



LEAD MEMBER FOR COMMUNITY SERVICES

DECISIONS to be made by the Lead Cabinet Member for Community Services,
Councillor Chris Dowling

WEDNESDAY, 27 APRIL 2016 AT 10.00 AM

CC2, COUNTY HALL, LEWES

AGENDA

- 1 Decisions made by the Lead Cabinet Member on 15 December 2015 (*Pages 3 - 4*)
- 2 Disclosure of Interests
Disclosure by all Members present of personal interests in matters on the agenda, the nature of any interest and whether the Members regard the interest as prejudicial under the terms of the Code of Conduct.
- 3 Urgent items
Notification of any items which the Lead Member considers urgent and proposes to take at the appropriate part of the agenda.
- 4 Laton Road bus stop clearways (*Pages 5 - 26*)
Report by the Director of Communities, Economy and Transport
- 5 Provision of an on street advisory disabled bay in Blackman Avenue, St Leonards on Sea (*Pages 27 - 34*)
Report by the Director of Communities, Economy and Transport
- 6 Joint Nationality and Passport Checking (JCAP) (*Pages 35 - 36*)
Report by the Director of Communities, Economy and Transport
- 7 Any urgent items previously notified under agenda item 3

PHILIP BAKER
Assistant Chief Executive
County Hall, St Anne's Crescent
LEWES BN7 1UE

19 April 2016

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LEAD MEMBER FOR COMMUNITY SERVICES

DECISIONS made by the Lead Member for Community Services, Councillor Chris Dowling, on 15 December 2015 at County Hall, Lewes

7 DECISIONS MADE BY THE LEAD CABINET MEMBER ON 23 JULY 2015

7.1 Councillor Dowling approved as a correct record the minutes of the meeting held on 23 July 2015.

8 REPORTS

8.1 Reports referred to in the minutes below are contained in the minute book.

9 CHANGES TO FEES FOR THE USAGE OF REGISTER OFFICE CEREMONY ROOMS AND OTHER RELATED CHARGES

9.1 The Lead Member considered a report by the Director of Communities, Economy and Transport.

DECISIONS

9.2 RESOLVED to (1) approve the revised fees for marriage ceremonies taking place in Register Office ceremony rooms, as set out in Appendix 1 of the report, for the 2016/17 financial year;

(2) approve the fees charged for marriages taking place at the new Hastings Register Office in Hastings Town Hall, as set out in Appendix 1, to be effective from February 2016 and for the 2016/17 financial year; and

(3) approve the charges for related peripheral items, as set out in Appendix 1, for the 2016/17 financial year.

Reasons

9.3 The revised fees will provide the Registration Service with a sensible and sustainable fee structure which will enable the service to immediately begin taking bookings for ceremonies at Hastings Town Hall, and in due course to begin taking bookings for Southover Grange once there is certainty of the delivery date of the refurbishment project.

9.4 The other peripheral fee proposals will enable to Registration Service to apply sensible and sustainable fees to these other related services and offerings.

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Report to:	Lead Member for Community Services
Date of meeting:	27 April 2016
By:	Director of Communities, Economy and Transport
Title:	Laton Road Bus Stop Clearways
Purpose:	To consider objections received to the introduction of two bus stop clearways in Laton Road, Hastings

RECOMMENDATIONS: The Lead Member is recommended to:

- (1) Note the concerns raised by the objectors; and**
 - (2) Approve the introduction of bus stop clearways in Laton Road, Hastings.**
-

1 Background Information

1.1. The Department for Transport recognised the importance of preventing the obstruction of bus stops and the requirement for a Traffic Regulation Order (TRO) to be made was relaxed in 2002. Bus Stop Clearways (BSC) are now introduced by notice and are provided in line with adopted County Council Policy No. PS 4/33. This policy was approved by the Lead Member for Transport and Environment at his meeting on 6 November 2006 and is attached as Appendix 1.

1.2 A request for a BSC in Laton Road, Hastings opposite its junction with Baldslow Road, was made by a local resident via the Borough Councillor. The request for a BSC was supported by Stagecoach who made an additional request for a BSC adjacent to the Baldslow Road junction to avoid moving the problem to the opposite stop. The Local County Member was copied into the original request and subsequent correspondence and is aware of the objections received and supports the proposal for the introduction of these BSCs.

2 Supporting Information

2.1. Laton Road has a high level of on street parking. The majority of residents have access to off street parking for multiple vehicles within their own property boundaries. As far as we are aware the vehicles parked on street are primarily not related to residents. Laton Road is located within half a mile of the town centre and close to an area covered by residents parking permit restrictions. There is a dance centre and church as highlighted on the plan included in Appendix 2 which generates additional demands for parking in the road.

2.2. Laton Road is served by bus routes 21 and 21A with buses running every 15 minutes. The stop opposite Baldslow Road operates between 07.04 and 18.30 Monday to Friday (07.45 on Saturday). The stop adjacent to Baldslow Road is served between 07.36 and 22.05 Monday to Friday (08.21 Sat) and from 10.06 to 18.06 on Sundays.

2.3. A BSC was requested to reduce disruption to this regular bus service and enable buses to pull in parallel to the kerb to allow disabled passengers to board and alight safely.

2.4. The requirement for the BSCs was confirmed with the bus operator and the problem observed on multiple site visits (see Appendix 3).

2.5. Consultation has been carried out in accordance with the County Council policy. Notices and plans (see Appendix 4) were posted on site for a period of 28 days and hand delivered to those properties immediately affected. Copies were sent to Stagecoach, the County and Borough Councillors.

2.6. The need for the BSCs on traffic management grounds was established by the local Traffic Engineer.

2.7. The proposals will displace vehicles parked on street; however we have mitigated this by reducing the length of the clearways and operational hours where possible.

2.8. The provisional cost of each bus stop clearway is approximately £250 and will be met from existing revenue budgets.

3 Conclusion and Reasons for Recommendations

3.1. The need for the BSCs was identified by the site assessments undertaken by the Traffic Engineer. This was supported by information provided by the bus operator Stagecoach.

3.2. Objections were received in response to these proposals which are summarised in Appendix 5. A number of comments received were not relevant to the proposal and have not been detailed in the summary. Direct replies were provided in regards to all concerns raised.

