significantly better than the national average of 332.

SMOKING

12.0% of adults are current smokers, compared to the national average of 14.9%

UNEMPLOYMENT

3.2% of the population aged 16+ are unemployed compared to 4.4% nationally. 1.6 per 1000 of the population aged 16-64 yrs. are long term claimants of jobseeker's allowance compared to 3.5 nationally

HEALTH INEQUALITIES AND DEPRIVATION

Life expectancy is 6.2 years lower for men and 4.3 years lower for women in the most deprived areas of Chelmsford than in the least deprived areas. In 2016, it was recorded that there are 11.8% (3,550) children living in low income families.

DEPRESSION

9.9% of people completing GP patient survey reported having depression or anxiety compared to national average of 13.7%. The estimated prevalence of depression for all ages is 14.1% compared to 15.0% nationally.

END OF LIFE

LONG TERM CONDITIONS

14.4% of population reported they have a health problem or disability that limits their day to day activities and has lasted, or is expected to last, at least 12 months. Nationally this is 17.6%

DEMENCIA

In 2017/18 2,928 people aged 65 and over are registered as having dementia on their practice register in Mid Essex

FALLS

Emergency hospital admissions due to falls in people aged 65 and over is 1,930 per 100,000 compared to 2,170 nationally

2 Introduction

2.1 What is the Health and Wellbeing Plan?

The Health and Wellbeing Plan is our strategy for improving the health and wellbeing of people in Chelmsford and reducing health inequalities. The Plan identifies population needs, key priorities, and actions we will take to address them as part of a wide system of partners.

A wide range of factors beyond our physical health and mental wellbeing influence our health and wellbeing; issues such as unemployment, poor housing, and feeling unsafe can all impact mental and physical health. These are often called the wider determinants of health. Consequently, our social networks, local economy, and natural environments play a crucial role in influencing our health and wellbeing.

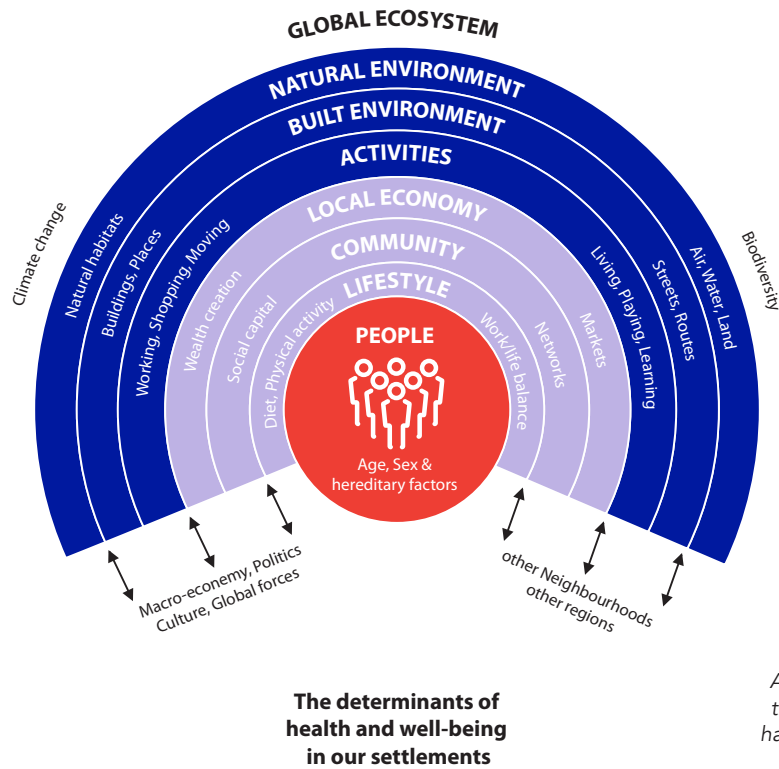


Figure 1:
A health map of the local human habitat, Barton & Grant (2006)

The purpose of our Plan is to express our shared set of aspirations and to provide a focus for collective action on the most important health and wellbeing issues facing the residents of Chelmsford. This Plan aims to support Chelmsford City Council, Essex County Council, the Mid Essex Clinical Commissioning Group (CCG), Active Essex, the Chelmsford Cultural Development Trust (CCDT), Voluntary sector organisations and other partners to combine resources and skills to help improve the health of those people who live, and work in Chelmsford.

It is only through collaborative and partnership working that Chelmsford City Council and others can support and empower individuals throughout their life to maximise their potential for a healthy life. The Plan also aims to encourage and enable people to do more for themselves in maintaining and improving their health and wellbeing.



3 Our vision

“Our vision is to work with communities and residents to reduce health inequalities and improve the opportunities for adults and children so that they can enjoy a healthy, safe, and fulfilling life.”

By joining the World Health Organisation (WHO) Healthy Cities Network, we have demonstrated that we are committed to embedding health and health equity in all local policies. Furthermore, by working with other organisations, we form part of a strong collective voice for public health and sustainable development.

We want the district covered by Chelmsford City Council to be a place where:

- the physical environment in which our residents live will improve their health and wellbeing
- children grow up to reach their full potential and are happy
- older people feel valued and supported in their local communities
- people have access to good employment and work opportunities
- people stay healthy and enjoy life and have the resilience to cope with life’s changes
- people can expect to enjoy good health, whatever their social or economic circumstances
- people are connected to their communities and to each other

4 Our overarching principles

A set of principles have been identified to enable and set the foundation for decision making and evaluating actions against our identified health and wellbeing priorities. It is important to ensure we work towards contributing to and facilitating a sustainable health system through shifting focus from health-related work and care to prevention, early intervention, and resilience.

1. Partnership working

A commitment to a holistic and partnership approach to improving health and wellbeing in the district, enabling statutory and voluntary sector organisations to work collaboratively with communities and build on existing assets (ABCD approach).

2. A focus on prevention of ill health and early intervention

Prevent and tackle the wider causes of ill-health, poor life choices, and health conditions.

3. Increase communication and making use of technology

On-going and effective communication, co-production, and engagement with residents and partners about health issues. We will raise awareness of local activities and events by using the “livewell” platform for information and guidance to help communicate health and wellbeing messages.

4. Improve mental health and wellbeing

To improve mental health and wellbeing, ensuring mental health is regarded across all streams of work. Ensure that the promotion of health and wellbeing features in all strategies and plan where possible.

5. Effective health service and self-care

Contribute to achieving effective health services and promoting self-care by utilising and promoting the Connect Well self-care, self-refer platform.

5 National and local connections of health and wellbeing



Figure 2. Mid Essex CCG Livewell Wheel: supporting people to livewell from wider determinants of health to prevention, treatment and promoting self-care and self-management

5.1 National Context

The Marmot Review 2010: Fair Society, Healthy Lives, emphasised the scale of health inequalities in England and proposed practical, evidence-based actions to reduce health inequalities. The report highlighted the need to take action across the wider determinants of health and called for progress to be made on a clear set of policy objectives. This report had a significant impact on public health services in England, guided government policy, and has given a significant rise to the commitment of reducing health inequalities and addressing social inequalities.

The Governments White Paper 'Healthy Lives, Healthy People- A Strategy for Public Health England' (2010) responded to the Marmot Review and adopted the life course framework for tackling the wider determinants of health and placed local government and local communities at the heart of improving health and wellbeing for their local areas. This approach was established through the Health and Social Care Act 2012, where Public Health England was established as a national executive agency of the Department of Health. At the local level, public health became a statutory duty for local authority Public Health teams. The changes in national policy have provided closer working between health organisations and local authorities.



5.2 Essex Context

Figure 2 shows that many connections support health in the system from wider determinants of health to prevention, treatment, and promoting self-care and self-management.

Chelmsford City Council works closely with key public health partners to focus on and target similar priority areas. This provides the opportunity for increased discussion and input into decisions that seek to maximise whole-system preventative approaches.

Our strategy supportively links to the Essex Joint Health and Wellbeing Strategy (EJHWS), which sets out priorities identified through the Joint Strategic Needs Assessment (JSNA). The City Council and other key stakeholders had the opportunity to contribute to the strategy to ensure a greater focus on local need.

Chelmsford sits within the Mid Essex Clinical Commissioning Group (CCG) footprint, which is responsible for planning and buying healthcare services for Mid Essex. These services include hospital care, medicines and prescribing, mental health, urgent care, community care, and ambulance services. Chelmsford is also geographically located within the Mid and South Essex Sustainable Transformation Partnership (STP).

Active Essex is a key member of our local Health and Wellbeing board whose aim is to make sport and physical activity accessible to all Essex residents. Active Chelmsford is our local active network working to deliver projects in our district that aim to make the inactive to become more active.



5.3 Local Picture

In Chelmsford, whilst the majority of our residents lead healthy, active, and prosperous lives, we continue to have pockets of isolated health and social problems. The local profile of the JSNA continues to flag that Chelmsford needs to reduce the gap between the more affluent and deprived communities. Areas of focus include:

- Tackling health behaviours due to increasing excess weight in adults and children, levels of smoking and alcohol and substance misuse (gangs, antisocial behaviour).
- Helping people to age well due to increasing issues related to an ageing demographic, including high levels of hip fractures and people living with dementia.
- Reducing high levels of excess winter deaths made worse by winter pressures and fuel poverty.

Our aim is to mitigate such factors, as well as encourage and empower people to take a more active role in their own and other's physical and mental health. We will do this by collaborating and working with partners to deliver targeted interventions within areas of need, as well as supporting self-care through helping people to find local, existing services that are appropriate and helpful.

We will work closely with Essex County Council's Public Health team, Mid Essex Clinical Commissioning Group and with internal District Council teams such as Community Safety, Planning Policy, Economic Development, Community Sport and Wellbeing development, and Parks and Green Spaces, the Arts and Culture services, Voluntary Sector and other external partners to address the health and wellbeing priorities within our district. We will also aim to engage with the wide range of local organisations and charities who are working to improve the health and wellbeing of residents.

Furthermore, through work with the Essex Health and Wellbeing Board and our local health and wellbeing group (Livewell Chelmsford), we will aim to keep track of the work that addresses our health and wellbeing priorities. We will also review our approach to ensure evidence-based best practice is achieved.

6 Chelmsford City Council's contribution to Public Health



The scope of public health is very broad, with many government bodies, organisations, and voluntary sector organisations all playing an important role in its delivery. Our health is primarily determined by factors other than health care. While as a Council, we are not directly involved with an individual's healthcare, our key functions influence health. The Government believes that many of the wider determinants of health, for example, housing, economic development, and transport can be easily impacted by local authorities, who have overall responsibility for improving the local area for their populations. Local authorities are well-placed to take a very broad view of what services will impact positively on the public's health and combine traditional "public health" activities with other activity locally to maximise the benefits for better health outcomes.

Essex County Council has the statutory duty for public health across all the districts in Essex. However, as identified in the Kings Fund report "The district council contribution to public health: a time of challenge and opportunity" (2015), local authority functions have the opportunity to influence health and wellbeing positively.

Essex County Council has identified the need to work closely with local district councils to develop our collective approach in securing further improvement in public health across Essex through the development of local solutions and upscaling good practice.

