



ECONOMY, TRANSPORT AND ENVIRONMENT SCRUTINY COMMITTEE

WEDNESDAY, 14 MARCH 2018

10.00 am CC2 - COUNTY HALL, LEWES

MEMBERSHIP - Councillor Richard Stogdon (Chair)
Councillors Claire Dowling (Vice Chair), Godfrey Daniel, Simon Elford,
Darren Grover, Pat Rodohan and Barry Taylor

A G E N D A

- 1 Minutes of the meeting held on 22 November 2017 (*Pages 3 - 12*)
- 2 Apologies for absence
- 3 Disclosures of interests
Disclosures by all members present of personal interests in matters on the agenda, the nature of any interest and whether the member regards the interest as prejudicial under the terms of the Code of Conduct.
- 4 Urgent items
Notification of items which the Chair considers to be urgent and proposes to take at the appropriate part of the agenda. Any members who wish to raise urgent items are asked, wherever possible, to notify the Chair before the start of the meeting. In so doing, they must state the special circumstances which they consider justify the matter being considered urgent.
- 5 Scrutiny Review of Superfast Broadband update report (*Pages 13 - 46*)
Report by the Director of Communities, Economy and Transport.
- 6 Catalysing Stalled Sites (CaSS) (*Pages 47 - 54*)
Report by the Director of Communities, Economy and Transport.
- 7 Reconciling Policy, Performance and Resources (RPPR) 2018/19 (*Pages 55 - 62*)
Report by the Chief Executive.
- 8 Scrutiny committee future work programme (*Pages 63 - 66*)
- 9 Forward Plan (*Pages 67 - 74*)
The Forward Plan for the period to 30 June 2018. The Committee is asked to make comments or request further information.
- 10 Any other items previously notified under agenda item 4

PHILIP BAKER
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6 March 2018

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ECONOMY, TRANSPORT AND ENVIRONMENT SCRUTINY COMMITTEE

MINUTES of a meeting of the Economy, Transport and Environment Scrutiny Committee held at Committee Room - County Hall, Lewes on 22 November 2017.

PRESENT Councillors Richard Stogdon (Chair), Godfrey Daniel, Simon Elford, Darren Grover, Pat Rodohan, Jim Sheppard (substituting for Claire Dowling) and Barry Taylor

LEAD MEMBERS Councillors Bill Bentley and David Elkin

ALSO PRESENT Rupert Clubb, Director of Communities, Economy and Transport
James Harris, Assistant Director, Economy
Karl Taylor, Assistant Director Operations
Jon Wheeler, Team Manager, Strategic Economic Infrastructure
Lisa Simmonds, Principal Transport Policy Officer
Sarah Valentine, Project Manager - Infrastructure Design and Delivery
Dale Poore, Contracts Manager
Lucy Corrie, Head of Communities
Victoria Eaton, Team Manager Emergency Planning
Jim Alexander, Team Manager Gypsy and Travellers

22 MINUTES OF THE MEETING HELD ON 20 SEPTEMBER 2017

22.1 The Chair asked for clarification of a number of matters in the minutes of the previous meeting. The Assistant Director, Operations confirmed that the performance targets for the categories of highway repair (minute 16.7) are being achieved. He will liaise with Councillor Taylor to provide an update on the drainage issue at the rear of the Grand Hotel in Eastbourne (minute 16.9). The Assistant Director, Operations will also advise the Committee if there has been an increase in resources for highway enforcement (minute 16.11).

22.2 The Committee RESOLVED to agree as a correct record the minutes of the meeting held on 20 September 2017.

23 APOLOGIES FOR ABSENCE

23.1 Apologies for absence were received from Councillor Claire Dowling (Councillor Sheppard substituting) and Councillor Nick Bennett.

24 DISCLOSURES OF INTERESTS

24.1 Councillor Godfrey Daniel declared a personal, non- prejudicial interest in the highways drainage, item 6, which refers to Borough and District councils as his partner is a Hastings Borough Councillor.

25 URGENT ITEMS

25.1 There were none.

26 PROVISION OF DROPPED KERBS - UPDATE

26.1 The Team Manager, Strategic Economic Infrastructure introduced the report. He outlined that in response to the recommendations of the Scrutiny Review, limited funding was made available for the provision of dropped kerbs up until 2010. After that time, no dedicated funding was available and dropped kerbs requests were unlikely to be funded through the capital programme due to the prioritisation process. This has resulted in fewer dropped kerb schemes reaching fruition. Where possible, requests for dropped kerbs are delivered through Local Transport Plan (LTP) project work, Section 106 Planning agreement works, or through the Community Match programme.

26.2 The Team Manager, Strategic Economic Infrastructure explained that there is no agreed policy for prioritising requests for dropped kerbs. This is because there has been no dedicated funding for their provision since 2010. It is proposed to address this situation through the development of the Walking and Cycling Strategy and associated policies. The Strategy work involves undertaking an audit and then developing the draft Strategy for consultation in the summer of 2018.

26.3 The Committee discussed the current situation regarding funding and the provision of dropped kerbs. It asked for further information on the number of requests and the cost of providing dropped kerbs. The Team Manager, Strategic Economic Infrastructure responded that approximately 1,500 dropped kerb requests had been received since 2010, and each dropped kerb costs around £2,000 to install. Each request is assessed initially, so the department can see if the dropped kerb can be installed if an opportunity to fund it arises.

26.4 The Committee asked the Assistant Director, Economy to provide an estimate of how many of the 1,500 requests for dropped kerbs are outstanding. The Assistant Director, Economy agreed to give the Committee an idea of how many of 1,500 requests have been met and those that have been assessed as not appropriate.

Funding for dropped kerbs

26.5 The Committee considered that there should be an identified budget for the provision of dropped kerbs. It also noted that the Community Match scheme did not provide an opportunity for funding dropped kerbs in areas where there are no Parish or Town councils, or where the Borough or District council is unable to provide match funding. The Committee asked if funding could be provided from parking surpluses or other revenue or capital budgets.

26.6 The Director of Communities, Economy and Transport (CET) outlined that since 2010 over £20 million had been taken out of the department's budget as savings, and there are competing priorities for the funding that is available. If the department were to deliver all the outstanding requests for dropped kerbs, the money for this would have an impact on service delivery elsewhere. It should be noted that the strategic transport budget is already heavily over-subscribed.

26.7 The Assistant Director, Economy acknowledged that the Community Match scheme may not be an approach that can be followed everywhere, but there may be other sources of funding that could be examined. The Assistant Director Operations explained that some of the parking surplus is being used to fund concessionary fares and there are other demands that will draw on the parking surplus (e.g. the programme to replace parking meters). So it may not be possible to use this as a source for funding dropped kerbs.