3.3. The primary objections were that the BSCs would increase pressure on parking resulting in residents' driveways being obstructed and safety concerns surrounding removal of parked vehicles approaching the junction of Baldslow Road and the bends resulting in increased vehicle speeds.

3.4. A site visit was made with two additional Road Safety Officers and the County's Principal Road Safety Officer to verify that the proposals would not be detrimental to safety.

3.5. Stagecoach has confirmed that all their bus routes have undergone a full route risk assessment which is reviewed periodically.

3.6. The provision of the clearways will be monitored to determine if additional measures are appropriate to be taken forward by our Parking Team subject to relative priority. Any proposals of this nature would be subject to a TRO and full public consultation.

3.7. Guidance published by Transport for London specifies a BSC length of 37 metres in order to allow sufficient clear entry, space to stop parallel to the kerb and clear exit. Stagecoach buses are of a different design and a length of 31 metres adequately meets their needs as shown in Appendix 6. Taking account of driveways and existing restrictions as entry and exit tapers allowed this length to be reduced as shown in Appendix 4. A further visit to the site identified additional scope to reduce the proposed lengths to 18 metres on the north side and 22.5 metres on the south side as shown in Appendix 7.

3.8. Ideally BSCs should operate 24 hours a day which is supported by Stagecoach. The Parking Team requested either 24 hours a day or 7am to 7pm restrictions for ease of enforcement. To balance the various competing needs of all road users we have agreed that the BSC adjacent to Baldslow Road will operate 24 hours a day with the BSC opposite Baldslow Road operating 7am to 7pm Monday to Saturday.

3.9. The requirements of Policy PS 4/33 have been met in this case and the Lead Member is therefore recommended to agree that the bus stop clearways are provided in line with this policy at the reduced length as shown on the Plan included in Appendix 7.