To further develop the public health capabilities within our Council, an Internal Public Health Officers group was set up to promote better collaboration for health between internal departments, which in turn enables joint ownership of the health and wellbeing agenda across projects and initiatives. This group is formed of representatives from Environmental Health, Parks and Green Spaces, Community Sport and Wellbeing Development, Planning Policy and the Arts and Culture services.

Our Corporate Plan highlights the Council's commitment to putting plans into place to make our society a safer, greener, fairer, and better-connected place. Below is a brief outline of the Council's practical public health interventions which contribute to the wider health and wellbeing quality of life for an individual based on the Corporate Plan themes:



6.1 A safer and greener place

In this Corporate theme, we aim to make the district a more attractive place, promoting Chelmsford’s green credentials, ensuring communities are safe and creating a distinctive sense of place.

A wide range of services within the council contribute to achieving this aim. This includes planning for sustainable communities as new housing development planned for the future will mean that our population will evolve and increase significantly with an estimated 11,970 more people between 2015 and 2025 (Chelmsford Local Authority Portrait, 2016). It is important to recognise the significance and long-term effects of new development design, including considerations to air quality and in shaping communities now and in the future. Our Parks and Green Spaces services are also key contributors to this theme, and we recognise that access to green space and the opportunity to engage and connect with nature is a significant way to reduce mental distress and promote mental wellbeing, while also increasing the likelihood of physical activity across all age groups.

On the safer element of the theme, addressing and tackling crime and disorder, anti-social behaviour, drug and alcohol use helps create healthy, safe and sustainable places and communities. Under the Crime and Disorder Act, our Community Safety Partnership is responsible for reducing crime and disorder. Also, under the Licensing Act 2003, we can target health and wellbeing issues within a pro-active and standardised approach to premises checks where our objectives are taken into consideration when determining a licence to ensure public safety.



What we do and will do:

- Annually refresh the Safer Chelmsford Partnership Plan and in partnership with key stakeholders such as Essex Police, and voluntary partners to respond to increasing levels of crime and addressing our priorities
- Listen to local concerns and respond timely to reports of issues of concern
- Ensure appropriate resources are available to tackle crime
- Deliver the Community Safety Action Plan
- Annually conduct the public perception of safety survey
- Work with partners to tackle anti-social behaviour using the appropriate tools and powers to enforce action
- Carry out statutory safeguarding duties to safeguard children and vulnerable adults and respond to reported concerns
- Play an active role in the Safer Chelmsford Partnership
- Complete a strategic assessment annually, which informs our strategic priorities based on crime and health data, public perceptions and use of crime severity scores.
- An annual public event in partnership with the OPFCC and Essex Police to enable residents to voice their concerns
- Promote more innovative and sustainable design through robust planning policies and supplementary planning documents
- Develop and implement the Air Quality Strategy
- Implement the Green Infrastructure Strategic Plan
- Reinforce and extend the connectivity of, and accessibility to, Green Infrastructure resources

- Address and prepare for the effects of climate change through using Green Infrastructure resources
- Use Green Infrastructure to advance health and wellbeing for residents through access to high-quality open spaces which are connected and provide a diverse range of recreational and amenity benefits

Find out more:

- Licencing:
www.chelmsford.gov.uk/business/licensing/
- Community Safety:
www.chelmsford.gov.uk/communities/community-safety/
- Parks and Green Spaces:
www.chelmsford.gov.uk/parks-and-allotments/

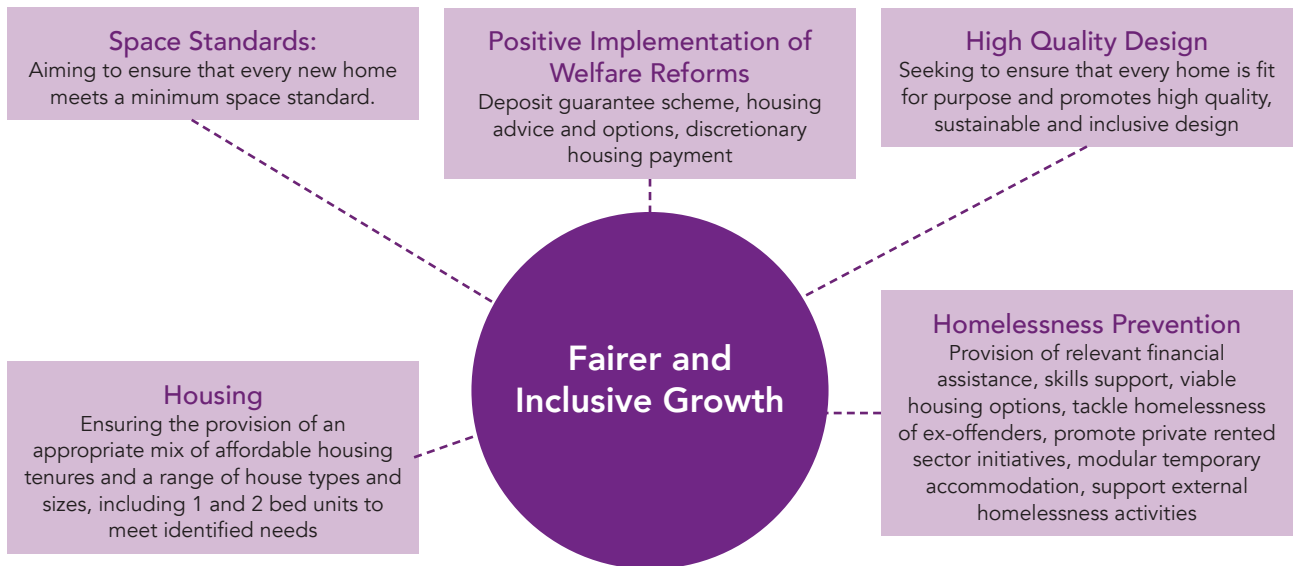




6.2 Fairer and inclusive growth

In this Corporate theme, we aim to promote sustainable and environmentally responsible growth to stimulate a vibrant, balanced economy, a fairer society and provide more housing of all types.

A wide range of services within the council contribute to achieving this aim. These services include planning for sustainable communities, where our Local Development Framework outlines the strategic priorities and long-term vision for Chelmsford and identifies locations for delivering houses and other strategic development needs such as employment, retail and transport development. Our Housing Standards and Housing Solutions Team also contribute to achieving this aim in various ways, such as, implementing the Disabled Facilities Grant which can help people to stay in their homes and live independently for as long as possible and through homelessness prevention measures.



What we do and will do:

- Seek an appropriate range of housing tenures including rented and intermediate products based on local evidence of need
- Seek an appropriate range of house types/sizes, including “lifetime homes” which can be adaptable and accessible
- Charge Community Infrastructure Levy to new developments to help fund improvements to infrastructure locally
- Support new and enhanced retail, leisure and commercial development through protecting existing assets and supporting growth in these sectors
- We ensure that homelessness prevention remains as one of our key priorities
- Maintain the new development of ‘modular’ temporary accommodation to help families and individuals who become homeless
- Work with our registered providers to ensure we provide sufficient affordable housing to those in greatest housing need from our housing register
- Implement our homelessness strategy which sets out a proactive approach to preventing homelessness and review it annually
- Re-establish our school-based programme to raise awareness of housing issues
- Use our enforcement powers to protect tenants in the private rented sector from the effects of poor housing standards
- Bring empty homes and properties back into use
- Support people to access housing by providing financial assistance (rent guarantee), housing support and budgeting advice
- Partner with external agencies with significant expertise in guiding and supporting homeless people

Find out more:

- Chelmsford Local Plan:
www.chelmsford.gov.uk/planning-and-building-control/planning-policy-and-new-local-plan/new-local-plan/
- Neighbourhood Planning:
www.chelmsford.gov.uk/planning-and-building-control/planning-policy-and-new-local-plan/new-local-plan/neighbourhood-plans-and-village-design-statements/
- Housing Standards:
www.chelmsford.gov.uk/housing/private-tenants/housing-standards/
- Housing services:
www.chelmsford.gov.uk/housing/homelessness/



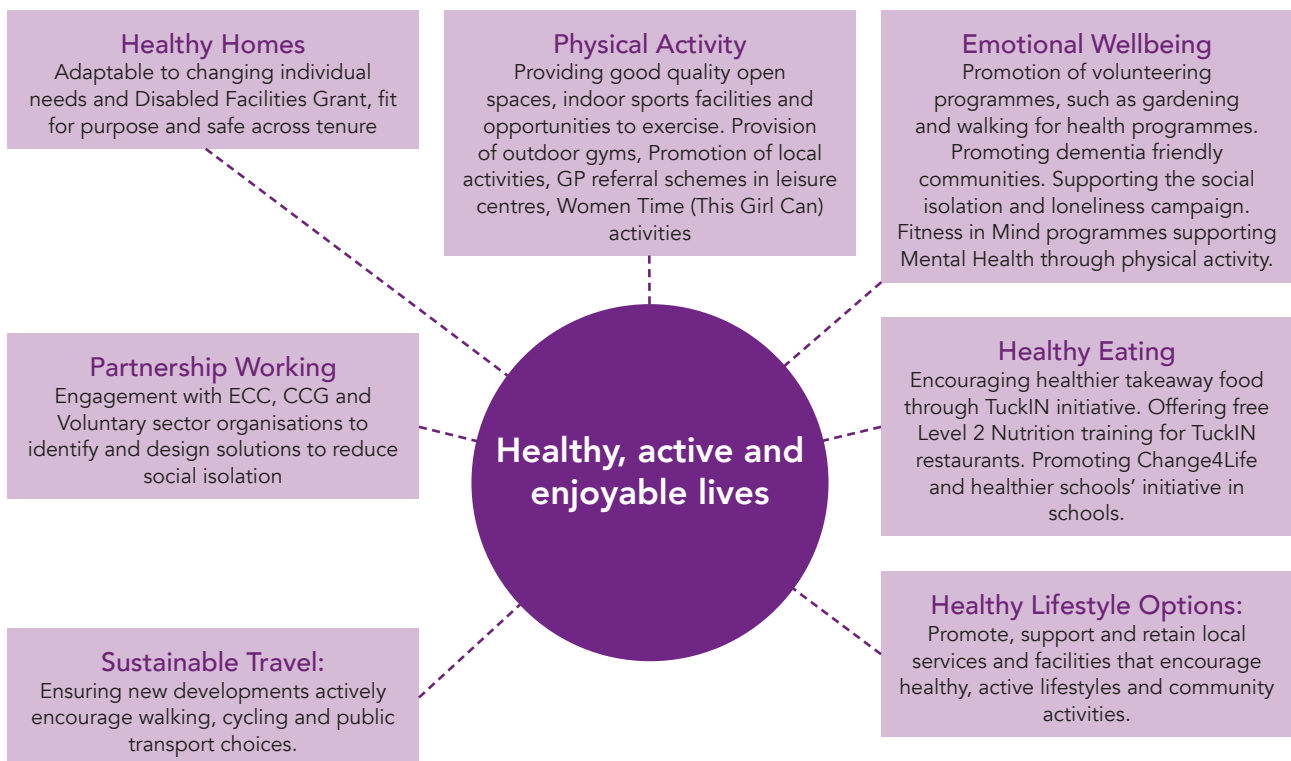


6.3 Healthy, active and enjoyable lives

In this Corporate theme, we aim to encourage people to live well by promoting healthy, active lifestyles and reducing social isolation, making Chelmsford a more enjoyable place in which to live, work and visit.