26.8 The Committee asked if the Walking and Cycling Strategy is the proper place to deal with the provision of dropped kerbs. The Assistant Director, Economy responded that the future work on the Strategy may provide an opportunity to fund some dropped kerb requests through the LTP and other funding sources. It will be necessary to use a range of funding sources to address the provision of dropped kerbs.

Protecting dropped kerbs

26.9 The Committee noted the problems with protecting dropped kerbs from obstructions and suggested using white lines as an alternative to double yellow lines, as they are simpler to implement (e.g. white line 'H' bars). The Team Manager, Strategic Economic Infrastructure explained that there is a cyclical process for reviewing double yellow and white lines on a 12-18 month cycle as part of Traffic Regulation Order reviews. Any reported problems with double yellow lines (missing or requiring extension), will be dealt with as part of one of these regular reviews.

Summary comments

26.10 The Committee noted that there had been around 1,500 requests for dropped kerbs since 2010. Although funding for dropped kerb requests came from a number of sources, it appears that such requests are not being treated as priorities. The Committee considered that there is evidence of an unmet need and such needs require to be addressed to enable the County Council to meet its obligations under the Disability Discrimination Act. The Committee agreed that ideally there should be an identified budget for dropped kerb provision and a prioritisation process for requests. The Committee understood that the work on the Walking & Cycling Strategy aimed to address these issues.

26.11 Committee RESOLVED to have a further report in six months time to see how the Walking and Cycling Strategy work has addressed these issues.

27 HIGHWAY DRAINAGE UPDATE

27.1 The Contracts Manager introduced the report which provides an update on the work being undertaken to improve the effectiveness of the highway drainage network. The report describes three strands of work which targets £3 million of expenditure to improve the drainage infrastructure. Good progress is being made and the Team is building up momentum in dealing with these issues. The report provides details of completed and planned work, covering:

- Blocked gully outlets - Around 1,000 of the 2,700 blocked drains identified from routine gully maintenance programme have been investigated and cleared or remedial action taken.
- Flooding hot spots - All 270 of the original reported hotspots have been examined leading to the identification of 137 validated flooding hot spots requiring action. A number have been investigated and resolved. Of the remaining 100, 50 are under investigation.
- Fence to fence design - Known drainage issues are being tackled as part of the surfacing programme (e.g. making sure the existing drainage infrastructure is working and re-profiling road surfacing to improve drainage).
- Ditch and grip work - Work programmes have been started to re-instate ditches and grips where they need to be re-constructed, and routine maintenance programmes have been put in place. For the work on the ditch network, the county has been divided into four zones.

- Improving knowledge – Work is continuing to digitise existing paper records and to resolve drainage network ownership issues. This is where problems relate to drainage infrastructure that is the responsibility of others to maintain.

27.2 The Committee asked a number of questions about the work that is being undertaken, which are summarised below. The Contracts Manager clarified that the drainage zones include the urban areas and divide the county into four zones: Zone 1 North West; Zone 2 North East; Zone 3 South West; Zones 4 South East.

Gulley Emptying

27.3 The Committee asked if there is a policy to remove parked cars to get access to blocked gullies. The Contracts Manager explained that in areas where there is a problem, residents are pre-notified of when gulley emptying work is going to take place by placing notices on lampposts. The contractor will return on a second date, but if it is still not possible to complete the work, the locations are recorded. They are then gathered up into a batch and a car lifter is employed to gain access. This is done approximately twice a year. Committee asked if it would be possible to include Councillors in the notification process.

Flooding Hotspots

27.4 The report provides details of the work undertaken on flooding hotspots and gives examples of the issues that are found as a result of investigations. These are typical of the types of work that are needed e.g. collapsed drains requiring excavation and replacement, root encroachment, lining, replacement to increase capacity etc.

Fence to fence approach

27.5 The Fence to Fence approach is tackling highway drainage first as part of projects to tackle other work (e.g. when surfacing is undertaken). The sort of work undertaken can be improving or changing drainage assets and profiling the carriageway. In rural areas the ditches and grips will be reinstated. In all cases priority will be given to those projects where there is a risk of flooding.

Improving our knowledge

27.6 The Committee asked how much of the drainage network remains to be mapped. The Contracts Manager responded that the Team prioritise mapping information that is obtained from investigations (e.g. for blocked gullies and flooding hotspots) and then the historic data, usually from old plans. The Team does not have a complete picture of whole County yet, but is continually improving the knowledge base.

Drainage network ownership issues

27.7 The Contracts Manager outlined that there are parts of the network where third parties, such as Southern Water or private landowners, deny owning the drainage infrastructure and therefore the responsibility for maintenance. Responsibility for these drains and their construction may have been transferred between responsible bodies over time. East Sussex County Council (ESCC) is often reliant on historic records to resolve these issues (e.g. St. Michaels Terrace in Lewes). Negotiating a solution to these issues can be complex, costly and difficult. Around 15%-20% of investigations have this level of complexity and take more time to resolve.

27.8 The Committee RESOLVED to note the progress made on the action plan and did not require a further update report. It may request Officers to provide further progress updates in the future.

28 EMERGENCY PLANNING UPDATE REPORT

28.1 The Head of Communities introduced Victoria Eaton to the Committee who is the Team Manager for Emergency Planning. She introduced the report and outlined that the structure of the team is an excellent example of partnership working with other councils and organisations. This, coupled with the recruitment of the final member of the professional team, enhances the Team's ability to provide best value and shared expertise. The Team is comprised of 5.2 full time equivalent posts (including a job share) with additional staff support provided from Public Health and the East Sussex Fire and Rescue Service (ESFRS).

28.2 The Committee asked how the size of the ESCC team compared with other local authorities, and about the balance between reactive and planned work of the Team. The Team Manager, Emergency Planning responded that West Sussex County Council's emergency planning team has 11 staff, but does not provide a service to District and Borough councils. Surrey County Council's emergency planning team has 14 staff.

28.3 The Team Manager, Emergency Planning explained that a large part of the Team's activity is working proactively with a range of partners in order to be prepared as much as possible for a range of incidents and emergencies. The Team also provide a leadership role in dealing with incidents and emergencies when they occur. The Lead Member for Communities added that their role also includes working with local businesses and communities on the importance of emergency planning.

28.4 The Committee enquired whether further funding or income was available from partners such as the ESFRS and Sussex Police. The Team Manager, Emergency Planning explained that the ESFRS makes a contribution in staff time by providing a member of staff who works with the Team. Sussex Police have their own team and therefore do not buy into the service. The Director of CET commented that the Police role is different in the event of an emergency incident as a first responder. The local authority's role is to provide recovery and resilience in getting communities back up and working after an incident.