RUPERT CLUBB

Director of Communities, Economy and Transport

Contact Officer: Claire Peedell

Tel. No. 01424 726347

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LOCAL MEMBERS

Councillor Godfrey Daniel

BACKGROUND DOCUMENTS

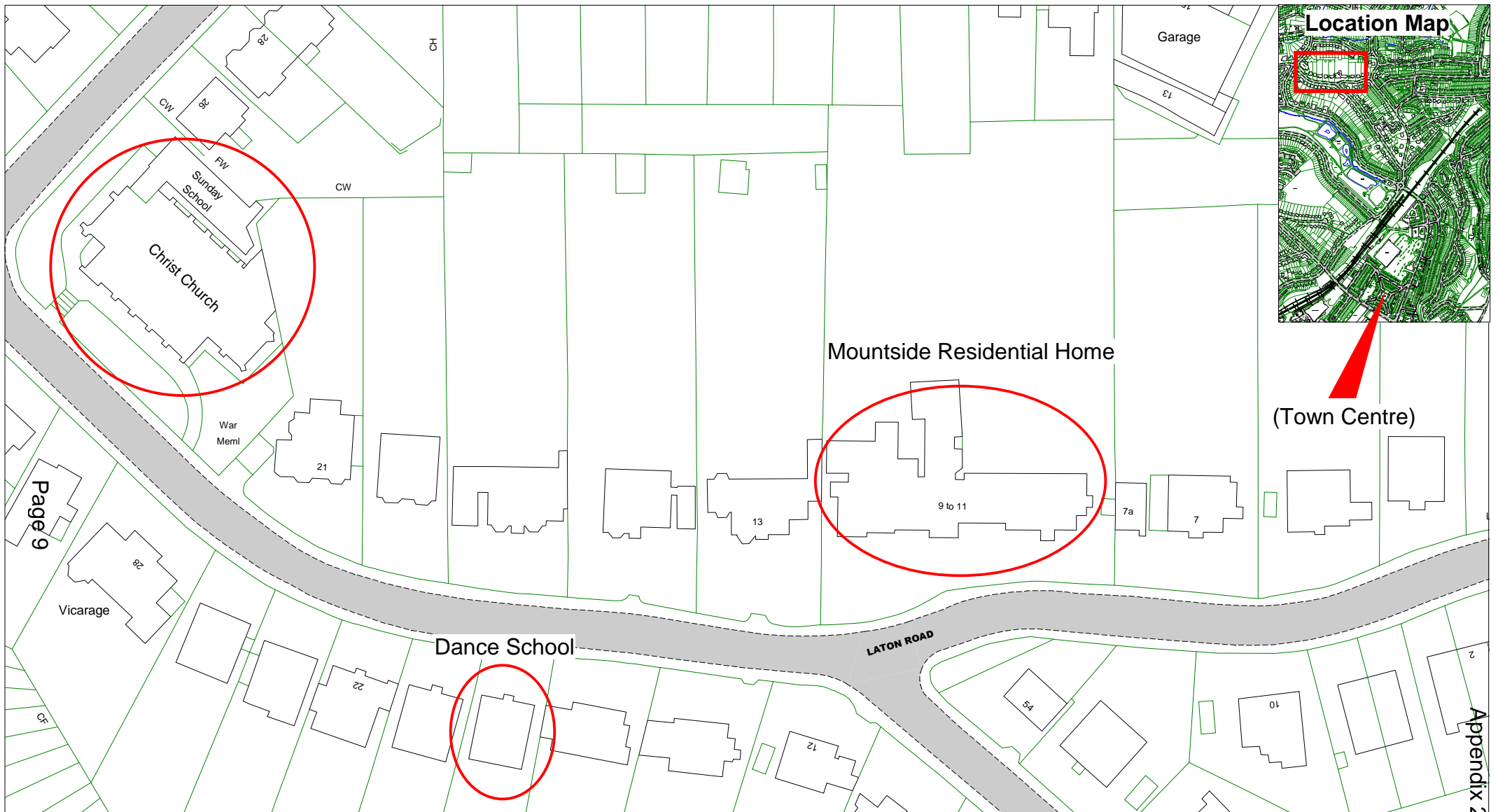
None

EAST SUSSEX COUNTY COUNCIL

LEAD MEMBER – TRANSPORT AND ENVIRONMENT
POLICY SUMMARY

PROVISION OF BUS STOP CLEARWAYS	PS 4/33
<p><u>Purpose of Policy</u></p> <p>To establish the principles for the provision of Bus Stop Clearways</p>	
<p><u>Specific Policies</u></p> <p>1. Bus Stop Clearways are provided on scheduled bus routes where on street parking results in a stationary bus causing a danger to other road users or an obstruction to through traffic or where passengers are unable to board or alight safely.</p> <p>2. The location of any Bus Stop Clearway will be determined by the Highway Authority and may require the relocation of any existing bus stop.</p> <p>3. There is no legal requirement to consult on the provision of a Bus Stop Clearway. However, such a provision can have a significant impact on nearby properties and, therefore, the County Council will consult:</p> <ul style="list-style-type: none"> a) Residents or businesses whose properties are either immediately fronted by or directly opposite the proposed marking b) The elected County Councillor/s c) The Parish or Town Council as appropriate d) Such other organisations as might be appropriate for a specific scheme (e.g. emergency services, bus operator) <p>4. In addition a notice will be placed on street advising of the proposed Clearway at least 28 days before any marking is introduced to ensure that any person affected by the proposal has an opportunity to comment.</p>	
<p><u>Supporting Statement</u></p> <p>The Traffic Signs Regulations and General Directions 2002 removed the requirement for Bus Stop Clearways to be implemented using the Traffic Regulation Order process. This policy sets out the County Council's policy on consultation and implementation now that this is not covered by legislation.</p>	
<p><u>References – Further Information</u></p> <p>Lead Member for Transport and Environment – Agenda Item 10</p>	<p><u>Date of Approval</u></p> <p>06.11.2006</p>

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Laton Road Location Plan

SCALE	1 : 1000
DATE	29/02/2016
DRAWING No.	Appendix 2
DRAWN BY	C PEEDELL
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Appendix 3 Site Photos



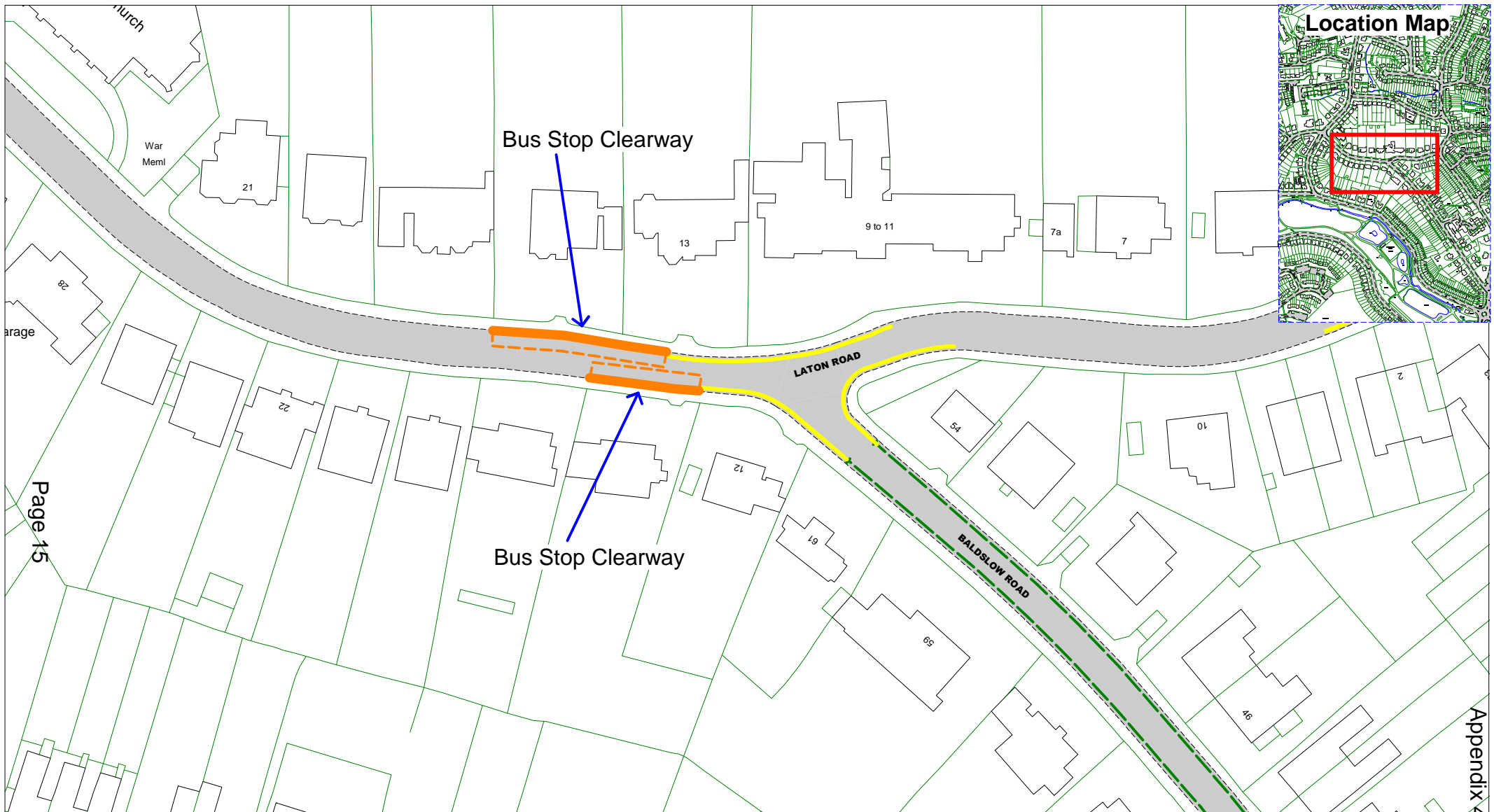




03-12-2015 at 1pm

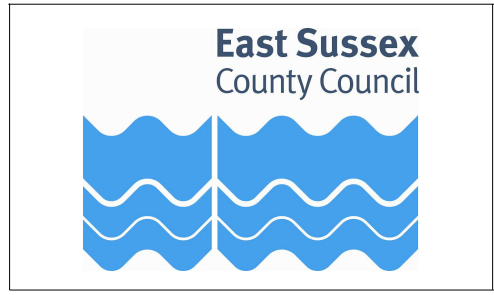


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Appendix 4



Proposal for introduction of bus stop clearways at Laton Road Hastings westbound and eastbound stops

The no stopping restriction will apply at any time

SCALE	1 : 1000
DATE	24/09/2015
DRAWING No.	Appendix 4
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Bus Stop Clearways

Notice is hereby given that East Sussex County Council propose to introduce a Bus Stop Clearway as defined in regulation 10(1)(e) of the Traffic Signs Regulations and General Direction 2002 which will introduce the following restriction:

No Stopping Except Buses At Any Time On All Days

Laton Road from a point 9m east of the boundary of Nos.13/15 for a distance of 32m in a westerly direction.