A wide range of services contribute to helping people at all stages of their lives to enjoy the best possible health and quality of life. These practical public health interventions provided by our council services are through leisure facilities, sports development, environmental health services, parks and green spaces and arts and cultural facilities.

As a council, we want to foster environments where everyone can and are able to engage in physical activity and sport. Our Sport and Leisure Team work in partnership with Active Essex and key stakeholders forming an Active Chelmsford Network to support the active agenda in helping the inactive become more active in line with the national agenda set by Sport England. Our Local Development Framework policies cover issues such as the provision of walking and cycling routes, provision of leisure and cultural facilities, access to green spaces, allotments and green infrastructure. Our Environmental Health services are statutory duties that prevent environmental factors that can potentially affect the health of residents, alongside these services, a number of public health initiatives have been delivered to further public health improvement such as; TuckIN working with small food businesses to make food healthier by reducing sugar, fats, salt and calories. Also, promoting airTEXT, a free public service provided by the council for public information on air quality alerts and health advice for those susceptible to poor air quality and pollen.



What we do and will do:

- Promote walking, cycling and active travel through the design of new development
- Encourage and support a range of local services and facilities that encourage healthy, active lifestyles and community activities which are accessible by walking, cycling and public transport
- Encourage developers to utilise Health Impact Assessments to positively shape their development proposals
- Introduce a new health and wellbeing Livewell accreditation for new residential developments
- Encourage new development to include the provision of community facilities including health, education, social, leisure and cultural facilities
- Work in partnership with Active Essex and to deliver the Active Chelmsford plan
- Following investment in Riverside Leisure Centre, ensure the facilities inspire more people to participate in sport.
- Invest in parks and sports facilities and new outdoor gyms facilities
- Encourage and support local walking schemes and cycling initiatives with a focus on active travel
- Encourage and promote healthy eating initiatives
- Work with people with a disability to remove any barriers to participation in physical activity
- To develop a project to provide physical activity opportunities and support for people with mental health issues

Find out more:

- Environmental health: www.chelmsford.gov.uk/environment/
- Parks and Green Spaces: www.chelmsford.gov.uk/parks-and-allotments/
- Leisure, theatres and museums: www.chelmsford.gov.uk/leisure-theatres-and-museums/
- Active Essex: www.activeessex.org/
- A new Cultural Forum- Ignite Chelmsford: ignitechelmsford.org.uk/



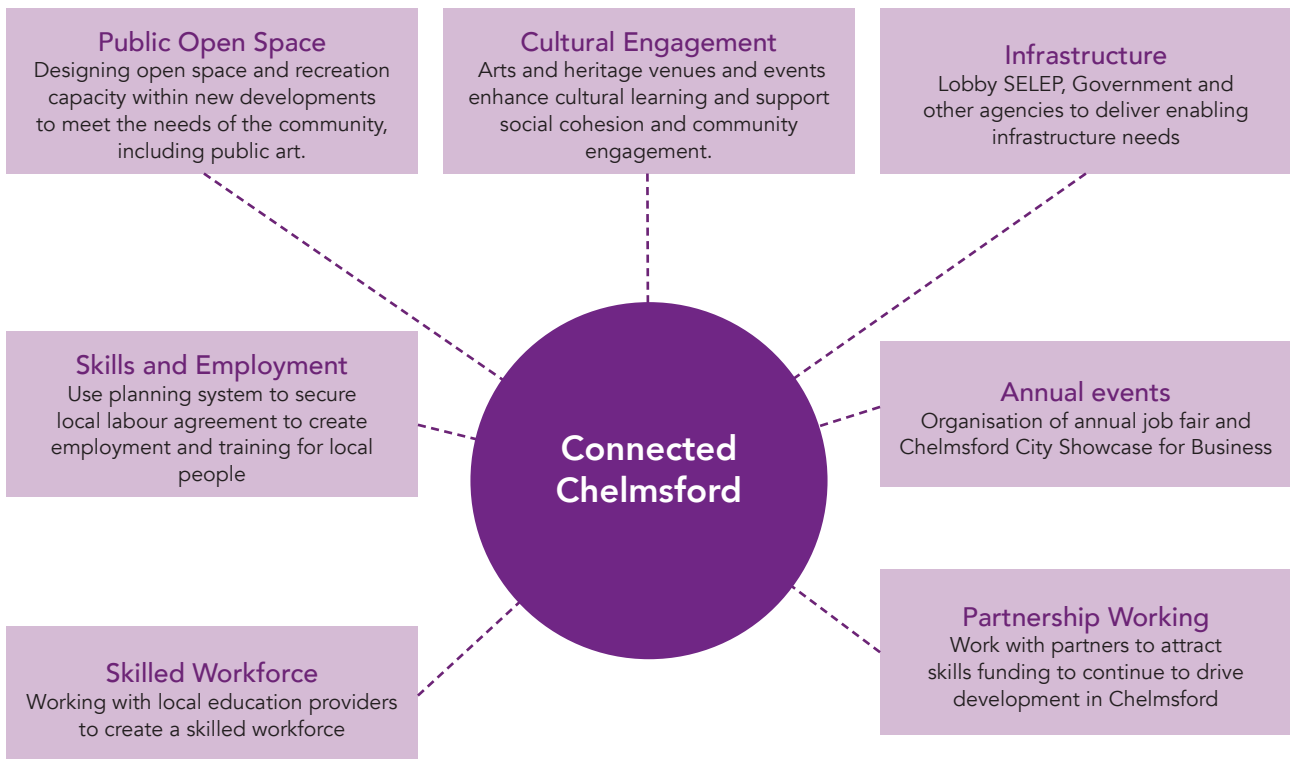


6.4 Connected Chelmsford

In this Corporate theme, we aim to bring people together, empowering local people and working in partnership to build community capacity, stronger communities and secure investment in the City.

A wide range of services within the council contribute to achieving this aim, such as our Economic Development Strategy, which aims to help businesses, attract inward investment and growth and provide more innovation. As good health underpins a healthy economy, our Economic Development Team plays an important role within our community by working to enhance educational attainment, skills, reducing unemployment and promoting local employment and business investment.

As people stay healthy through social connections, our cultural venues, events and engagements activities can help in delivering positive health outcomes through enhancing cultural learning in the district, supporting objectives of delivering social cohesion and promoting community engagement. Our Arts and Culture Team have made progress in building Cultural Networks in the community, forming a Cultural Partnership to support the delivery of the Cultural Strategy and its action plan. Through events and programmes across Chelmsford, in venues, parks and public open spaces, conversations, engagement, interactions and support mechanisms can be established. Evidence shows that arts and cultural participation have clear benefits for enriching people’s lives, improving their health and wellbeing (Creative Health All Parliamentary Group Report, 2017).



What we do and will do:

- Encourage local communities to prepare local guidance through neighbourhood plans to help shape their areas to deliver and meet communities needs
- Promote inclusive communities through the well-connected, and high quality designed spaces with access to green and open spaces.
- Engage with communities through consultations to provide opportunities for local people to help shape where they live
- Protect and enhance community assets
- Support the development of thriving communities, local engagement, and the promotion of healthy lifestyles by providing inclusive opportunities for being active
- Promote volunteering opportunities at our Parks, Museums, Sports Facilities and wider volunteering opportunities with the Volunteering Centre
- Offer a wide range of enquiry-led sessions in our museum
- Invest in the Museum redevelopment project which includes an activity plan over three years that looks to increase participation and engagement
- Work with partners to attract funding to continue to develop Chelmsford's cultural offering
- Support the establishment and encourage the development of the Chelmsford Cultural Development Trust, who will ensure the City's Cultural ambition remains big and high; Push for a long term and diverse thinking; Offer strategic support, guidance and connections; Provide fundraising support toward the Cultural growth of the City
- Support establishment and encourage the development of Ignite Chelmsford: a thriving platform of diverse voices, views, ideas, opinions and projects to underpin the work of the Cultural Development Trust and ensure they remain locally rooted and responsive; underpinned by the Chelmsford Cultural Partnership
- Support the establishment and encourage the development of the Chelmsford Local Cultural Education Partnership
- Work in partnership to embed the principles of 5 Ways to Wellbeing in the community and enhance the social prescribing and self-care, self-refer offer for Chelmsford to connect to local activities.
- Deliver enabling infrastructure by lobbying SELEP, Government and other agencies to support our infrastructure needs
- Secure additional support for those facing barriers to employment by working in partnership with DWP
- Work in partnership with DWP/ Job Centre and other partners to target harder to reach groups
- Continue to work in partnership with Chelmsford Volunteering Centre to offer expert, central brokerage and support for Chelmsford's volunteering offer
- Continue wider skills group partnership, with partners from DWP, County Council, NEET teams, STEAM and specific skills support organisations (e.g. offenders' rehabilitation and disability confident) in the organisation of events and activities to support skills provision for those with barriers to employment
- Use the planning system to secure Local Labour Agreements, creating employment and new training opportunities for local people
- Build successful partnerships through the South East Local Enterprise Partnership including South East Creative Enterprise Network and Chelmsford Business Board



- Create a skilled workforce by ensuring the local workforce has the necessary skills to meet the needs of the business by working with local skills providers such as Anglia Ruskin University, Writtle University College and Chelmsford College
- Work with partners to attract skills funding to continue to drive development in Chelmsford
- Deliver public realm improvements such as Bell Meadow and Station Square to ensure quality and safer pedestrian access to public spaces.
- Work with Network Rail, Countryside Zest, Essex County Council and Abellio Greater Anglia to deliver Beaulieu Station

Find out more:

- A new Cultural Forum- Ignite Chelmsford: ignitechelmsford.org.uk/
- Chelmsford Economic Strategy www.chelmsford.gov.uk/business/business-news-events-and-advice/local-information-and-data/
- Census and Economic Data www.chelmsford.gov.uk/your-council/data-and-statistics/census-and-economic-data/



7 Strategic themes (Livewell)

Improvement in health and wellbeing can be most effectively delivered in partnership through the Livewell programme. All Local Authorities in Essex, along with wider partner agencies, have come together to collaborate on the health and wellbeing agenda.

The Livewell branding enables work to be categorised in relatable formats, which can be used to convey appropriate messages through social marketing. The Livewell website has been designed to provide information about all that is on offer in Chelmsford and across Essex to improve health and wellbeing.

www.livewellcampaign.co.uk

The brand promotes the following messages:



Bewell:

Being active on a daily basis is not only important for physical wellbeing, but it can greatly benefit mental wellbeing too.



Feelwell:

How happy or sad we feel is not always detected by others, yet how we feel can greatly influence how well we eat, how active we are and generally how we live our lives. It is therefore just as important to feel well throughout our lives.



Startwell:

Giving children the best start in life by supporting families.



Agewell:

We are all ageing, and we all know people, whether they are relatives or friends, that are older than us. In the UK, there are now more people over the age of 60 than under the age of 18. Therefore, being aware of how to live healthily into old age, and the support that is available is important



Eatwell:

Eating a healthy, balanced diet is crucial for ensuring our bodies receive important nutrients for growth and repair and we maintain a healthy weight, at any stage of life.