28.5 The Committee asked if the Team give assistance to Parish councils in emergency planning, and whether they make a contribution to the Teams' budget. The Team Manager, Emergency Planning responded that the Team does provide assistance to Parish councils and has held a conference on emergency planning for Parish councils. There is a statutory obligation in the Civil Contingencies Act for ESCC, as a category 1 responder, which Parish councils do not have. Therefore ESCC does not charge for services to Parishes.

28.6 The work with Parishes provides self-help and guidance for Parishes in their work. This is to help build community resilience and raise awareness of that for which Parish councils are responsible. The Lead Member for Communities offered to circulate the presentation slides from the conference and will check to see if ESCC councillors were invited.

28.7 The Committee noted the net cost of the Service and asked if there was any scope for savings. The Head of Communities replied that the Team is as lean as possible and there is no scope to seek further income from the District and Borough councils. The Team is as efficient as possible and gets maximum benefit from joint working.

28.8 The Committee commented that a breakdown of the time spent on different categories of work the Team undertakes throughout year would be helpful, together with some case studies. The Team Manager, Emergency Planning outlined that the Team is working to raise awareness of emergency planning, and is happy to give an outline of the work that is being undertaken.

28.9 The Committee RESOLVED to have an update report on the activities and achievements of the Emergency Planning Team in a year's time.

29 GYPSY AND TRAVELLER TEAM UPDATE

29.1 Team Manager Gypsy and Travellers introduced the report and outlined that the Gypsy and Travellers Team undertakes a range of work to manage four permanent sites; the transit site at Bridies Tan; and unauthorised encampments in East Sussex. Partnership work with the Brighton and Hove City Council (BHCC) Traveller Team, West Sussex County Council and Sussex Police has been successful in reducing the number of unauthorised encampments. The Team has started working with Surrey County Council which does not have a transit site, which means they are experiencing a higher number of unauthorised encampments.

29.2 The Team undertakes liaison and support work with Traveller families to improve health and education outcomes, as well as working to build links and bridges between both Traveller and Settled communities. The Team also engages with site users at the transit site to ensure health or education needs are met and has a link with local doctor for health issues.

29.3 The Committee discussed the report and made a number of comments, which are summarised below.

Site provision

29.4 The Committee asked if ESCC has been able to influence the Borough and District councils to make additional site provision. The Team Manager Gypsy and Travellers outlined that he has quarterly meetings to discuss this issue with the Borough and District councils. At present there are 25 families that are on the waiting list for a permanent site. The transit site is resource for people moving through East Sussex, but it does not answer the need to create more permanent provision. The Traveller Team are managing sites to maximise occupancy and will fill any vacancies.

Budget

29.5 The net budget for the Service is £110,000 per annum, with income coming from two sources. Part of the income comes from contributions from the five Borough and District councils and Sussex Police. The remaining income is made up from fees and charges for pitches. There are limited opportunities to increase income and the Team would struggle if it were reduced in size. A reduction in staffing might also have an impact on rent collection and the financial contributions from partners.

29.6 The Committee noted that all the Borough and District councils are charged the same amount, so some are paying more per capita than others. The Committee asked if it is possible to change the basis of charging. The Director of CET responded that the service is not related to the population of a given area, and the service provided changes and fluctuates. It may, therefore, be inappropriate to introduce a more complicated charging mechanism.

29.7 The Committee RESOLVED to note the report and indicated that it would like to undertake a visit to the Traveller sites in future, if possible.

30 RECONCILING POLICY, PERFORMANCE AND RESOURCES (RPPR) FOR 2018/19

30.1 The Director of CET introduced the report and described the corporate position. For CET, the savings required for 2018/19 mainly come from libraries, grass cutting and waste services. The Committee has established a Review Board to examine the opportunities to make savings through the waste contract and the operation of the household waste recycling sites (HWRS). There is also a 'task and finish' Review Board looking at proposals for savings in highway grass cutting. The Director noted the important role Scrutiny has in shaping the savings proposals and examining impacts.

Savings plan

30.2 The Committee commented there were some uncertainties around the savings targets, and that it was not altogether clear whether all the proposed savings will be achieved. For the Libraries Transformation Programme the projected savings are £653,000 against a target of £750,000 if the draft Libraries Strategic Commissioning Strategy is implemented.

30.3 The Waste service has a savings target of £800,000. Work so far suggests some of the savings could be achieved from the review of the contract, and the balance from charging for non-household waste. There is some uncertainty around the potential income from charging, and it may be necessary to examine other ways of achieving savings.

30.4 The Director of CET responded that some uncertainty is inherent in the savings process corporately, but there is a need to include savings targets for planning purposes. If there is a shortfall, the department will have to look at how to plug any savings gap across the rest of the department before looking at the shortfall corporately.

Parking

30.5 The Committee asked if the parking surplus is an area that could be looked at in order to support the savings targets. The Director of CET outlined that the shortfall in funding for concessionary fares is already being met from the parking surplus. The Assistant Director, Operations added that the parking surplus will also have to pay for the replacement of parking meters. This work is out to tender at present and it is estimated that it will cost around £2 million over the next five years. The Committee requested further information of what is being proposed for the parking meter replacement programme. The Assistant Director, Operations agreed to provide the Committee with further details after the meeting.

30.6 The Committee asked if there is scope to review or increase parking charges. The Assistant Director, Operations provided some background to the current charging levels and reminded the Committee that ESCC could not set charges to make a profit. The County Council must use any surplus over and above operating costs for transport related schemes. He explained that ESCC was also discussing the introduction of civil parking enforcement schemes with Wealden and Rother District Councils.

Savings Requirements for Future Years

30.7 The Director of CET explained that the department may need to find a further £1 million to £1.5 million of savings in future years. It is becoming increasingly difficult to achieve further savings. The Committee discussed the potential savings requirement for 2019/20 and 2020/21 and other areas that could be considered for savings.

30.8 The corporate income generation group has examined areas where further income could be generated. The department currently generates income from planning fees, environmental advice and other fees or charges. Staff are being invited to make suggestions through the "My Bright Idea" campaign on how further income or savings can be achieved. One of the challenges is how ESCC commercialises opportunities. The Spaces programme has also looked at how the shared use of public buildings can be utilised to achieve savings (e.g. the Registration Service in Hastings re-locating to Hastings Town Hall).

30.9 The Committee noted that it may have to look at the level of service in the future, and it may not be possible to keep teams fully staffed. Therefore, it is important for the Committee to understand what services are delivered and the impact of reducing resources for particular teams (e.g. Emergency Planning has additional pressures from counter terrorism and other areas).