The bus stop clearway markings conform to the new regulations.

They will ensure unhindered access for the scheduled bus service.

Date published: 28th September 2015

highways@eastsussex.gov.uk

0345 60 80 193

Communities, Economy and Transport
Ringmer Depot
The Broyle
Ringmer
East Sussex
BN8 5NP



Bus Stop Clearways

Notice is hereby given that East Sussex County Council propose to introduce a Bus Stop Clearway as defined in regulation 10(1)(e) of the Traffic Signs Regulations and General Direction 2002 which will introduce the following restriction:

No Stopping Except Buses At Any Time On All Days

Laton Road from the boundary of Nos.14/16 eastwards for a distance of 21.6 metres.

The bus stop clearway markings conform to the new regulations.

They will ensure unhindered access for the scheduled bus service.

Date published: 28th September 2015

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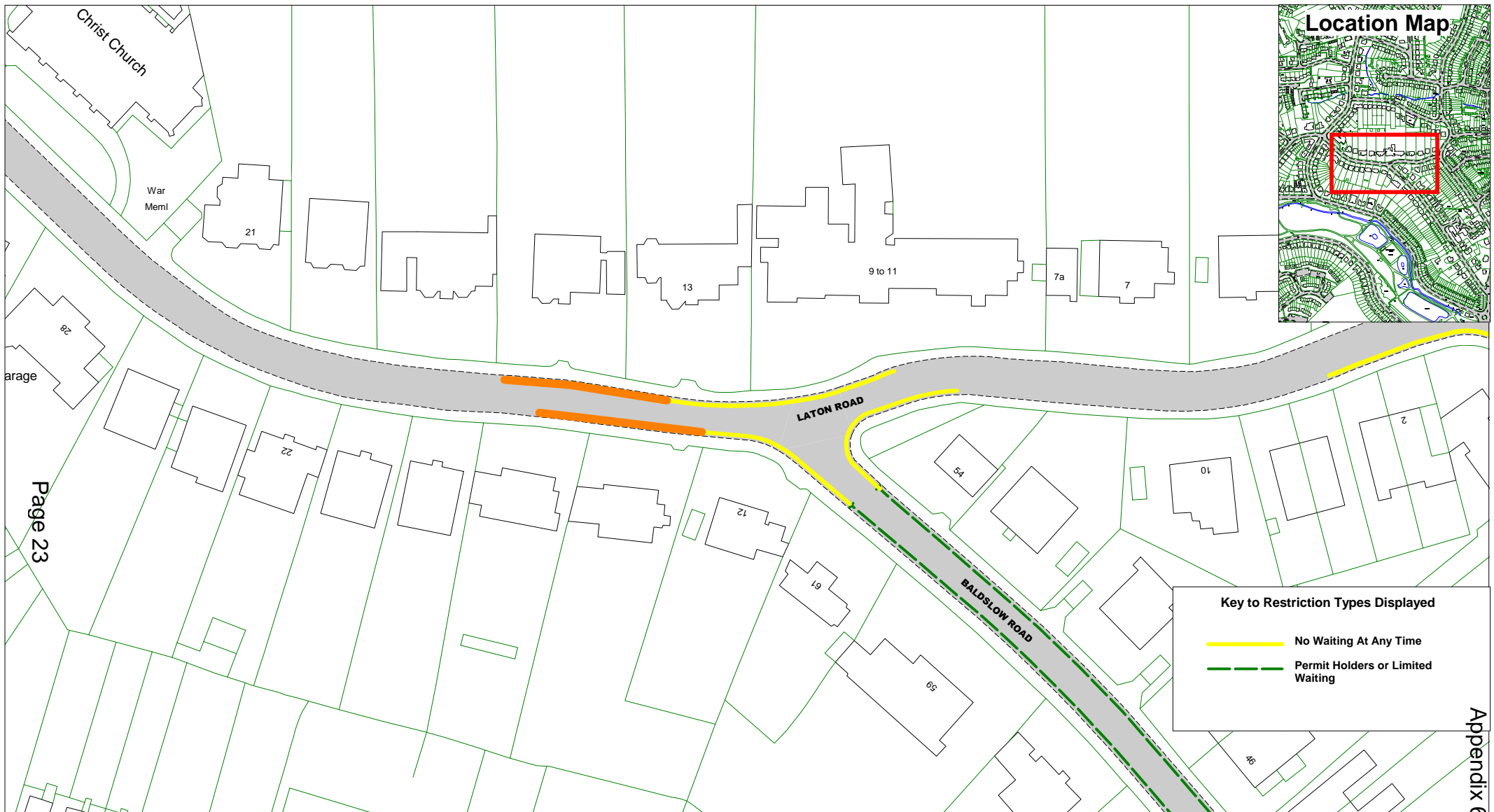
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	Objector	Reason for objection	ESCC Comment
1	Resident of Baldslow Road	No records have been provided of how many times a bus has been unable to stop to demonstrate need	The original request was from a resident who experienced difficulties this was supported by the bus operators Stagecoach. We have recently re-confirmed that their drivers are still experiencing difficulties at these locations. Buses need to be able to pull in close to and parallel to the kerb to allow disabled passengers to board and alight safely. All Stagecoach buses have to be wheelchair accessible by 2017, and by definition, the bus stops will need to be as well. When site visits have been made in connection with this proposal cars have been parked
Page 19		Road markings to change where buses stops won't reduce delays	Creation of designated stopping places will allow buses to pull in kerbside which will speed up boarding and alighting time particularly for those with mobility impairments. Traffic on Laton Road will also be able to pass while loading takes place
Page 19		The restrictions will not be observed particularly by vehicles stopping for short periods (for example parents dropping off & collecting children from local dance school)	The bus stop clearway restricts stopping- it does not allow for loading as with double yellow and single yellow lines. The markings and signing is very clear and generally well respected. If problems are observed they may be reported to our parking enforcement contractors for action
		Proper consultation has not been carried out	Consultation has been carried out in accordance with ESCC policy for introduction of clearways. Notices and plans were posted on site for a period of 28 days and hand delivered to those properties directly fronting the proposals. Copies were sent to Stagecoach, the County and Borough Councillors