Staywell:

Seeking help and support is not a weakness, it's a sign that you are facing your challenges. There are numerous services available within your area that can help with various topics, such as alcohol support, smoking services and weight management sessions for adults and children.



Connectwell:

Encouraging people and partners to connect into local activities to enhance and encourage self-care and build community resilience
connectwellessex.org.uk



Livewell Linkwell:

A free and confidential social prescribing service that provides practical or emotional support of a non-medical nature.



8 Health and Wellbeing priorities

Livewell Chelmsford has identified five key health and wellbeing priorities to address informed by the local Public Health Portrait (2016) which forms part of the Essex Joint Strategic Needs Assessment, Public Health England's District Health Profile (2018) and Local Government Association inform.

The five-key health and wellbeing priorities identified for Chelmsford include:

1. Reduce excess weight and obesity and increase physical activity in adults and children
2. Alleviate loneliness and social isolation
3. Improve poor housing including fuel poverty and thermal comfort
4. Enabling people to age well in Chelmsford
5. Reduce alcohol, substance misuse and behavioural addictions (including supply of illegal substances)

For each of these priorities, we have sought to identify action for every stage of the "life course" using the livewell themes where appropriate; Startwell, Bewell, Eatwell, Staywell, Feelwell and Agewell.

The agreed priorities are described below:



8.1 Priority 1

Reduce excess weight and obesity and increase physical activity in adults and children

Rationale

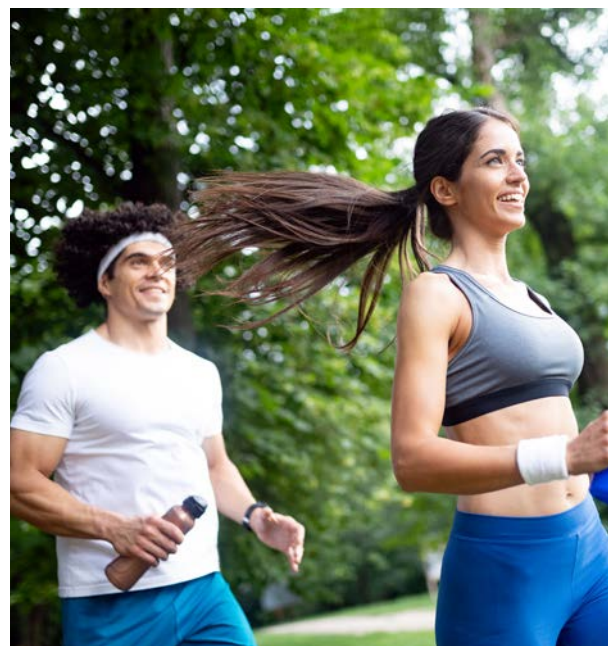
The rising prevalence of obesity is a global and national health problem. The fundamental cause of obesity is an imbalance between energy intake and energy expenditure. However, a number of factors can influence this, including genetics, lifestyle, and medication. According to the Health Survey England, 26.2% of adults in England are obese, and a further 35.2% are overweight, making a total of 61.4% adults who are either overweight or obese in England.

The Government's National Child Measurement Programme (NCMP) (2017-18) found that just under a quarter of children in reception, aged 4 to 5, were overweight including obese and severely obese and over a third in year 6 aged 10 to 11. The report also found that the prevalence of obesity for children living in the most deprived areas was more than double of those living in the least deprived areas for both reception and year 6. As child obesity is good indicator of adult obesity which can lead to poor health outcomes, there is also concern about the rise of childhood obesity and the implications of such obesity persisting into adulthood.

Obesity is associated with and increases the risk of developing a number of health conditions such as type 2 diabetes, coronary heart disease, and stroke and can also exacerbate conditions such as asthma and psychological problems such as social isolation and low self-esteem.

In Chelmsford, 57.4% of adults are classified as overweight or obese, 20.6% children in reception are overweight or obese and 29.7% children in Year 6 are overweight or obese. On the other hand, the Active Lives Survey (17/18 report) reported that 26.4% of adults are inactive, having less than 30 minutes of physical activity and only 58.1% of adults are achieving at least 150 minutes of physical activity a week. Similarly, only 16.7% children in school years 1-11 are active for 60 minutes or more every day and 28.2% of children are less active, achieving less than an average of 30 minutes a day of physical activity.

The above figures show that residents need to do more to improve their levels of physical activity to benefit their health and to achieve a lower risk of cardiovascular disease, stroke, and coronary heart disease. This may mean creating more opportunities for people to do so and adopting a whole system place-based approach that addresses the wider environmental causes and supports behaviour change. The Chief Medical Officer's guidelines (2019) for physical activity states that physical activity is defined as any bodily movement and takes many forms across many settings. Health-enhancing physical activity includes multiple types of activity: cardiovascular; muscle and bone strengthening; and balance training.





What we do and will do:

Bewell:

- Promote and encourage engagement in physical activities through our Active Chelmsford Network, livewell campaign, Connect Well and other partners.
- Work within the planning system to create healthier built environments designed to support healthy lifestyles choices.
- Work in partnership to maximise and encourage the use of green space for exercise.
- Support and promote active travel initiatives, such the Local Cycling and Walking Implementation Plans and the City Centre Growth Package
- Deliver the 'Every Child Every Day' initiative in primary schools tackling obesity in children and supporting mental health. Expand this project into the Livewell Child project for primary schools.

Eatwell:

- Produce and implement a Food Plan to raise awareness of healthy eating and accessing healthier and more sustainable diets.
- Promote healthy eating through initiatives such as Tuck IN and allotment schemes.
- Work in partnership with local businesses to reduce the impact of the proliferation of hot food takeaways
- Deliver the Fit & Fed scheme aiming to provide food for children who experience food poverty and poor nutrition and to increase physical activity.



8.2 Priority 2 Alleviate loneliness and social isolation

Rationale

Social isolation is characterised by an absence of social interactions, social support structures, and engagement with wider community activities. Loneliness describes an individual's personal subjective sense of lacking contact with social interactions to the extent that they are not wanted or needed. Loneliness and isolation have both been identified as part of the most significant public health challenges of our time and one of the most significant risks to the quality of life for older people.

Anyone can experience social isolation and loneliness. There are a wide range of factors that can exacerbate feelings of being socially isolated or experiencing loneliness. This includes; demographic changes, retirement, and bereavement, disability, becoming a carer or hospitalisation. Research suggests that feeling lonely or socially isolated is linked to increased risk of heart disease or stroke and depression (British Cardiac Society, 2016).

In 2018, the Government published a strategy on tackling loneliness and building a connected society to identify actions to design in support for social relationships. As the way we live, work, and interact with each other is shifting towards a more digital society and as employment practices change and individuals participate in society in different ways. Studies have shown that services that reduce loneliness have resulted in fewer GP visits and lower incidence of falls (Campaign to End Loneliness, 2018).

Livewell Chelmsford has prioritised loneliness and social isolation because it recognises that it can have a significant impact on mental and physical health. At present, there is limited data available that robustly measures social isolation locally. However, according to the Essex Horizon Scan report (2016), the number of people who are lonely is forecast to grow to 1.5 million by 2035, with over 15,000 households in Essex currently at high risk. Also, an ageing society is one of the key drivers of social isolation, and Chelmsford has a relatively high proportion of over 65s with 28.5% of pensioners living alone. However, loneliness also affects younger age groups. According to the Office for National Statistics (2018), young adults are more likely to feel lonely than older age groups. They found that people aged 16 to 24 were "always or often" lonely, which was three times higher than people aged 65 and over.

A range of services provided by the Council have the potential to impact on social isolation, even if this is not the primary aim, for example, the natural and built environment can help or hinder efforts to enhance social interactions. In addition, our voluntary sector partners help build personal and community resilience.





What we do and will do:

Bewell:

- Promote physical activity through our Active Chelmsford Network, livewell campaign, Connect Well and other partners for all age groups
- Ensure that programming of events and activities does not exclude those who are alone

Feelwell:

- Promote health and wellbeing messages through livewell and Council communications and other partners
- Promote the use of Connect Well for social interventions and capitalise on the use of local Link Workers through the Live Well, Link Well social prescribing initiative.
- Engagement with the Essex County Council's reducing social isolation forum's local initiatives
- Support implementation of the Ideas Hub through our Cultural Partnership Forum
- Work with partners and organisations to develop a city-wide programme of events and cultural activities that are reflective of our communities.
- Provide support and information in accessible ways and encourage communities to be involved in co-design and development of activities. For example, work with community leaders to develop creative activities within the local area such as Men in Sheds, Knit and Natter and Youth Theatre groups.



Agewell:

- To work within the planning system to ensure improved infrastructure to support healthy lifestyle choices, such as access to community facilities and improved access to public transport.
- Work with partners and organisations to develop events and cultural programmes that are accessible to communities, and through outreach, harnessing existing relationships in the community and providing support and information in accessible ways. For example, artist-led reminiscence workshops in the community which include a film or dance at the theatre

8.3 Priority 3 Improve poor housing including fuel poverty and thermal comfort

Rationale

The quality of housing greatly affects the health and wellbeing of residents. Poor housing can be a result of inadequate insulation, poor, and expensive heating systems. This can cause many preventable diseases and injuries, including respiratory diseases such as asthma and bronchitis, cardiovascular diseases, and cancer. It can also have a detrimental impact on mental health. Studies confirm that the home environment is a quantifiable determinant of health, quality of life, and wellbeing. In the UK, over 25,000 people die each year as a result of living in cold temperatures, and much of this is due to living in poorly heated homes. Furthermore, living in cold homes can increase the risk of falls and other accidents. Poor housing is estimated to cost the NHS at least £2.5billion a year in treating people with illnesses directly linked to living in cold, damp, and dangerous homes (Local Government Association, 2019).

Chelmsford's housing market is made up of private, private rented, and social sectors. With 73.8% of household's owner-occupied, 13.1 % social tenants and 13.0% private tenants. At the last census (2011), 2.2% of households in Chelmsford did not have central heating, with the highest proportion of these households in Springfield North Ward (4.3%). High energy prices combined with low income means 7.9% of people in Chelmsford are considered to be living in fuel poverty. A household is considered fuel poor if it spends more than 10% of its income on fuel to maintain an adequate standard of warmth. MSOA 001 (Boreham and the Leighs, Broomfield and the Walthams) has the highest fuel poverty at 12.3% compared to the England average of 10.6%. Between August 2013 to July 2017 there were 341 excess winter deaths in Chelmsford and 20.3% between 2016/2017.

To reduce the risk to health from living in poor housing conditions, the Council will work in partnership with local organisations and partners in order to raise awareness of the opportunities available to reduce fuel bills and staying warm throughout winter months.