30.10 The Lead Member for Communities commented that Officers need to give realistic targets and that none of the solutions may be palatable. There is a need to consult and go through statutory processes when making changes to services. Wealden and Rother may join the civil parking enforcement scheme which may have an impact. He was confident that the department will achieve the savings for this year, but is not so confident about future years which will be more difficult.

Areas of Search

30.11 The Committee asked the Director of CET if there are further areas which the ET&E Scrutiny Committee should be considering for review. The Director of CET outlined the areas of expenditure where the Committee could examine the possibility for further savings in its future work.

- Highways – are there other areas where spending could be reduced/stopped.
- Concessionary fares – the Committee could look at eligibility.
- Public Transport – still has subsidised services. It may be necessary to commercialise or reduce subsidised bus routes.
- Road Safety – School Crossing Patrols are not statutory and there may be other areas of saving.

30.12 The Committee RESOLVED to note the report and the future areas of search for savings.

31 SCRUTINY COMMITTEE FUTURE WORK PROGRAMME

Work programme

31.1 The Committee discussed the work that was ongoing with Review Boards examining grass cutting savings, the waste service review and Libraries. Highways site visits were also taking place. The Committee agreed that the Review Boards could make comments on the savings proposals directly to Cabinet if necessary.

31.2 In the context of further reviews, it was agreed that a site visit to the Travellers sites to see how the service is being operated would be helpful. The Committee noted that it is unsighted on Business Operations and it would be helpful to know more about how Orbis is contributing to the corporate savings targets. The Director of CET responded that another Scrutiny Committee will be looking at these issues.

Review of Scrutiny

31.3 The Senior Democratic Services Advisor outlined the work that is underway to review scrutiny arrangements in the Council and the opportunity for all Councillors to contribute to the process. The Lead Member for Communities outlined the difficulties for his portfolio and opportunities for cross cutting reviews e.g. community safety. He reiterated the support there is to enable scrutiny to look at detailed evidence. The review of scrutiny arrangements will also look at how other councils organise scrutiny work and the way the Local Government Association recommends scrutiny is undertaken.

32 FORWARD PLAN

32.1 The Committee RESOLVED to note the Forward Plan.

33 ANY OTHER ITEMS PREVIOUSLY NOTIFIED UNDER AGENDA ITEM 4

33.1 There were none.

The meeting ended at 12.52 pm.

Councillor Richard Stogdon
Chair

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Report to: Economy, Transport and Environment (ETE) Scrutiny Committee

Date of meeting: 14 March 2018

By: Director of Communities, Economy and Transport

Title: Superfast Broadband project update

Purpose: To update the ETE Scrutiny Committee on the implementation of the recommendations of the Scrutiny Review Board on the Superfast Broadband project agreed at County Council in July 2017

RECOMMENDATION: The committee is asked to note progress on the implementation of the recommendations made in the Scrutiny Review Board report on the Superfast Broadband Project in March 2017

1. Financial

1.1 In 2012, Cabinet agreed a Broadband Plan to invest £15m from the Council's capital programme alongside £10.64m of funding from Broadband Delivery UK (BDUK) to provide the infrastructure necessary to enable access to superfast broadband across the county. A three year contract was signed with British Telecom (BT) Group in May 2013 to deliver this infrastructure (Contract 1). This completed deployment in June 2016.

1.2 A second contract was signed with British Telecom (BT) Group in June 2015 using £3m from the County Council together with £3m from Broadband Delivery UK (BDUK). Contract 2 is due to complete in December 2018.

1.3 As at the date of writing, procurement for Contract 3 is in the process of concluding with contract award expected early March. An update for Scrutiny Committee will be provided at the meeting

2. Background

2.1 In July 2017 Full Council considered a report by the Scrutiny Review Board of the ETE Scrutiny Committee on the superfast broadband project (Appendix 2) and approved the response and action plan set out by the Director of Communities, Economy and Transport (Appendix 1)

2.2 In summarising the report it is clearly recognised that significant investment and excellent progress has been made in increasing coverage of superfast broadband to help meet the Government's target of 95% coverage by end 2017 (from a baseline of 3% in East Sussex in 2012). The Scrutiny Review examined what has been delivered so far under Contract 1 with BT Group, and whether the roll out of Contract 2 will address residents' concerns about broadband speeds and coverage. It also looked at the future provision planned under the Broadband Project, whether residents' expectations of the project were realistic, and wider project communications.

3. Supporting information

3.1 The Scrutiny Review Board set out a number of recommendations around: the provision of information; coverage maps; costs of reaching uncovered premises; options for the future (including community match); and wider communications.

3.2 The recommendations are listed in Appendix 1, together with an update in the response and action plan set out by the Director of Communities, Economy and Transport.

3.3 The ETE Scrutiny Committee may wish to be aware of the latest figures in relation to superfast (24Mbps+) delivery across East Sussex:

- As at February 2018, superfast coverage across East Sussex is 96%, compared to a baseline of 3% in 2012
- This compares to a figure of 93.1% in February 2017, and 91.5% in February 2016
- Take up of superfast broadband services is 42% against a national benchmark of 20%

4. Conclusion and Reasons for Recommendation

4.1 Significant investment and excellent progress has been made in increasing coverage of superfast broadband across East Sussex. Members are asked to note progress on the implementation of the recommendations made in the Scrutiny Review Board report on the Superfast Broadband Project in March 2017

RUPERT CLUBB

Director of Communities, Economy and Transport

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LOCAL MEMBERS

All

BACKGROUND DOCUMENTS

None

**ECONOMY, TRANSPORT AND ENVIRONMENT SCRUTINY REVIEW OF SUPERFAST BROADBAND IN EAST SUSSEX -
ACTION PLAN**

SCRUTINY RECOMMENDATION		DIRECTOR'S RESPONSE AND ACTION PLAN	TIMESCALE	Update March 2018
R1	<p>Further steps are taken to:</p> <p>a. Communicate when faster speeds are available as the project rollout continues;</p> <p>b. Provide additional advice to residents and businesses about checking speeds, selecting an Internet Service Provider (ISP) and information on other factors that affect broadband speeds; and</p> <p>c. Make it easier for residents and businesses to check for themselves the broadband coverage and the speed they can receive</p>	<p>a. County Councillors, Parish Councillors and Community Leaders will be advised directly when updates are made to the Rollout Table (note: the rollout table details project activity only, not the commercial activity of the private sector)</p> <p>b. An information pack(s) will be produced and made available directly to Members and others, as well as being published online</p> <p>c. As above</p>	<p>a. with immediate effect</p> <p>b. by end June 2017</p> <p>c. as above</p>	<p>a. Rollout table updates (live structures and those confirmed into a deployment plan are sent direct to County Councillors, and to Parish Councils via The Sussex Association of Local Councils (SALC))</p> <p>b. Information pack has been produced and is in the process of being distributed to Members. It will also be published on the revised website. Unfortunately this area of work has suffered delays due to long term staff sickness, which is now resolved</p> <p>c. as above</p>
R2	<p>Details of coverage, including maps, are published at the end of Contract 2 and further information is provided to explain how and why finite funding levels may prevent the project from enabling superfast broadband access for some harder to reach premises</p>	<p>Agreed that this will be provided at contract closure of the second contract (note: this will not include details of commercial coverage by private sector investors such as BT and Virgin Media)</p>	<p>Contract closure (6 months post end of deployment)</p>	<p>This will be provided at contract 2 closure (6 months post end of deployment)</p>