	Objector	Reason for objection	ESCC Comment
1	Resident of Baldslow Road	<p>There is plenty of room for buses to stop when cars are parked</p> <p>Resident has not observed a problem with buses stopping</p>	<p>Vehicles parking at the stops have been observed by road safety officers. The bus operators have confirmed that they do have problems at these stops. The objectors themselves have commented that the road is always full of parked cars</p>
		<p>Proposal is a waste of public money</p>	<p>Where we are able to it is a priority to maintain passenger services and improve public transport. The cost for provision of a bus stop clearway (approximately £250) is relatively low when compared with other transport improvement costs and delivers value for money</p>
Page 20		<p>There is room for buses to stop on the existing double yellow lines</p>	<p>We have taken into account the presence of existing double yellow lines in the design of the two clearways. While we can reduce the overall length of the clearway by using the existing restrictions as entry and exit tapers it would not be advisable to formalise the buses stopping on the double yellow lines. This would compromise safety by obstructing visibility at the junction of Laton Road and Baldslow Road</p>
		<p>The existing parked vehicles slow traffic if restrictions are increased this will lead to vehicles speeding around bends</p>	<p>A level of on street parking can assist in encouraging lower speeds by introducing uncertainty. However it is important that visibility is permitted by removing that parking where it is most needed. A high percentage of accidents occur at junctions. Restricting parking at junctions and on bends protecting driver's lines of sight will have a positive impact on safety not a negative one</p>
		<p>Increase in restrictions will increase pressures for on street parking elsewhere in the road</p>	<p>We accept that parking will be displaced. The majority of residents within the road have access to off road parking for multiple vehicles. Parking in the road is primarily non-residential due to close proximity to restricted roads. These vehicles will be moved to other locations in the road however these individuals will not be obstructing the stops providing for services for the wider community</p>

	Objector	Reason for objection	ESCC Comment
1	Resident of Baldslow Road	The markings and sign will increase clutter	The definition of clutter (in this context) is unnecessary signing. The signs and lines are considered necessary and are designed in accordance with the regulations to ensure they are concise resulting in minimal impact on the surrounding environment
2	Resident of Laton Road	Buses do not have problems stopping they have problems progressing along the road due to high level of parking (Police have been involved on occasion)	Vehicles parking at the stops have been observed by road safety officers. The bus operators have confirmed that they do have problems at these stops. Stagecoach has confirmed that all routes have undergone a full route risk assessment which is reviewed periodically. The objectors themselves have commented that the road is always full of parked cars. We had not received complaints from the operators in regards to progressing along Laton Road. In response to a previous request from a resident regarding this matter, proposals for double yellow lines to create passing places was assessed as part of the most recent parking review for Hastings. The proposal did not score as a high priority when compared with other locations across the Borough. We have since queried this with Stagecoach who has advised they do on occasion have difficulty. We will therefore be meeting with them to discuss in more detail. If further measures are required then we will refer this to our Parking team for consideration of appropriate measures to manage the various competing demands for parking here.
		Existing high level of on street parking creates problems for off street parking access which will be made worse by introduction of clearways	We accept the introduction of the clearways will result in displacement. Individuals can apply for access protection markings to protect their private driveways from obstruction
		Buses can stop on the existing double yellow lines	We have taken into account the presence of existing double yellow lines in the design of the two clearways. While we can reduce the overall length of the clearway by using the existing restrictions as entry and exit tapers it would not be advisable to formalise the buses stopping on the double yellow lines. This would compromise safety by obstructing visibility at the junction of Laton Road and Baldslow Road

	Objector	Reason for objection	ESCC Comment
2	Resident of Laton Road	Proposal is an unnecessary waste of tax payers money	Where we are able to it is a priority to maintain passenger services and improve public transport. The cost for provision of a bus stop clearway (approximately £250) is relatively low when compared with other transport improvement costs and delivers value for money
3	Resident of Laton Road	Proposal will place increased pressure for on street parking which is already overstretched	We accept that parking will be displaced. The majority of residents within the road have access to off road parking for multiple vehicles. Parking in the road is primarily non-residential due to close proximity to restricted roads. These vehicles will be moved to other locations in the road however these individuals will not be obstructing the stops providing services for the wider community
Page 22		Lack of public consultation	Consultation has been carried out in accordance with ESCC policy for introduction of clearways. Notices and plans were posted on site for a period of 28 days and hand delivered to those properties directly fronting the proposals. Copies were sent to Stagecoach, the County and Borough Councillors.
		Driveways are already obstructed by on street parking which will be made worse	Individuals can apply for access protection markings to protect their private driveways from obstruction
		Cars already park on pavements- the proposal would lead to an increase in this practice. Suggest alternate bus route or introduction of residents parking instead.	A vehicle was observed parked on the footway despite the fact that the road is relatively wide at just over 7 metres. If justified our Parking Team could consider proposal of a footway parking ban in conjunction with their assessment for additional measures here

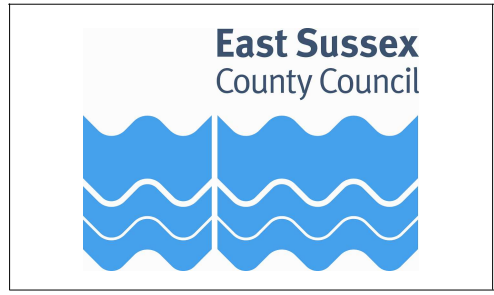


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Key to Restriction Types Displayed