What we do and will do:

Staywell:

- Promote energy switch schemes and engage in initiatives that aim to help heat homes and reduce fuel bills.
- Partnership working to deliver the Warm Homes Fund project
- Engage with energy suppliers to identify households that would benefit from energy efficiency improvement through the Energy Company Obligation- Help to Heat Scheme.
- Engage with Fuel Poverty forums for partnership working and building a collaborative network. Engagement in central government funding to support vulnerable homes and to identify best practice and share lessons learned.
- Provision of the discretionary interest-free Healthy Homes Loan for repair works to a property to remedy health and safety hazards.
- Our art and cultural services work with partner and organisations to develop engagement events and cultural programmes that are reflective of our communities. For example, delivering a temporary exhibition at the museum which shows the different ways and the suffering of the past generation in heating homes

Agewell:

- Promote schemes and programmes that aim to prevent falls in the City through livewell.
- Partnership working to fund a handyman works for home improvements/ home security.



8.4 Priority 4 Enabling people to Age well in Chelmsford

Rationale

According to the JSNA (2016), Chelmsford has a relatively high proportion of over 65s and a 23% increase is expected between 2015 and 2025, from 32,700 to 40,100 over 65s. This will represent 22% of the total population in the district. An ageing population puts a high demand on health, social care services, and housing needs. It is therefore important for us to help people to age well and remain independent for as long as possible. This includes areas of work, such as helping to prevent falls amongst those at risk and enabling people to live well with dementia.

Preventing and reducing falls

The risks and consequences of a fall amongst older people are particularly high, with potentially severe pain, injury, and loss of independence. Falls are a common and serious health issue for older people with around a third of all people aged 65 and over falling each year, increasing to half of those aged 80 and over. According Public Health England, the standardised rate for hip fractures in people aged 65 and over in Chelmsford for 2017/18 was 565 per 100,000 compared to the England rate of 578.

Preventing falls is important for the health and wellbeing of older people and those that care for them, as well as the future of our health and social care services. Fortunately, many falls and fractures can be prevented by well organised services, including those within the community and organisations working in partnership. For example, engaging older people in regular physical activity to develop and maintain strength and balance.

Enabling people to livewell with dementia

Dementia is an umbrella term that is used to describe a group of progressive symptoms such as memory loss and changes in personality. While dementia is a degenerative condition, people can live with it for 7-12 years after diagnosis, so it is important that people are able to live well with dementia for as long as possible.

According to the JSNA, Chelmsford has increasing numbers of people with dementia, 2,120 people aged over 65 are thought to have dementia, and this number is expected to rise by 66% to 3,520 by 2030. This will have an impact on health services, including training of staff, support for unpaid carers. Additionally, the Public Health profile for 2019 shows that the number of people with dementia, the dementia diagnosis rate is only 58.2% for persons aged 65+, this is significantly worse than the England average of 68.7% of people with dementia being diagnosed. A timely diagnosis enables people living with dementia, their carers, and healthcare staff to plan accordingly and work together to improve health and care outcomes.

Within this priority, it is important to recognise the contribution of carers and the need to support their health and wellbeing. Unpaid family carers are more likely to be socially isolated, experience poor health and young carers who are likely to experience mental health issues, including anxiety and depression, and achieve lower educational outcomes than non-carers.



What we do and will do:

Bewell:

- Promote physical activity initiatives aimed at preventing falls in older adults.

Feelwell:

- Raise awareness of available information, signposting, and guidance for carers through the livewell platform and Connect Well (e.g., Action for Family Carers).
- Partnership working to develop engagement events and cultural programmes that are reflective of our communities, providing support and information in accessible ways, and encouraging communities to be involved in developing programmes. For example, Creative Journeys programme exploring the impact of participatory arts in care homes on the social relation of older people



Agewell:

- Promote the Chelmsford Dementia Action Alliance and Dementia Friends initiative to continue to increase knowledge and understanding of dementia to ensure that people with dementia, their families and carers can continue to lead happy, healthy and fulfilling lives.
- Engage and work with the Chelmsford Dementia Action Alliance steering group, whose aim is to make Chelmsford a dementia friendly City.
- Raise awareness of support programmes that aim to prevent falls through livewell
- Hold our Annual Older People's Information Day dedicated to providing older people with relevant information and guidance on what local services are available to them.
- Partnership working on allocation of the Better Care Fund and Disabled Facilities Grant on home adaptations to help reduce health and social care cost and to reduce the risk of injury.
- Develop a Housing Assistance Policy to enable the provision of assistance to households living in the private sector to carry out repairs, improvements, and adaptations.
- Work with partners and organisation to develop events and cultural programmes that are accessible to communities and through outreach, harnessing existing relationships in the community and providing support and information in accessible ways.

8.5 Priority 5 Reduce alcohol, substance misuse and behavioural addictions (including supply of illegal substances)

Rationale

Drinking alcohol and smoking can cause or contribute to the development of many preventable health conditions. Chelmsford has the fifth-lowest smoking prevalence in the county, which is not significantly different from the England average at 12% compared to an 18% national average. However, the prevalence of smoking is higher in people in routine and manual jobs (22.5%). Alcohol-related admissions to hospital in Chelmsford were 561 per 100,000 population in 2016/17, and it is estimated that there are 38.3 per 100,000 number of alcohol-related deaths. There were 329 arrests for drug possession in Chelmsford in the year September 2015 accounting for 13.3% of all arrests across the county.

332 adults and 43 young people were receiving treatment for drug abuse, plus 216 adults and 14 young people were receiving treatment for alcohol abuse in the district in 2014/15.

Reducing harmful drinking is one of our health and wellbeing priorities as it has a detrimental effect on the mental and physical health of an individual, and community safety. Since 2014/15, the rates of alcohol-related admissions have slightly increased. The reasons for alcohol misuse can be complex and are primarily driven by the price and availability of alcohol added to the social and economic determinants. Alcohol-related admissions can be reduced through local interventions to reduce alcohol misuse and harm.

A recent analysis of Hidden Harms areas showed that organised crime is one of the potential issues for the district, namely Gangs and County (Drug) Lines. Chelmsford faces issues of gangs and drug-related violence, and the risk factors of these issues are associated with substance and alcohol misuse, anti-social behaviour, deprivation, and pro-criminal peers and high unauthorised absence.





What we do and will do:

Staywell:

- Work in partnership with Licensing to ensure responsibility of for alcohol availability and act to reduce alcohol harms
- Work with commissioned alcohol and drug intervention providers and treatment agencies and alongside charitable organisations that are addressing the needs of the community.
- Deliver the Community Safety Action Plan; this includes the Crucial Crew initiative providing alcohol advice to 1500+ Year 6 annually
- Implement the Public Spaces Protection Order
- Promote smoking cessation and alcohol/substance misuse services via livewell and Connect Well
- Partnership working to deliver services to support and prevent young people from getting involved in crime through the successful Early Intervention Youth Fund awarded to Essex
- Work effectively with the Essex Violence and Vulnerability Team based in our new community safety partnership hub

- Co-fund a Drug and Alcohol outreach worker and Homeless outreach worker referring to support agencies
- Work in Partnership with Essex Police on tackling drug trafficking through Operation Overwatch and Op Aegis
- Work in partnership with charities such as Ganglines, St Giles Trust and Reach Every Generation to deliver awareness training to young people, parents, and professionals on drug trafficking
- Art and cultural services partnership working to develop events and cultural programmes accessible to communities through outreach. For example, work with HMP and artists to explore root causes for substance misuse

Feelwell:

- Delivery of the Chelmsford SOS Bus project in partnership with Open Road, Street Pastors and other partners
- Strategic representation and engagement in key groups such as the Mid Essex Stay Safe and Mid Essex Children's Partnership Board



9 Taking health and wellbeing forward- Making it happen

We aim to ensure that the outcomes of health and wellbeing work that have already been implemented will be effectively evaluated providing an evidence base to enable successful projects to continue.

Furthermore, through close partnership work, and the collaboration of ideas within our local health and wellbeing group – Livewell Chelmsford – we will continue to explore opportunities to implement new and innovative schemes that effectively promote good health.

We cannot achieve these priorities alone, delivering this strategy will not only require the Health and Wellbeing groups but all our partners and citizens.

What will success look like?

Success will be measured locally and, on a County-wide basis against the Joint Health and Wellbeing Strategy, but longer-term, will be measured against improvements in the Public Health Profile indicators identified for the Chelmsford district.

We will also use the Thriving Places Index to help us look at the strengths and challenges of our City, to help us identify whether the conditions are in place for people to thrive, in a fair and sustainable way. The Thriving Places Index consists of a broad set of indicators from datasets produced by established national data agencies such as the Office for National Statistics (ONS), Public Health England (PHE) and the index of Multiple Deprivation. (IMD).

For more information:

PHE Local Authority Health Profiles:
fingertips.phe.org.uk/profile/health-profiles

Thriving Places Index:
www.happycity.org.uk/measurement-policy/thriving-places-index/

[/www.thrivingplacesindex.org/#](https://www.thrivingplacesindex.org/#)





Glossary

CCDT:	Chelmsford Cultural Development Trust
CCG:	Clinical Commissioning Group
DWP:	Department for Work and Pensions
ECC:	Essex County Council
EJHWS:	Essex Joint Health and Wellbeing Strategy
JSNA:	Joint Strategic Needs Assessment
MSOA:	Middle Super Output Area
NEET:	Not in Education, Employment or Training
NPPF:	National Planning Policy Framework
OPFCC:	Office of the Police, Fire, Crime Commissioner (Essex)
SELEP:	South East Local Enterprise Partnership
STEAM:	Science Technology Engineering Arts and Mathematics
STP:	Sustainability and Transformation Partnerships

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Duke Street
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CABINET
19 November 2019
AGENDA ITEM 9

Subject	REVIEW OF SCHEME OF MEMBERS' ALLOWANCES
Report by	LEADER OF THE COUNCIL

Enquiries contact: Brian Mayfield, Democracy Team Manager, tel 01245 606923
email brian.mayfield@chelmsford.gov.uk

Purpose
To receive and pass to the Council the results of a review of the Members' Allowances Scheme carried out by the Independent Remuneration Panel.
Options
As the Cabinet is only being invited to comment on the Panel's recommendations the consideration of options is not applicable to this report.
Recommendation
That the Cabinet pass to the Council any comments on the recommendations of the Independent Remuneration Panel on its review of the Members' Allowances Scheme.

Corporate Implications	
Legal:	The Council is required to establish an independent panel to review its scheme of members allowances at least every four years
Financial:	The recommendations of the panel would reduce the cost of the allowances scheme by £8,278 at current rates
Personnel:	None
Risk Management:	None
Equalities and Diversity: (For new or revised policies or procedures has an equalities impact assessment been carried out? Y/N)	None
Health and Safety:	None

Digital:	None
Other:	None

Consultees	All members of the Council, Chief Executive, Director of Finance, Legal and Democratic Services Manager
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<p>Policies and Strategies</p> <p>The report takes into account the following policies and strategies of the Council:</p> <p>None are relevant</p>

1. Introduction

- 1.1 An Independent Remuneration Panel convened under The Local Authorities (Members' Allowances) (England) Regulations 2003 has made recommendations to the Council on a new scheme of Members' Allowances for Chelmsford City Council. All councils must review their allowances schemes at least every four years and must establish such a Panel before they make any changes to their schemes. They must pay regard to the Panel's recommendations before setting a new or amended Members' Allowances Scheme.
- 1.2 The terms of reference, composition and working arrangements of the Panel are described in its report, which is attached.