**ECONOMY, TRANSPORT AND ENVIRONMENT SCRUTINY REVIEW OF SUPERFAST BROADBAND IN EAST SUSSEX -
ACTION PLAN**

SCRUTINY RECOMMENDATION		DIRECTOR'S RESPONSE AND ACTION PLAN	TIMESCALE	Update March 2018
R3	Information is provided at the earliest opportunity outlining those premises that may not be 'connected' to superfast broadband and that the survey results are made available to communities and smaller suppliers to encourage the development of alternative delivery methods	This will be provided once a third contract is in place. Please note that the contract provides 6 months for the winning bidder to make use of the surveys when complete before they are made available to the wider supplier network	Tbc. Timescales are dependent upon contract award and the completion of surveys	This will be available once surveys have completed, now estimated 9-10 months post contract award (Nov / Dec 2018)
R4	Once the total cost of providing superfast broadband to the remaining premises is known (or can be estimated), the Broadband Team clarifies how those premises receiving the slowest speeds will be prioritised in the context of the remaining available budget.	Options for the remaining premises will be developed and publicised once detail is known or can be estimated, and when detail is clear about remaining available budget	Tbc. Timescales are dependent upon contract award and the completion of surveys	As per the Director's response
R5	When, and if necessary, a 'community match' type funding programme is established for communities to bid into to pay for community based broadband schemes, in order to provide access for some of the hardest to reach premises not covered by the project, and a 'toolkit' is developed for communities who wish to implement their own broadband schemes	Should Contract 3 not cover all premises, options for the remaining premises will be drawn up. This may include community match. A toolkit to assist any such communities will be developed as part of a "community match" scheme	Tbc. Timescales are dependent upon contract award and the completion of surveys	As per the Director's response

**ECONOMY, TRANSPORT AND ENVIRONMENT SCRUTINY REVIEW OF SUPERFAST BROADBAND IN EAST SUSSEX -
ACTION PLAN**

SCRUTINY RECOMMENDATION		DIRECTOR'S RESPONSE AND ACTION PLAN	TIMESCALE	Update March 2018
R6	Councillors, business organisations, and Parish Councils are encouraged to contact the Broadband Team with details of any Business Parks that do not have access to superfast broadband, so they can be included in the project rollout.	The Department welcomes the advice of Councillors, business organisations and Parish Councils as to business parks that do not already have access to superfast broadband. Information will be matched against the team's own research. It would greatly assist the team if information could be provided at postcode level and sent to broadband@eastsussex.gov.uk .	Contact regarding this request will be made with Councillors, Parish Councils and business organisations once the report has been seen by Cabinet and County Council.	A request has been made of Councillors, business organisations (including the Locate East Sussex Inward Investment Service) and Parish Councils. Responses are being matched against the team's own research, and any not known will be reviewed in the context of Contract 3
R7	Lessons are learnt about the management of expectations when embarking upon complex projects of this nature, and to avoid "hype" at the outset, so that there is a careful distinction between aspirations or vision statements and the actual projected outcomes	Before embarking on the delivery of complex projects of this nature, a communications plan will be developed by the relevant project owner to ensure that messaging around aspirations and expectations is realistic, and consistent, which can be used by all those involved in the promotion of the project.	As appropriate for project concerned	The Broadband Team has revised early messages which did not originate from it and is being clear in its communications with stakeholders (in the main through the revised website). Ongoing communications will be issued working closely with ESCC's communications team.

**ECONOMY, TRANSPORT AND ENVIRONMENT SCRUTINY REVIEW OF SUPERFAST BROADBAND IN EAST SUSSEX -
ACTION PLAN**

SCRUTINY RECOMMENDATION		DIRECTOR'S RESPONSE AND ACTION PLAN	TIMESCALE	Update March 2018
R8	<p>A phased communication plan is developed to address the expectations of residents and businesses in the County regarding the Broadband Project and recommendations 1, 2 and 3 of the review. The plan should include enhancement of information available, including:</p> <p>a. A revision of the web site design and information so that project rollout information, frequently asked questions, and other project information is provided more clearly on the Go East Sussex, e-Sussex and ESCC web sites;</p> <p>b. An information pack (including information sources to check speeds, ISP service offers and availability etc.) produced to assist ESCC Councillors, Parish Councils and Community Leaders when dealing with broadband issues in their Division or area; and</p> <p>c. A fact sheet created to address misconceptions about the Broadband Project and some of the frequently asked questions</p>	<p>Work on a simple, phased, communication plan is underway.</p> <p>a. Agreed. A review and revision of website information is now underway</p> <p>b. An information pack(s) will be produced and made available directly and online, building on the information already provided on the current website. Please note that information will not cover expected and actual rollout information, including speeds, at sub-County level</p> <p>c. The existing FAQs will be reviewed and updated in a fact sheet format</p>	By end June 2017	<p>a. b. and c.</p> <p>A revised website has been developed and is now in user testing. It is expected this will be live by the time Scrutiny meets in March. Unfortunately this area of work has suffered delays due to long term staff sickness, which is now resolved. Information pack has been produced and is in the process of being distributed to Members</p>

Scrutiny review of Superfast Broadband in East Sussex

Report by the Review Board

of the Economy, Transport and Environment Scrutiny Committee

Councillor Richard Stogdon (Chair)

Councillor Claire Dowling

Councillor Michael Pursglove

Councillor Pat Rodohan

Councillor Barry Taylor

March 2017

Economy, Transport and Environment Scrutiny Committee – 15 March 2017

Cabinet – 6 June 2017

Full Council – 11 July 2017



Report of the scrutiny review of Superfast Broadband in East Sussex

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Introduction by the Chair of the Review Board

Councillor Richard Stogdon

On 6 March 2012 the Cabinet of East Sussex County Council resolved to spend from its capital budget the sum of £15m in conjunction with Broadband Delivery UK (BDUK) and suppliers to roll out superfast broadband throughout East Sussex.