- No Waiting At Any Time
- Permit Holders or Limited Waiting

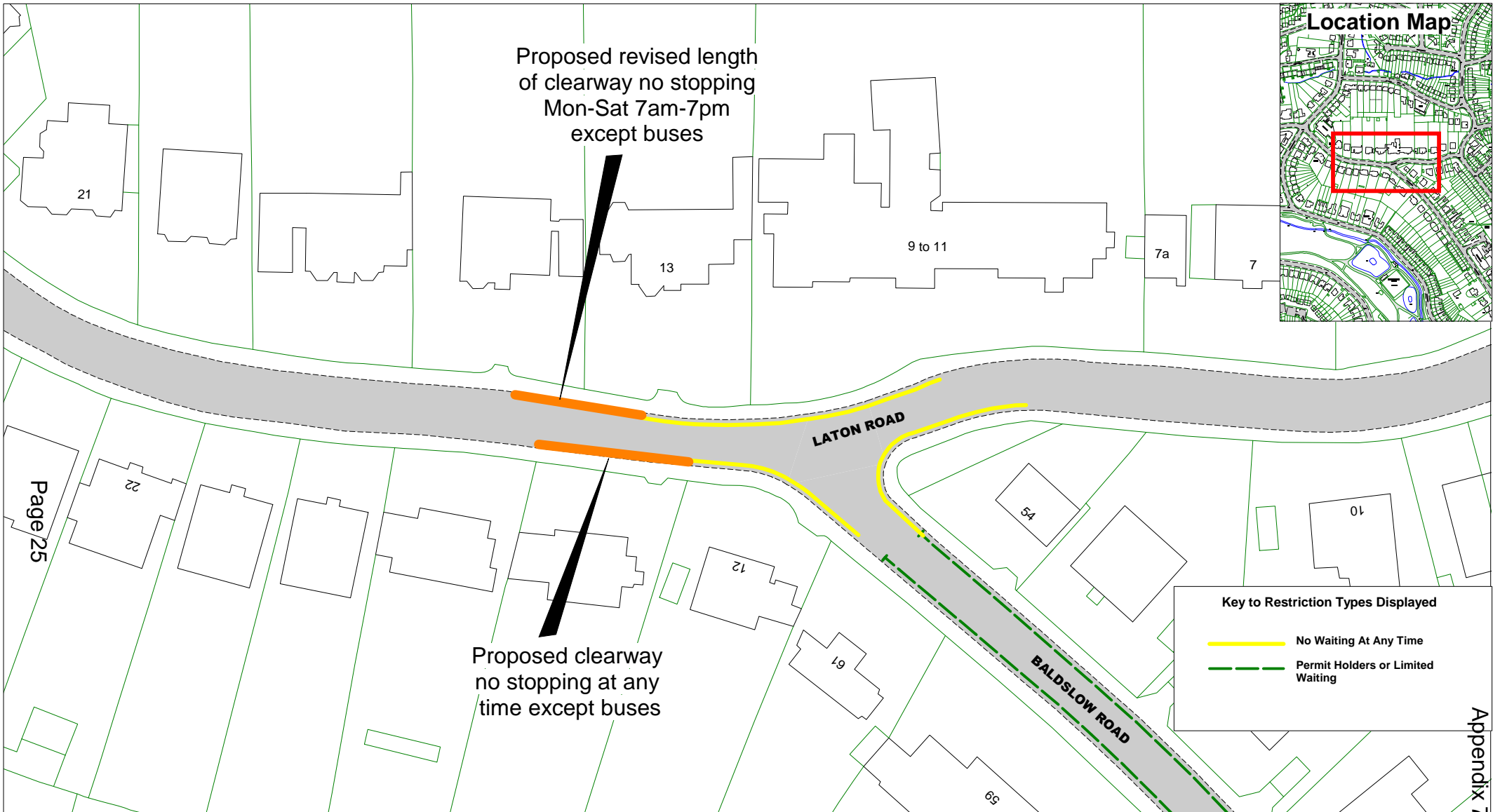
Appendix 6



31 metre Bus Stop Clearway lengths in line with Transport for London's Accessible Bus Stop guidance

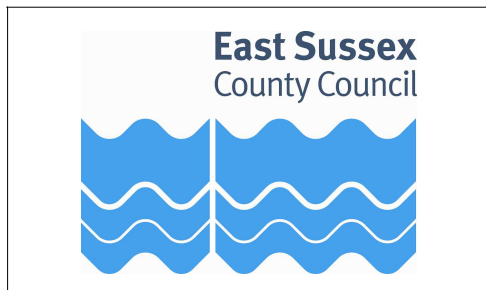
SCALE	1 : 1000
DATE	29/02/2016
DRAWING No.	Appendix 6
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Appendix 7



Revised proposals for introduction of bus stop clearways at Laton Road Hastings eastbound & westbound stops

SCALE	1 : 750
DATE	22/12/2015
DRAWING No.	Appendix 7
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Report to:	Lead Member for Community Services
Date of meeting:	27 April 2016
By:	Director of Communities, Economy and Transport
Title:	Provision of an on street advisory disabled parking bay, Blackman Avenue, St Leonards on Sea
Purpose:	To consider an objection received to the introduction of an on street advisory disabled parking bay

RECOMMENDATIONS: The Lead Member is recommended to:

- (1) Note the concerns raised by the objector; and**
- (2) Approve the introduction of an advisory disabled bay in Blackman Avenue, St Leonards on Sea**

1. Background Information

1.1 In areas not covered by formal parking restrictions, disabled bays are provided in line with adopted County Council Policy No. PS 4/18. This policy was approved by the Lead Member for Transport and Environment at his meeting on 6 November 2006 and is attached as Appendix 1.

1.2 An application for an on street disabled bay was received from a resident of Blackman Avenue, St Leonards on Sea. The application was assessed against the policy criteria. A mobility assessment has not been carried out by Adult Social Care as the applicant is in receipt of the higher rate of mobility allowance.

1.3 Due to the presence of a bus stop clearway there is limited available space directly outside the applicant's property. The bay would therefore need to overlap the neighbouring property. In line with the County Council's working practice, consultation with the affected resident was carried out. See Appendix 2.

1.4 The need for a bay on traffic management grounds was established by the local Traffic Engineer.

1.5 The provisional cost of the advisory disabled bay is approximately £250 and will be met from existing revenue budgets.