2. The Panel's Recommendations

- 2.1 In summary, the Panel's recommendations are as follows:

1. That the following elements of the present scheme of members' allowances remain unchanged:

- a) the basic allowance; and
- b) the current list of approved duties

2. That the payment of special responsibility allowances (SRA) be confirmed or amended as follows:

- a) the SRAs for the Leader, Cabinet Members, the Chair of the Planning Committee and the Leader of the largest opposition group be unchanged;
- b) the SRA for Cabinet Deputies be 50% of a Cabinet Member SRA, i.e. £5,877;
- c) the SRAs for the Chairs of the Audit and Risk Committee, Chelmsford Policy Board, Governance Committee, Licensing and Regulatory Committee and Overview and Scrutiny Committee be standardised at the current level of £5,877;
- d) no SRA be paid to the Vice Chair of the Overview and Scrutiny Committee but an SRA of 50% of the SRA of the Chair of the Planning Committee be introduced for the Vice Chair of that Committee;
- e) an SRA representing 5% of the Leader's SRA (currently equating to £1,179) be paid to the Leader of the smaller opposition group; and
- f) a payment representing 10% of the basic allowance (currently equating to £600 (rounded up)) be made to each Independent Person.

3. That the revision of basic and special responsibility allowances, the payment to the Independent Persons and Child Care and Dependant Carers Allowances be linked to the annual local pay award for employees of the City Council and updated accordingly until the next full review of the Allowances Scheme;

4. That the travel and subsistence allowances payable to councillors continue to be based on those paid to officers and harmonised with those arrangements where necessary and applicable.

5. That Child Care and Dependant Carers Allowances both be paid at £15 per hour.

6. That, with the exception of the SRA for the Leader of the smaller opposition group, which should be formally backdated to the 2019 Annual Meeting, any increases in SRAs take effect from the next full calendar month and any decreases not take effect until after the next Annual Meeting in May 2020.

3. Absence of those in Receipt of an SRA and Parental Leave Policy

3.1 Paragraphs 3.8 and 3.9 of the Panel's report refer to the possibility that someone in receipt of an SRA may be temporarily unable to perform their duties. The Panel referred to the need for clear guidance on that issue, particularly with regard to the payment of the SRA to the person in receipt of it and/or someone covering for them.

3.2 An associated consideration is whether the Council ought to develop a policy for councillors who wish to take parental leave. There is at present no legal right to parental leave of any kind for people in elected public office. However, such policies can be drawn up and implemented on a voluntary basis. A number of councils have in place policies which ensure that insofar as possible members are able to take appropriate leave at the time of birth or, in some cases, adoption. The policies ensure that both parents are able to take leave, and that reasonable and adequate arrangements are in place to provide cover for portfolio-holders and others in receipt of SRAs during any period of leave taken.

3.3 Guidance on the receipt of SRAs by those temporarily unable to carry out their duties would be helpful to clarify parental leave rights for councillors and avoid uncertainty should those situations arise. It is therefore recommended that the Human Resources Manager, after consultation with the Legal & Democratic Services Manager and the Cabinet Member for Connected Chelmsford, be authorised to produce such guidance and if necessary an appropriate policy.

4. Financial Implications

4.1 The recommendations relating to SRAs increase slightly the overall cost of the Scheme. The total cost of the current Scheme in 2018/19 was £493,722. Based on the rates that apply to 2019/20, it would be £503,596 if it were unchanged. The cost of the Scheme based on the Panel's recommendations and current rates would be £493,848. The increase of the rate for Child Care Allowance would also have a cost but that is dependent on the number of claims made and cannot be estimated

5. Conclusion

- 5.1 The final decision on the Panel's recommendations must be made by the Council, although it may take into consideration the views of the Cabinet. The Cabinet is therefore invited to comment on the findings of the review and to consider whether the Council should be recommended to authorise the production of a policy on parental leave for councillors.

List of Appendices

Report of Independent Remuneration Panel

Background Papers

All papers submitted to the Independent Remuneration Panel

Review of the Scheme of Members' Allowances

Report of the Independent Remuneration Panel to Chelmsford City Council

The recommendations of the Independent Remuneration Panel on its 2019 review of Chelmsford City Council's scheme of members' allowances are as follows:

1. That the following elements of the present scheme of members' allowances remain unchanged:
 - a) the basic allowance; and
 - b) the current list of approved duties
2. That the payment of special responsibility allowances (SRA) be confirmed or amended as follows:
 - a) the SRAs for the Leader, Cabinet Members, the Chair of the Planning Committee and the Leader of the largest opposition group be unchanged;
 - b) the SRA for Cabinet Deputies be 50% of a Cabinet Member SRA, i.e. £5,877;
 - c) the SRAs for the Chairs of the Audit and Risk Committee, Chelmsford Policy Board, Governance Committee, Licensing and Regulatory Committee and Overview and Scrutiny Committee be standardised at the current level of £5,877;
 - d) no SRA be paid to the Vice Chair of the Overview and Scrutiny Committee but an SRA of 50% of the SRA of the Chair of the Planning Committee be introduced for the Vice Chair of that Committee;
 - e) an SRA representing 5% of the Leader's SRA (currently equating to £1,179) be paid to the Leader of the smaller opposition group; and
 - f) a payment representing 10% of the basic allowance (currently equating to £600 (rounded up)) be made to each Independent Person.
3. That the revision of basic and special responsibility allowances, the payment to the Independent Persons and Child Care and Dependant Carers Allowances be linked to the annual local pay award for employees of the City Council and updated accordingly until the next full review of the Allowances Scheme;
4. That the travel and subsistence allowances payable to councillors continue to be based on those paid to officers and harmonised with those arrangements where necessary and applicable.
5. That Child Care and Dependant Carers Allowances both be paid at £15 per hour.
6. That, with the exception of the SRA for the Leader of the smaller opposition group, which should be formally backdated to the 2019 Annual Meeting, any increases in SRAs take effect from the next full calendar month and any decreases not take effect until after the next Annual Meeting in May 2020.

1. Introduction

Regulatory background

- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 require local authorities to set up and maintain an Independent Panel to review and provide advice on Members' allowances. A council is required to convene its Panel before making any amendments to their allowances scheme and they must 'pay regard' to the Panel's recommendations before setting a new or amended Members' Allowances Scheme. The Panel is required to meet at least every four years to review and make recommendations on the Council's scheme of allowances.

Terms of reference and composition of the Panel

- 1.2 The Panel advising this Council was requested to review the current scheme of allowances, with particular reference to

- the amount of basic and special responsibility allowances that should be payable to members
- the duties for which travelling and subsistence allowances should be payable and the amount of those payments
- the level of payments for child care and support of dependant relatives
- whether a co-optee's and Independent Person's allowance should be paid and the level payable
- what index should be applied to the annual update of allowances

and to report and, if necessary, make recommendations to the Council on its findings.

- 1.3 The Panel must be truly independent of the Council and, with this in mind, the officers approached seven local people to ask whether they would be interested in taking part in the review. From those, the following three were appointed to the Panel as representative of the public, private and voluntary sectors:

- Pippa Brent-Isherwood, Chief Executive of the Office of the Police, Fire and Crime Commissioner
- Lorraine Jarvis, Chief Executive of the Chelmsford Council for Voluntary Service
- David Rayner of Birkett Long Solicitors and a member of the Chelmsford Business Board

All agreed to act as members of the Panel and to review the scheme objectively and without favour to any individuals or political groups.

- 1.4 The Panel was supported by Nick Eveleigh, the Council's Chief Executive, and Brian Mayfield, Democracy Team Manager,

- 1.5 The Panel would like to record its thanks to the Members of Chelmsford City Council who made known their views on the current allowances scheme and who spoke to the Panel and answered its questions.

The conduct of the review

- 1.6 The Panel met on three occasions over September and October 2019 and received from Council officers guidance, both written and oral, on its role and the operation of the Council's political structure. Councillor Robinson (Leader of the Liberal Democrat Group) and Councillor Whitehead (Leader of the Conservative Group) spoke to the Panel in person on various aspects of the current scheme. Councillor Paul Clark (Leader of the Chelmsford Independents Group) was unable to present his views in person but his comments on the scheme were conveyed to the Panel. A questionnaire was also sent to all members to assist the Panel in making an assessment of the roles and responsibilities of elected Members and to obtain their views on the current scheme. A summary of the questionnaire returns is at Appendix 1.
- 1.7 In addition to obtaining the views of members, the Panel received background information on
- the regulations and guidance concerning the review process
 - the structure of the Council's decision-making bodies
 - the roles and responsibilities of councillors
 - the allowances paid to members by other district councils in Essex and the eastern region which were used as comparators for this review
 - the ratio of councillors to population in each Essex district
 - the current scheme and its cost in 2018-19
- 1.8 The fact that the members' decision-making structure has not changed significantly since the last review of allowances four years ago, and that since then there had been no pressure to look in detail at the scheme, suggested to the Panel that there was no need to carry out a fundamental examination of the scheme. However, it was a new Panel looking at the scheme with a fresh eye and it felt that certain elements needed to be addressed, without completely overhauling the foundations of the scheme.
2. The Status of Allowances
- 2.1 One of the key messages arising from this review is that service as a councillor is a voluntary role and should not be regarded as a professional duty which attracts a living wage or salary.
- 2.2 The Panel received views from some members who feel that the level of allowances, particularly the basic allowance, should be much higher to reflect the time spent by councillors on their duties and to act as an incentive to a wider range of people in the community to stand for election.
- 2.3 Whilst the Panel recognised the validity of this view to an extent, it was mindful of the fact that the legislation providing for the adoption of Members' Allowances Schemes by local authorities envisaged that they should support councillors in the performance of their duties as elected representatives by reimbursing their costs. The role of a councillor should therefore not be regarded as a professional duty which attracts a salary.
- 2.4 In the Panel's view, financial incentives alone will not attract people to stand as councillors: political parties and groups have a role, as do employers and an individual's own sense of service to the community. Changing the basis on which councillors' remuneration is made will change the whole ethos of public service.

3. The Components of the Allowances Scheme

The general scheme

- 3.1 The Panel considered all of the comments received from the survey of councillors. The Panel was grateful that councillors took the time to contribute their views, many of which were original and provoked some detailed discussion among Panel members. Those are looked at under the appropriate heading below.

The basic allowance

- 3.2 When compared with the basic allowance paid by other councils, the allowance in Chelmsford (£5,991) is neither the highest nor the lowest but is comparable to other authorities of similar size. In that regard, the Panel felt that the allowance was about right and could be justified.
- 3.3 On balance, the Panel recommends no change either to the level of the current basic allowance or the scope of the expenditure and costs it is intended to cover.