While the decision of the Cabinet received a broad welcome in the debates at both Cabinet and Full Council, some of the potential difficulties in providing superfast broadband to some of the more remote areas of East Sussex were then noted. At meetings of the Cabinet subsequent to that at which the initial decision was made, the Director of Economy, Transport and Environment referred Members to alternative solutions, which might be required, where roll out of the project was to prove more difficult.

Welcome though the County Council's decision was and indeed remains, by the summer of 2016, a number of issues requiring review had come to the notice of the Economy, Transport and Environment (ET&E) Scrutiny Committee. At its quarterly meeting in March 2016, the Committee received representations from County Councillors for some of the County's rural divisions. The issues requiring review were:

- a) Broadband speeds have not improved for some residents and small businesses, despite being connected to fibre enabled services;
- b) Broadband speeds are slow at peaks times of demand;
- c) Coverage has not reached all residents and premises and some have been left with slow or no broadband;
- d) In a number of cases, the provision of information concerning the timing and availability of superfast broadband to particular premises was not available.

Thereafter, the Committee set up a Scrutiny Review Board to investigate the concerns expressed. The Board has met on six occasions since July 2016 and has taken evidence from a number of County Councillors and other witnesses.

The Board's focus has been to gain a proper understanding of the engineering and technical issues encountered as part of the implementation of the first contract (Contract 1) with BT. It was found that the information contained in Appendix 2 of this report was particularly helpful in assisting the Board's understanding.

As the Scrutiny Review progressed, the extent to which the scope of the Broadband Project had been misunderstood became evident. Both officers and witnesses alike referred to the difficulty in successfully communicating complex technical information to a wide audience, particularly in the context of some of the "hype" surrounding the announcement of the original decision to implement the project.

The Board heard that for some, at least, the expectation was that all premises in the County would be provided with superfast broadband by the time Contract 1 was completed. There were a number of other misconceived expectations referred to in the Report, highlighting the considerable difficulty in communicating complex technical information, without a great deal of officer time and sophisticated resource.

Some County Councillors and other witnesses strongly represented the absolute requirement for fairness and equity concerning the way in which the Broadband project has been implemented. The Board found that criticism relating to the equity principle was and is largely connected with timing. The Board concluded:

- (1) From the outset, the County Council's intention was to provide a greatly improved broadband service to as many premises in the County as possible within the technical, engineering and financial constraints applicable;
- (2) While at the completion of Contract 1, full roll out was not achieved, the intention referred to at (1) above remains the firm ambition of the Council; and

(3) There remains every possibility that full roll out shall be achieved, if not at the conclusion of Contract 2, then, in all probability, at the conclusion of Contract 3, if there is sufficient funding.

It is, of course, desirable that every resident and business in the County should receive the same benefit at the same time under the roll out of the Broadband Project. However, in the context of widely differing conditions obtaining in different areas and divisions of the County, the achievement of parity/equity/fairness is necessarily elusive. For that reason the Board rejected the criticism that the roll out has been “unfair and inequitable”. The Board’s thinking is that at the completion of Contract 3, concerns relating to equity may well have been significantly dissipated.

Considerable criticism was levelled at the County Council concerning the quality of the information contained on the County Council’s website and information provided generally as to “availability” of improved broadband connection by reference to postcodes. It was also suggested that insufficient emphasis had been given to the publication of certain consultations and information relating thereto on the County Council’s website. Behind that criticism lay the suggestion that officers had failed to communicate as fully as certain critics would have wished in regard to a wide range of detailed questions.

Against the background of the hugely complimentary evidence provided by other witnesses from both rural and urban divisions of the County regarding the very helpful levels of service and communication provided by the County Council’s Officer Team, the Board found the criticism referred to in the preceding paragraph very difficult to reconcile.

The Board heard praise for the professionalism of County Council’s officer team from independent witnesses and other sources. Further, the Board found that the roll out of the Broadband project in East Sussex is one of the most successful in Britain. Due to that success it has been possible for the County Council to benefit from “Gainshare” (see paragraph 15) arising from Contract 1, to implement Contract 3. These are achievements not contemplated when the original County Council decision was made.

The advice provided to the Board both by County Council officers and BDUK indicates that at the conclusion of Contract 3, there is every possibility that the County Council’s original ambition may well have been achieved.

However that may be, the Board could not fail to be positively impressed:

- (a) by the dedication and professionalism of the very small team of East Sussex County Council officers charged with rolling out the East Sussex Broadband project and
- (b) by the very positive and enthusiastic feedback provided by a number of key witnesses in relation to the success of the project to date. Most particularly, the attention of Members is drawn to the evidence kindly provided to the Board by Sound Architect/ ENGage of Hadlow Down. This was a remarkable contribution, which has relevance for every part of East Sussex.

It is clear from the “Gainshare” achievements under the Contracts that the County Council has enjoyed significant value for money bonuses. The Board considered that it is too early to assess the overall “value for money” impact of the Broadband Project, which remains, as yet, incomplete. Indeed the Board believes it may be some years before the overall value can be properly appraised.

The Review Board is particularly grateful to the Officers of the County Council’s Communities Economy & Transport Department, County Councillors and the County Council’s Scrutiny team in assisting with the Board’s Review.

Councillor Richard Stogdon
Chair

Recommendations		Page
1	Further steps are taken to: a. Communicate when faster speeds are available as the project rollout continues; b. Provide additional advice to residents and businesses about checking speeds, selecting an Internet Service Provider (ISP) and information on other factors that affect broadband speeds; and c. Make it easier for residents and businesses to check for themselves the broadband coverage and the speed they can receive.	11
2	Details of coverage, including maps, are published at the end of Contract 2 and further information is provided to explain how and why finite funding levels may prevent the project from enabling superfast broadband access for some harder to reach premises.	14
3	Information is provided at the earliest opportunity outlining those premises that may not be 'connected' to superfast broadband and that the survey results are made available to communities and smaller suppliers to encourage the development of alternative delivery methods.	16
4	Once the total cost of providing superfast broadband to the remaining premises is known (or can be estimated), the Broadband Team clarifies how those premises receiving the slowest speeds will be prioritised in the context of the remaining available budget.	16
5	When, and if necessary, a 'community match' type funding programme is established for communities to bid into to pay for community based broadband schemes, in order to provide access for some of the hardest to reach premises not covered by the project, and a 'toolkit' is developed for communities who wish to implement their own broadband schemes.	16
6	Councillors, business organisations, and Parish Councils are encouraged to contact the Broadband Team with details of any Business Parks that do not have access to superfast broadband, so they can be included in the project rollout.	16
7	Lessons are learnt about the management of expectations when embarking upon complex projects of this nature, and to avoid "hype" at the outset, so that there is a careful distinction between aspirations or vision statements and the actual projected outcomes.	19
8	A phased communication plan is developed to address the expectations of residents and businesses in the County regarding the Broadband Project and recommendations 1, 2 and 3 of the review. The plan should include enhancement of information available, including: a. A revision of the web site design and information so that project rollout information, frequently asked questions, and other project information is provided more clearly on the Go East Sussex, e-Sussex and ESCC web sites; b. An information pack (including information sources to check speeds, ISP service offers and availability etc.) produced to assist ESCC Councillors, Parish Councils and Community Leaders when dealing with broadband issues in their Division or area; and c. A fact sheet created to address misconceptions about the Broadband Project and some of the frequently asked questions.	19