2. Supporting Information

2.1 Blackman Avenue is a local distributor road carrying a high volume of traffic inclusive of buses and large vehicles. The majority of the road is covered by no waiting at any time restrictions. Parking is further restricted due to the presence of buildouts as the road has been traffic calmed. Some residents have converted their front gardens to create off street parking but the greater percentage have not, therefore on street parking is in high demand.

2.2 Following consultation with the affected neighbour, an objection to the proposal was received. The grounds for objection were that provision of a bay would restrict use by the neighbour for visitors parking and taxi drop off. The neighbour states that they are also disabled, however, as far as we are aware they do not own a vehicle. The bay is advisory therefore if

vacant would not restrict a taxi dropping off the neighbour outside their home. The neighbour's visitors may park in the unrestricted areas to the north or south as shown on Appendix 3.

3. Conclusion and Reason for Recommendation

3.1 The need for the disabled bay was identified by the site assessments undertaken by the Traffic Engineer. This was supported by the information given in the initial application from the applicant.

3.2 Due to mobility impairment the applicant has an established need for parking as close as practicable to their property.

3.3 The requirements of Policy PS 4/18 have been met in this case. The Lead Member is therefore recommended to approve the provision of an advisory disabled bay in line with this policy.

RUPERT CLUBB

Director of Communities, Economy and Transport

Contact Officer: Claire Peedell

Tel. No. 01424 726347

Email: claire.peedell@eastsussex.gov.uk

LOCAL MEMBERS

Councillor Phil Scott

BACKGROUND DOCUMENTS

None

EAST SUSSEX COUNTY COUNCIL**LEAD MEMBER – TRANSPORT AND ENVIRONMENT**
POLICY SUMMARY

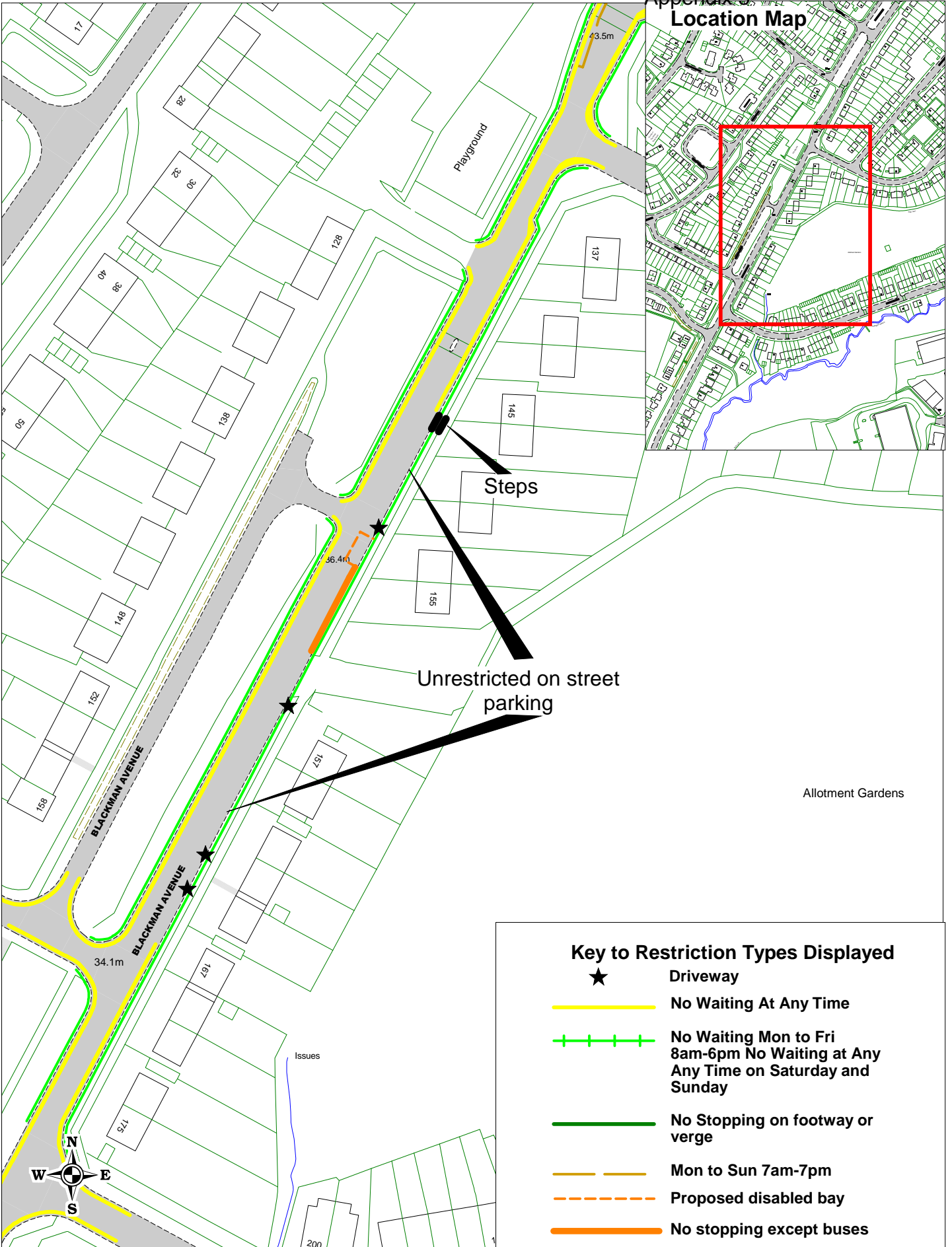
PROVISION OF SPECIAL ON-STREET PARKING BAYS FOR BLUE BADGE HOLDERS	PS4/18
<p><u>Purpose of Policy</u></p> <p>This policy sets out a practice for providing special parking facilities in addition to those automatically available through national legislation.</p>	
<p><u>Specific Policies</u></p> <ol style="list-style-type: none"> 1. Special parking bays shall not normally be provided in shopping streets where there is a high demand for general parking to serve local businesses and any bay is unlikely to remain available for use by a specific applicant. 2. Where there is an established need, a special parking bay may be provided for drivers or passengers holding a Blue Badge. However, the prime responsibility in providing a parking facility should rest with the Blue Badge holder. 3. The need for a bay in terms of traffic problems shall be determined by the Director of Transport and Environment. Where necessary, a mobility/needs assessment and a report recommending provision or otherwise of a bay shall be sought. 4. Advisory bays shall be provided as a general rule, although Traffic Regulation Orders may be promoted in particular circumstances. 5. All special parking bays shall be subject to periodic reviews to establish the continuing need. 6. No charge shall be made for the provision of a special on-street parking space for a Blue Badge holder. 	
<p><u>Supporting Statement</u></p> <p>The holder of a Blue Badge may be a disabled driver or passenger, a registered blind passenger or a club or organisation which conveys disabled or blind passengers.</p> <p>The following additional parking facilities are available through national legislation:-</p> <p>[a] For a period of up to 3 hours on a single or a double yellow line, which is not in a mandatory bus or cycle lane nor where loading restrictions apply.</p> <p>[b] Without charge or limit on duration at a voucher or pay and display space or in a length of street where there is a time limit imposed on other users.</p>	
<p><u>References – Further Information</u></p> <p>H & T Committee – 1 March 1977 Agenda Item 7 H & T Committee - 15 March 1995 Agenda Item 21</p>	<p><u>Date of Approval</u></p> <p>01.03.77 15.03.95</p>