Special responsibility allowances (SRAs)

- 3.4 These are paid to councillors who take on significant extra responsibility over and above their normal duties as elected members. The current payments are set out at section 4 of this report. The Panel approached the question of SRAs with an open mind and paid close attention to the views of members expressed through the responses to the questionnaire and the opinions expressed by those who spoke in person to the Panel.
- 3.5 The majority of SRAs represent a percentage of the SRA of the Leader of the Council. That allowance is the highest of any district council in Essex, but the Panel felt that it could be justified, given the additional responsibilities of the Leader of the county town and, purely in terms of the amount of time that the Leader has to devote to the role, the workload involved.
- 3.6 In responding to the survey, several members made the case for introducing an SRA for the Vice Chair of the Planning Committee, increasing that for the Chair of the Audit and Risk Committee, and formalising the payment of an SRA to the Leader of the smaller opposition group. These comments prompted the Panel to look at the relative levels of SRAs and to consider, objectively, the merits of any differences between them.
- 3.7 The Panel recognises and appreciates the time and work councillors put into their public duties, particularly those who take on the additional responsibilities that attract SRAs. There is no doubting their commitment to that work and they all carry it out conscientiously. Each of those who receives an SRA will devote what might be termed a basic level of commitment in terms of time and effort to their roles, but some may choose to go beyond their basic duties and do more than what is required. That is the individual's choice and, while laudable, the Panel did not believe that the additional commitment shown could or should qualify members for higher SRA payments. Instead, the Panel took the view that for fairness and consistency SRAs should be determined solely on two considerations: the level of responsibility attached to the role and the accountability associated with it.

This removes from the assessment the less quantifiable issue of personal inclination as to how they go about their work and provides a common basis for the assessment of the relative worth of the roles that attract SRAs.

The Panel concluded that:

Chairs' SRAs:

- a) judged purely on the basis of responsibility, most Chairs of committees (and here reference to committees includes the Policy Board) have very similar roles and duties. They must master the issues for which the committee is responsible; they devote about the same amount of time to meeting with officers about matters within the terms of reference of their committees; conduct their meetings; and act as spokespersons for those bodies. Logically, therefore, they should receive the same SRA, but the current scheme does not reflect that; indeed, it is quite anomalous with regard to such SRAs.

The Panel felt that a fairer arrangement would be to pay all committee Chairs the same, with one exception. It was recognised that the Chair of the Planning Committee had a greater level of responsibility than other Chairs. Specifically, they have to master a greater amount of information in the form of planning law, policies and guidance; they spend more time being trained on planning matters and in meetings with officers; the Committee meetings must be run scrupulously and decisions taken strictly in accordance with the relevant laws; the public take a close interest in those decisions; and the impact of its decisions affect the lives and interests of more people more directly than do the decisions of most of the committees.

The Panel therefore believed that the Planning Committee Chair should receive a higher SRA than the other Chairs. It did not think there was an argument to increase it beyond its present level (i.e. 33% of the Leader's SRA), though; instead it felt that the SRAs of other Chairs should be harmonised at a level slightly below that of the Planning Committee Chair, hence the recommendation that all other Chairs should receive 25% of the Leader's SRA. This results in some chairs receiving more and others receiving less than at present, but the Panel felt that this would create a fairer and more equitable situation.

Vice Chair' SRAs:

- b) On the question of SRAs for Vice Chairs, the Panel was aware that some members had views as to whether or not any should receive an SRA. Applying the principle of responsibility, the Panel could see no argument for paying an SRA to Vice Chairs, other than in one case: the Vice Chair of Planning Committee. In the Panel's view, most Vice Chairs need only stand in for the Chair on an ad hoc basis and do not need to command to the same degree the depth of knowledge and expertise expected of the Chair. Planning Committee is different because the Vice Chair shadows to a far greater degree the work and activities of the Chair and needs to be able to display the same depth and breadth of knowledge should they need to step into such a sensitive and high-profile role. An allowance could be justified for that position, and the Panel believed that one equating to 50% of the

allowance of the Chair of the Planning Committee would be appropriate.

The SRA of the Vice Chair of the Overview and Scrutiny Committee will be lost under this recommendation.

Cabinet Deputies:

- c) Turning to Cabinet Deputies, the Panel heard from the Leader of the Council and his reasoning behind the establishment of such posts, which appears to the Panel to be entirely reasonable. However, when applying the principles of responsibility and accountability, the Panel could not differentiate between the Deputies and the Chairs of committees. To the Panel, the duties of Chairs and Deputies are of comparable levels of responsibility. The Deputies cover only a specific aspect of a Cabinet Member's much broader portfolio. It is true that they specialise in that aspect and establish a wide range of working contacts both inside and outside the Council, but under the current arrangements the Cabinet Member is ultimately responsible for all aspects of their portfolio and is the only one with decision-making powers. The Panel believed that, objectively, a Cabinet Deputy's SRA should be the same as that of a Chair, i.e. 50% of the SRA of a Cabinet Member.

Opposition Group Leaders:

- d) Until the last local elections it has been a number of years since the Council had two minority groups. The Leader of the Opposition Group on the Council has always received an SRA and the argument was made that the Leader of the smaller opposition group should also receive one. That argument was accepted and an interim allowance of £1,179 agreed pending this review of the allowances scheme.

The Panel accepted the argument that the Leader of the smaller opposition group should receive an allowance – it is only reasonable considering the fact that, whatever the size of the group, a Leader has certain responsibilities and duties that should be recognised as additional to their everyday role as a councillor. The only question in the minds of the members of the Panel was how that SRA should be arrived at. Some councils calculate it on the basis of the number of councillors in the political group; some do so with a flat rate payment plus a supplementary amount per councillor; others, like Chelmsford, simply pay a fixed sum or sums.

It was concluded that, based on the respective sizes of the largest and smaller opposition groups on the current Council, the sums of £7,758 for the main opposition Leader and £1,179 for any other Political group leaders was a fair reflection of the responsibilities and workloads of the Leaders of those groups. This may need to be looked at as part of the next review after the local elections in 2023, but for now the Panel see no value in changing the current arrangements and payments.

Co-opted Members and Independent Persons:

- e) The last aspect of SRAs examined by the Panel was whether Co-opted members and Independent Persons should receive an SRA.

The only Committee which has co-optees is the Governance Committee, with three Parish Council representatives. The Governance Committee is also advised by Independent Persons, who are consulted by the Monitoring Officer on complaints against City and Parish Councillors and, where necessary, carry out investigations.

There appeared to be no pressing call for Co-optees to be paid an allowance. The current Co-optees are appointed by parish councils and carry out their role on the Governance Committee as representatives of those councils, in the same way as this Council might appoint a representative to an outside body (who would not expect to be paid for that role).

A stronger case can be made for some sort of payment to the Independent Persons. Those appointed to that role tend not to expect payment and do the work out of public duty. However, the role is quite onerous and the Monitoring Officer values their input into the investigation of complaints. If a formal SRA is not felt appropriate, then some level of recognition of and thanks for their work would be. In line with the arrangements in many other councils, an ex gratia annual payment of 10% of the basic allowance (rounded to £600 for convenience) would be reasonable.

Timing of changes:

The Panel recommends that any increases in SRAs should take effect from the next full calendar month. Any decreases should not take effect until after the next Annual Meeting in May 2020. This, it feels, is only reasonable as some members might have accepted their positions on the basis of the current payments and might be affected financially by the changes.

As an exception, the Panel feels that the SRA for the Leader of the smaller opposition group should be formally backdated to the 2019 Annual Meeting, as it was introduced then on an interim basis pending official consideration by the Panel.

Standing in for those in receipt of SRAs

- 3.8 Whilst this was not raised by councillors or officers, the Panel spent some time discussing what it felt was an omission in the current scheme, namely that it did not cover the situation where a person in receipt of an SRA could not, for a temporary period, perform the duties attached to that role. The sort of circumstances the Panel had in mind were illness or maternity absence and it felt that the Scheme ought to provide clear guidance to members and officers should that situation arise.
- 3.9 The Panel understands that officers would need to check the legal position regarding payments in such circumstances. Once that has been done, the Panel recommends that clear guidance be drawn up.

Indexation of allowances

- 3.10 Over recent years the updating of the sums for basic and special responsibility allowances has been linked to the annual local pay settlement for employees of the City Council. All members who expressed a view as part of the survey supported this approach and the Panel believes that it would be

sensible to continue that as the means of indexing the allowances scheme.

Child Care and Dependant Carer Allowances

- 3.11 The Panel noted that the hourly rates for these allowances are different under the present scheme. The Child Care Allowance is paid at the hourly rate of the National Minimum Wage, whilst that for a Dependant Carer is paid at £15 per hour. The Panel could not understand the reason behind this distinction. It regarded both types of care as equally important and valuable and agreed that it makes sense that they should be paid at the same level, i.e. £15 per hour, which whilst not based on any nationally recognised standard, is an average charge for this type of work and felt to be a reasonable rate.

Travel and subsistence allowances

- 3.12 These are paid in respect of approved duties performed by members and are linked to the HMRC rates paid to officers. The Panel noted that such claims represent a small fraction of the cost of the allowances scheme and it was the general view of members who replied to the questionnaire that no change is necessary to these payments. Accordingly, the Panel recommends that the system for these allowances remain unchanged but that the Council should authorise the Legal and Democratic Services Manager to make any adjustments to this aspect of the allowances scheme that may be necessary to harmonise the rates paid to members and officers and to align the arrangements applicable to such payments.

Approved duties

- 3.13 A definitive list of approved duties which would qualify for the payment of travel and subsistence allowances was drawn up and agreed by the Council several years ago. The survey of councillors indicated that all who replied believe the current list is reasonable, a view with which the Panel agreed.

4. Financial Effects of the Changes

	Current SRA £	Proposed SRA £	% of Leader's SRA current/(proposed)
Leader of the Council	23,511	23,511	100 (100)
Deputy Leader	14,513	14,513	66 (66)
Cabinet Member	11,754	11,754	50 (50)
Cabinet Deputy	7,758	5,877	33 (25)
Chair, Audit and Risk Committee	1,179	5,877	5 (25)
Chair, Chelmsford Policy Board	7,758	5,877	33 (25)
Chair, Governance Committee	1,179	5,877	5 (25)
Chair, Licensing and Regulatory Committee	5,877	5,877	25 (25)
Chair, Overview and Scrutiny Committee	7,758	5,877	33 (25)
Vice Chair, Overview and Scrutiny Committee	2,937	-	12.5 (-)
Chair, Planning Committee	7,758	7,758	33 (33)
Vice Chair, Planning Committee	-	3,879	- (16.5)
Leader of larger opposition political group	7,758	7,758	33 (33)
Leader of smaller opposition political group	-	1,179	- (5)

- 4.1 The table above gives a summary of the changes to the SRAs. The costs of the Members' Allowances Scheme in 2018/19 compared with the full year cost of the Panel's recommended Scheme are:

2018/19 £		Recommended Scheme £	
Basic allowance	333,350	Basic allowance	340,017
SRAs	160,372	SRAs	153,831
Total	493,722	Total	493,848
Including 2% increase	503,596		

Notes:

1. The 2% increase in allowances that took effect in May is included in the cost of the proposed scheme. The total cost of last year's Scheme if it were to be unchanged in 2019/20 but with the 2% included would be £503,596.
2. The recommended scheme includes the cost of the allowance for the Leader of the smaller Opposition Group and the payments to the Independent Persons

5. Conclusion

- 5.1 The recommendations in this report are those of the Independent Remuneration Panel and not those of the City Council. It is for the Cabinet to give initial consideration to this report and to pass any views it might have to the Council for it to consider when deciding whether to accept the recommendations.
- 5.2 In general, the Panel has found the current scheme of allowances to be sound, fair and reasonable and the recommendations it has made are designed to reinforce that observation. Whilst aware of the financial pressures on the Council, the Panel has not concerned itself with the affordability of those recommendations that have budgetary implications: that is a matter for the Council to address.