1. Overview

1. Before considering the effectiveness of the Broadband Project, it is necessary to understand that:
 - the Project is now embarking on a third phase of delivery where originally only one stage was envisaged; and
 - the aspirations of the programme in terms of both speed and coverage have been updated over this period.
2. In 2009 the UK Government announced an intention coupled with funding to move the UK to a better place for broadband services when compared to European neighbours. County Councils up and down the country made enthusiastic commitments to support this aspiration and were encouraged to produce Broadband Development Plans. Many of these aspired to 100% availability of superfast services. East Sussex shared that aspiration. A delivery unit was established within the Department of Media and Sport (BDUK) to establish how this might best be achieved and to manage the allocation of funding. It quickly became apparent that, while significant funding was being promised (circa £1.2billion), this would fall short of the funding required to deliver a superfast service to all premises in the UK. Estimates at the time suggested £20billion would be needed for full coverage, using best available technologies.
3. Against this background, a UK-wide target of 90% superfast coverage by 2015 was set and East Sussex County Council embraced that target. The project was set the task of delivering 90% superfast coverage as opposed to previous statements referring to 100% coverage. Moreover, the project was funded to deliver this 90% outcome and not 100%. The impact of this confusion in terms of percentages is fundamental in understanding some of the complaints about equity and fairness and the difficulty in correcting misconceptions regarding what would be achieved by Contract 1.
4. It is recommended that lessons are learnt about management of expectations when embarking upon significant projects of this nature. Specific issues have been:
 - Understandable concern with residents and businesses seeking to identify if they are within or outside the 90% coverage areas;
 - An inequality in provision;
5. A flexible approach has been needed to ensure best value. It requires permitting the supplier flexibility to substitute cheaper premises where unexpected engineering problems emerge in the delivery stage. The aim of this approach is to build the superfast broadband infrastructure at minimum cost. The downside is the difficulty in telling people if and when they are included in delivery plans, until after the installation work has completed.
6. However, this flexible approach has enabled superfast broadband services to a greater number of unserved premises for the least amount of public funding. This ensures that the limited funding goes further, allowing the Broadband Project to connect a maximum number of premises by following an engineering based approach. This has demonstrably worked. Contract 1 with BT (the first phase of the project) was completed on time, and exceeded the coverage targets.

7. There is a trade-off between maximising coverage and the provision of robust, publically available information. While the Board noted the concerns expressed about this approach in the course of the Scrutiny Review, it considered that the Officer Team acted reasonably in its application.
8. Inequality of service availability is a direct consequence of funding (and affordable technical solutions) to reach 90% superfast coverage before the end of 2015. Fortunately, during Contract 1, Government identified additional funding. This enabled the outcome target for the UK to be revised to 95% coverage by the end 2017. For East Sussex, under Contract 2, this has meant that an additional 7,000 premises will have access to superfast broadband.
9. Besides exceeding coverage targets and being completed on time, Contract 1 is exceeding the expected take up levels. This has resulted in around 40% of connected premises choosing to make use of the newly available superfast services. Additional revenue has thereby been generated for the supplier and a proportion returned to the County Council as State Aid clawback and Gainshare.
10. The clawback and Gainshare funding is now being invested in a third phase of delivery through Contract 3. Through changes in engineering methods and technology, as close to 100% superfast coverage is being sought. It is not yet clear how close this funding will get to 100% coverage. However, the Board noted that the magnitude of the challenge has been considerably reduced by the open access infrastructure that Contracts 1 and 2 have built in most parts of County. This reflects the underlying strategy of the programme to build fibre infrastructure across the County whenever and wherever possible, rather than relying on alternative technologies.

2. Background

11. The UK Government published the Digital Britain Report in June 2009, which set the national policy framework for improving the digital economy. It envisaged that a third of the country, predominately in rural areas, would not have access to superfast broadband (24Mbps or above), if left to market forces alone.
12. The Department for Culture, Media and Sport (DCMS) is responsible for the Government's broadband policies. Broadband Delivery UK (BDUK), which is a unit within the Department, runs several programmes to provide superfast broadband and better mobile connectivity in the UK. The Superfast Broadband Programme (formerly the Rural Broadband Programme), is designed to provide superfast broadband across the UK in 3 phases:
 - Phase 1 - to extend superfast broadband coverage to 90% of UK premises by December 2016.
 - Phase 2 - to extend superfast broadband coverage to 95% of UK premises by December 2017.
 - Phase 3 - to test options for rolling out superfast broadband past 95% coverage, with pilot projects completed by March 2016 (no date was set for providing access to the remaining premises).
13. East Sussex County Council (ESCC) took up the offer of BDUK funding and developed a combined project with Brighton & Hove City Council. A Local Broadband Plan was agreed by ESCC's Cabinet on 6 March 2012, which included the aspiration of providing superfast broadband to everyone (100% of homes and small business) in East Sussex.
14. An Open Market Review (OMR) was undertaken in October 2012 to determine the Intervention Area, in which the Broadband Project would operate. It needs to be carefully noted that the Intervention Area covers the predominantly rural parts of East Sussex, where commercial providers such as British Telecom (BT), Virgin Media etc. were not planning to provide services.
15. ESCC used a national framework contract, developed by BDUK, to undertake the work. The contract requires the supplier to provide a network infrastructure that is open access and capable of being used by a number of Internet Service Providers (ISP's). The contracts also contain a "Gainshare" mechanism whereby, if the supplier makes additional income above expected levels, funding is returned by the supplier and retained in the contract for further investment.
16. The ESCC Broadband Project is one of 44 across the UK. Three quarters of the projects (75%) used the BDUK framework, whilst 25% of contracts were procured independently, but all first round contracts were signed with BT Group. ESCC has entered into two contracts with BT Group to provide superfast broadband infrastructure:
 - Contract 1 (signed in May 2013) to deliver a 3 year programme of infrastructure improvements funded by ESCC £15m, BDUK £10.64m and BT £4.4m.
 - Contract 2 (signed in June 2015) to deliver an infrastructure programme to provide superfast broadband coverage to a further 5,000 premises (recently increased to 7,000). The work related to this contract is taking place during 2016 and 2017, and is funded by ESCC £3m (re-invested from the first contract) BDUK £3m and BT £265,000.