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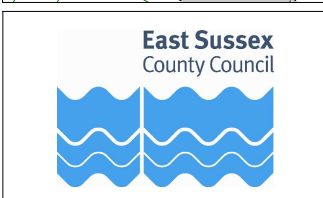
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Appendix 3
Location Map



Key to Restriction Types Displayed

- ★ Driveway
- No Waiting At Any Time
- No Waiting Mon to Fri 8am-6pm No Waiting at Any Time on Saturday and Sunday
- No Stopping on footway or verge
- Mon to Sun 7am-7pm
- - - Proposed disabled bay
- No stopping except buses



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Proposed disabled parking bay at
Blackman Avenue St Leonards on Sea

SCALE	1 : 1000
DATE	12/04/2016
DRAWING No.	Appendix 3
DRAWN BY	C Peedell

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Committee: **Lead Cabinet Member for Communities**

Date: **27 April 2016**

Report By: **Director of Communities, Economy and Transport**

Title of Report: **Joint Citizenship and Passport Checking**

Purpose of Report: **To agree that a fee may be charged for providing this new service**

RECOMMENDATIONS: The Lead Member is recommended to:

- (1) Agree that the Registration Service start to offer the Joint Citizenship and Passport Checking service on a cost recovery basis; and**
 - (2) Approve the fixed fee of £20 for providing this service.**
-

1. Background Information

1.1. In November 2015, seven local authorities began a trial of offering a Passport Application Checking Service at the same appointment as the Nationality Checking Service (NCS). These pathfinder authorities worked closely with HM Passport Office to develop a service which would benefit the applicants, as it allows the passport application to be processed alongside the citizenship application, saving considerable waiting time. The Home Office is now rolling this service out nationally to all authorities who currently offer NCS. Consequently, the East Sussex Registration Service has the opportunity to offer Passport Application Checking alongside the existing Nationality Checking Service.

1.2. During the last financial year, the NCS generated £26,275 of revenue income for the County Council. As a non-statutory service, the Joint Citizenship and Passport Checking Service (JCAP) can be charged for on a cost recovery. The pathfinder authorities (Kent and Brent for the South East) ran the JCAP pilot with a centrally fixed fee of £10. However, it is now widely accepted that this figure does not adequately cover the cost of providing this service for those appointments that are not straightforward. As a result HM Passport Office has very recently relaxed this set fee and allowed authorities to determine their own fee based on their own cost recovery calculations.

1.3. As this is such a new service, there is not yet a consistent fee which is being charged by neighbouring authorities for this service. However, the Registration Service has assessed the cost of delivering the service in East Sussex and estimates this to be £20 per application. The proposed fee of £20 has been reached based on the process taking between 10 - 20 minutes to complete for each applicant.

1.4. Based on information provided by the pathfinder authorities and 2015/16 NCS figures, it is expected that around 60% of NCS customers will take up the JCAP service. The take-up of the NCS service is very fluid from one year to the next, predominantly because central government sporadically change the criteria applicants must meet to achieve British Citizenship. Applications for this service are affected by peaks and troughs accordingly, as deadlines of old and new schemes come and go. Furthermore, the Registration Service have proactively pursued NCS customers from out of County by prioritising this service more so than some neighbouring authorities, leading to easier appointment availability for customers. Over the last year, the peaks and troughs have settled down somewhat and so, unless there are substantial new criteria requirements implemented over the coming year, a take up of 60% of NCS customers would equate to around 225 applicants taking up the new service, which would generate around £4,500 in additional revenue. The Registration Service is comfortable that it can absorb these extra appointments within the current staff headcount.

2. Supporting Information

2.1. The Registration Service provided Citizenship application checking services to 376 potential new citizens in 2015/16. This service is provided across our four offices. The individual's application form and supporting documentation is checked by our highly-skilled staff and sent to the Home Office for processing.

2.2. All of our surrounding Local Authorities are in the process of beginning to offer JCAP; however, the East Sussex Registration Service have a good track record of attracting applicants from outside of the county. This has been achieved as a result of the focus placed on delivery of this service and the efforts made to ensure it is widely available across the county by the Registration Service.

2.3. Our intention is to offer the JCAP service as an added value to our Citizenship applicants who may otherwise be tempted to travel to our bordering authorities where they will be able to take advantage of JCAP.

2.4. As this is funded by a cost recovery fee, there is no cost to the County Council.

2.5. The pathfinder authorities reported a 60% take up of JCAP amongst their NCS applicants. There is a significant risk that should we not offer this service, we could see a similar percentage of our customers travel out of the county to take advantage of JCAP elsewhere.

3. Conclusion and Reason for Recommendation

3.1. Providing the new JCAP service alongside our existing services allows the Registration Service to protect a valuable revenue stream (NCS) as well as protecting the public and assisting in the counter fraud agenda. The cost is recouped at the point of delivery and the risks are minimal. The Lead Member is therefore recommended to agree that the Registration Service start to offer the Joint Citizenship and Passport Checking Service, and that the fee of £20, as outlined in paragraph 1.3 above, is charged for providing the service.

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LOCAL MEMBERS

All

BACKGROUND DOCUMENTS

None