MEMBERS' ALLOWANCES REVIEW 2019 – RESULTS OF SURVEY OF MEMBERS

Responses to the survey were received from 20 of the 57 councillors. Not all responded to all of the questions.

Question	Summary of responses
<p>1. Basic Allowance</p> <p><i>Do you think the current BA is reasonable and reflects fairly all the expenses you incur in your day-to-day duties? If you believe it should be higher or lower, please indicate below the level you think appropriate and your reasons.</i></p>	<p>General response</p> <p>Of the 20 councillors who responded to this question, 18 thought the BA was reasonable. One was unsure. One thought it should be changed (see final comment in this section below)</p>
	<p>Specific comments</p> <p>1. As a new councillor, it is difficult for me to say whether or not the allowance does reflect the level of expenditure etc incurred. I would agree though that the disparity between the ECC and CCC allowances seems to me very large and I can imagine that far more contact with residents happens within CCC's wards than that with ECC – for example I have three parish councils, all of which I try to attend and pick up issues arising which, for a rural ward, does mean a relatively significant mileage sometimes. That being said, I am also conscious that allowance increases are not popular with the public and I know that ECC have come under fire in the past for the level of their payments which is not a good thing.</p>
	<p>2. It is broadly right. I have two ways of looking at it: Generally, it is important not to exclude people without private means from standing for election. Councillors should not be limited in practice to a pool of people with independent means, such as pensioners. So it's important to have an adequate allowance. For people who work, it</p>

		<p>may be necessary to reduce working hours in order to have time to be a councillor (as I have done). It's not appropriate to compensate for the full loss of income in these circumstances – that is personal choice and it would not be right for some councillors to receive more than others for the same public service. Viewed from both these perspectives, the current figure feels to be about right.</p>
		<p>3. In the current environment I don't think this should be changed. Over time I believe the role of Councillors should be further developed implying more time may be needed</p>
		<p>4. My view is that the basic allowance should be linked to the approximate minimum wage of say £10 per hour. The amount of work that individual councillors undertakes varies enormously. Some are penalised by the use of an average number of hours and others rewarded for doing little. If we have to use an average and it seems too complicated to do otherwise then an average of 15 hours per week is probably about right. Members continue to work whether on holiday or sick and are 'on call' 24 hours per day. It is therefore reasonable to allow a full 52 week year. The annual calculation for the basic allowance is therefore $52 \times 15 \times £10 = £7800$.</p> <p>The next question is should a percentage be deducted. I see no justification for this as this is reflected in the sum of just £10 per hour.</p>

2.	<p>Special Responsibility Allowance</p> <p><i>Do you think the current SRAs are reasonable and fairly reflect the responsibilities of the individual posts? Are there any special responsibilities not currently in receipt of SRAs which should be? Conversely, are there any that you believe should not be continued? Should any individual percentages be adjusted, either higher or lower, and if so why and what should those percentages be?</i></p>	<p>General response</p> <p>Of the 20 councillors who responded to this question, 15 thought the current SRAs are reasonable. Four thought they were generally alright but had the specific comments below. One was unsure.</p>
		<p>Specific comments</p> <p>1. In my limited experience, having only been elected to Deputy cabinet member in May I think the SRA's fairly reflect the responsibilities of the individual post in the case of a retired person. This may not be the case if the member is employed full time as it would necessitate them taking time off, probably unpaid, are probably would not reflect that lost income.</p>
		<p>2. Under the new Administration there are some new roles that need to be assessed – Cabinet Deputies and Chair of the Policy Board</p>
		<p>3. The basic answer is yes but I see no justification for the allowance paid to the vice chairman of Overview and Scrutiny. Chelmsford may be unique in this allowance. In any event there can be no justification in paying the vc more than the chair of audit or governance. If vice chairmen are to receive an allowance then it should be on a sliding scale with the planning committee chair at the top.</p>

		<p>4. I can only comment on Planning Chair and Vice Chair. As a new councillor I am uncertain yet how correct the Chair special allowance is but I am clear from looking at a comparison with other similar authorities below that the vice chair should have an allowance. He or she has to do similar preparation for each meeting as the chair in case he or she has to take over the role at short notice. Braintree has the best monetary comparison with our chair so I suggest giving the vice-chair a similar amount.</p> <p>Basildon – Chair = £10,915, Vice Chair = £1,871, Each other member = £624 Braintree – Chair = £8,622, Vice Chair = £1,233 Colchester – Chair = £7,181, Each other member = £1,077</p>
		<p>5. Having been Chair of Audit committee I think this SRA should be raised at least to the level of Deputy Chair of Overview and Scrutiny.</p>
		<p>6. As the leader of the opposition Conservative Group is getting an allowance it seems only fair that this should happen for the smaller group in opposition also. So my opinion is the allowance should be offered to the leader of Chelmsford Independents Group also.</p>
<p>3.</p>	<p>Indexing of BAs and SRAs</p> <p>The annual revision of these allowances is linked to the annual pay increase for the Council's staff.</p> <p><i>Do you think this is a fair basis for revision? If not, what other basis would you suggest?</i></p>	<p>General response</p> <p>All 20 who responded felt that this was a reasonable basis for revision</p>

4.	<p>Co-optees allowances</p> <p>The last review did not recommend its introduction, there having been no significant pressure for it either from members or existing co-optees. The only Committee which has co-optees is the Governance Committee, with three Parish Council representatives.</p> <p><i>Should the allowances scheme provide for payments to co-optees? If so, what would be an appropriate payment? Would, say, 10% of the Basic Allowance be reasonable?</i></p>	<p>General response</p> <p>17 responses were received, broken down as follows;</p> <p>10% of BA – 2 support this idea No co-optee’s allowance – 7 were of this view No comment – 3 Pay an attendance allowance per meeting – 2 (no sum suggested) Pay travel expenses only – 2 Consider on a case-by-case basis - 1</p>
		<p>Specific comments</p> <p>1. As noted above, it is important not to exclude people without private means from performing these roles. But these roles presumably involve no more than preparation for and attendance at a few meetings a year. A sum per meeting may be more appropriate than a set allowance per year.</p>
		<p>2. It must surely depend on the expectations of the co-optee’s time and abilities</p>
		<p>I believe any payments for co optees should be treated on a case by case basis and reflect the commitment required of that co- optee. There should not be an automatic allowance.</p>

5.	<p>Independent Persons (IPs) allowances</p> <p>The Governance Committee is also advised by Independent Persons, who are consulted by the Monitoring Officer on complaints against City and Parish Councillors and, where necessary, carry out investigations. Until now they have been paid only travelling expenses associated with that work. Many other councils pay an allowance to IPs – should Chelmsford do the same and, if so, what would be an appropriate payment?</p> <p><i>Should the allowances scheme provide for payments to Independent Persons? Would, say, 10% of the Basic Allowance be reasonable?</i></p>	<p>General response</p> <p>19 responses received, broken down as follows:</p> <p>Pay 10% of the BA – 4 in favour Pay expenses only – 5 in favour Pay and allowance per case investigated – 4 Make no payment – 5 Unsure - 1</p>
		<p>Specific comments</p> <p>1. Only if these posts are currently difficult to fill</p>
		<p>2. I do not fully understand how this role operates so it is difficult to comment. If the role is similar to that of a consultant then there may be a case for an allowance but if these are normally one off situations for a specific purpose than the current scheme may be more reasonable.</p>

6.	<p>Travel Allowance</p> <p>This is currently paid in respect of approved duties on the basis of individual claims, rather than a lump sum, and is linked to the officers' casual user mileage allowance.</p> <p><i>Do you think this remains a fair basis for the payment of travel allowances?</i></p>	<p>General response</p> <p>All who 19 who responded to this question supported the current arrangements, although three slightly qualified that with the comments below.</p>
		<p>Specific comments</p> <p>1. I do not claim travel allowances but councillors from further out will do so and it is important not to deter good councillors. Failing to reimburse reasonable travel costs would amount to a deterrence, so these allowances should continue to be available.</p> <p>But how much bureaucracy is involved in making the claims and paying them out? A lump sum paid to all councillors would be unfair on those from outlying wards. But a formula for paying a standard amount based on the distance of the ward from the Civic Centre and the spread of the ward could potentially be cheaper to administer and save money for the council while still being fair to councillors and cutting down on their record-keeping and form-filling needs.</p>
		<p>2. Yes, unless lump sum payments save the Council money in terms of admin.</p>
		<p>3. Yes – but is there a minimum distance than can be claimed? I would personally only ever claim for travel outside of Chelmsford as I would expect the basic allowance to cover 'travel to work' ie within Chelmsford.</p>

7.	<p>Subsistence Allowance</p> <p>This is paid in respect of approved duties outside the City on the basis of individual claims at the same rate as that paid to officers.</p> <p><i>Do you think it should continue to be paid on that basis?</i></p>	<p>General response</p> <p>The 19 who responded supported the current arrangements. 1 thought it should be removed.</p>
8.	<p>Dependant Carer's Allowance</p> <p>This is currently paid at the hourly rate of the National Minimum Wage for child care (depending on the age of the carer) and £15 per hour for the care of a dependant relative, where the member has to make such arrangements in order to be able to perform their duties as a councillor. The latter payment is linked to the same index used for BAs and SRAs.</p> <p><i>Do you think the allowances should be revised and/or another index used?</i></p>	<p>General response</p> <p>14 of those who responded supported the present arrangements. 3 had no view 1 did not support the present arrangements Two submitted the comments below</p>
		<p>Specific comments</p> <p>1. To answer this question, I would first like to ask what the purpose of this allowance is? Is the aim to mitigate the costs members incur when paying for carers or is it to put members on even financial playing field as members who do not have to incur these fees to undertake their duties?</p> <p>If it is the former, these allowances could be considered appropriate.</p>

		If it is the latter, then these allowances do not cover the costs likely to be incurred by a member. (For example, a Chelmsford based babysitter who is ofsted registered is most likely to charge £10+ per hour. And a brief survey of carer costs suggests careers are between £12 and £20 per hour.)
		2. I see no justification for the allowances for carers to be paid at a higher rate than the notional rate paid to councillors
9.	<p>Pensions for Members</p> <p>The survey mistakenly asked for members' views on whether the allowances should be pensionable. In fact, that option was removed by the government some years ago and it is now not possible to do this</p>	
10.	<p>Approved Duties</p> <p>A previous review of allowances resulted in the introduction of a definitive list of approved duties in respect of which travel, subsistence and other allowances can be claimed. That list is attached as Appendix 2.</p> <p><i>Do you think the list is reasonable? Are there any duties which you feel ought to be added to or removed from the list?</i></p>	<p>General response</p> <p>Of the 20 councillors who responded to this question, 14 thought the list of approved duties was reasonable. Five had no comments. One made the comment below.</p>
		<p>Specific comment</p> <p>Possibly need reviewing with the new committee structure.</p>

Other comments

I would like to take this opportunity to note that there is currently no policy for members taking parental, maternity or paternity leave. I believe this is something that should be introduced as I think it will make the council a more welcoming place for a more diverse range of members and make it more reflective of our community.