17. At the time of the Cabinet report in March 2012, funding from BDUK had not been announced. It was, therefore, impossible to predict whether or not there would be sufficient funding to provide superfast broadband to 100% of premises in East Sussex.
18. When Contract 1 was signed, there were no plans for further contracts (Contract 2 and Contract 3) and coverage was only intended to reach 90% of premises in East Sussex in Phase 1 of the BDUK Superfast Broadband Programme. Given that 100% coverage was merely an aspiration, it is unsurprising that public expectation had interpreted some of the “hype” surrounding initial announcements, as committed goals.
19. Councillors and residents expressed concerns centred around broadband speeds and coverage achieved under Contract 1 delivered by BT Openreach, namely:
 - Broadband speeds have not improved for some residents and small businesses, despite being connected to fibre enabled services;
 - Broadband speeds are slow at peak times of demand;
 - Coverage has not reached all residents and premises and some have been left with slow or no broadband;
 - In a number of cases, provision of information concerning the timing and availability of superfast broadband has been poor and precise information about when or whether superfast broadband will be provided to particular premises is not available.
20. The Review Board developed a number of lines of enquiry to explore the issues raised by Councillors and residents. The lines of enquiry reflected in this report are:
 - What has been delivered so far under Contract 1 with BT;
 - Whether the roll out of Contract 2 will address residents’ concerns about broadband speeds;
 - Future provision, including and whether there any other measures that can be taken to improve broadband coverage and speeds;
 - Residents’ expectations of the project; and
 - Communication about the project.
21. In undertaking the review, the Review Board examined the delivery of the first contract (Contract 1) with BT Group to establish if the outcomes specified in the contract had been achieved. The Board took evidence from officers, BT, and an independent technical advisor on the performance of the contracts. The Board also spoke to ESCC Councillors, representatives from community organisations and businesses about the delivery of the project.

3. Broadband Speeds

22. The Broadband Project is an infrastructure project, investing in the telephone network, to enable residents and businesses to have access to superfast broadband. The definition of '**connected**' means that users have the facility to get faster broadband speeds, when they are physically connected to the fibre enabled telephone network infrastructure. However, it needs to be clearly understood that users have to subscribe to the right package from an Internet Service Provider (ISP) to get faster broadband speeds. Users may also need to subscribe to a different broadband package, if they regularly need to send large data files over the internet (e.g. files containing technical drawings, film, music and other multimedia content).
23. The Board heard that network infrastructure built in Contract 1 has been designed with sufficient capacity for peak times of demand (committed data rate). It is often the capacity of the ISP's equipment and network, which is the cause of slower speeds at peak times of demand. Some ISP's also actively restrict speeds in order to manage data traffic on their network. Users' computer networking equipment can also be responsible for slower speeds (e.g. router, WiFi etc.). These are factors outside of the control of the project.
24. The actual broadband speed users experience depends on:
- the type of cabling used to connect them to the telephone network and the distance away from the cabinet if connected using fibre to the cabinet (FTTC);
 - the broadband package the user subscribes to and the capacity of their ISP's network;
 - the nature of the equipment they are using to connect to the internet e.g. router, WiFi, internal wiring, the age of equipment and the currency of the web browser used etc.

It is worth noting that the Broadband Project has control over the first of these issues, but all have an impact on user perceptions.

25. The use of fibre to the cabinet (FTTC) as a method of providing superfast broadband means a fibre optic cable is used to connect the telephone exchange to the cabinet in the street. The existing telephone wires are used to make the final part of the connection between the cabinet and the users' premises. The length of telephone cabling varies, and sometimes the most direct route has not been used. The telephone cable may have joints and other junction boxes in it. These factors affect the eventual broadband speed and reliability that can be achieved due to the natural degradation of signal strength.

Findings

26. The FTTC method of delivery, proposed by BT, is used because it offers a way of 'connecting' as many premises as possible for the funding available. FTTC typically delivers a speed uplift to superfast (over 24Mbps) for at least 80% of 'connected' premises. A further 10% will see a significant speed increase but not to superfast. The remaining 10% will see a negligible increase. It is unusual for any premises to see a speed reduction. Higher up-lift figures are typically seen in areas where there is a higher density of premises.
27. The length and quality of the existing telephone line varies between the FTTC fibre enabled cabinets and premises. This can reduce speeds because broadband speeds become slower with increased length of telephone cabling. Consequently, some premises have not benefited from faster speeds, although they are '*connected*' to fibre enabled cabinets, leading to confusion among residents as to whether the project roll out has been successful.

28. The Broadband Team confirmed that only those able to access superfast speeds count towards contractual outcomes. The Team is tackling the effect of long lengths of telephone cabling, and providing solutions for those affected. The implementation of the Contract 2 includes installing additional cabinets and re-arranging the telephone lines to shorten the length of telephone cabling. Fibre cabling to the premises (FTTP) is also being used to connect some of the more remote, harder to reach properties. The planning and procurement of Contract 3 further addresses these issues.
29. Although contract outcomes are measured by the number of properties that can achieve superfast broadband speeds (24 Mbps), many others have benefitted from an increase in broadband speeds below this level.
30. The evidence provided to the Board suggests some residents and even businesses are not aware of improved broadband access in their areas. Internet Service Providers (ISP's) have not so far consistently informed potential customers when faster broadband speeds become available. The Broadband Team do not have the resources to notify premises directly when faster speeds are available. Therefore, consideration should be given to finding a way to notify residents when broadband improvements have been completed in their area. Residents and businesses would also benefit from being able to check more easily for themselves, the broadband coverage and the speed they can receive.
31. In the past, when the Broadband Team has provided information about service availability, they have received negative feedback from those people who cannot yet access faster broadband. Account has to be taken of popular misconceptions when plans are devised to improve levels of communication in connection with the Broadband Project. Future communication should include a fact sheet to address misconceptions and tailor information so that it addresses the needs of those who do not have superfast broadband, as well as those who have.
32. Users need to choose their Internet Service Provider (ISP) carefully and subscribe to the right package in order to achieve the speeds and performance that they require. Actual broadband speeds (as opposed to advertised speeds) and performance at peak times of demand can vary between different providers and the broadband packages they offer. The choice of router, use of WiFi in the home or office, and other factors outside of ESCC's control also contribute to the eventual broadband speed.

Recommendations

The Board recommends that:

1. Further steps are taken to:

- a. Communicate when faster speeds are available as the project rollout continues;**
- b. Provide additional advice to residents and businesses about checking speeds, selecting an ISP and information on other factors that affect broadband speeds; and**
- c. Make it easier for residents and businesses to check for themselves the broadband coverage and the speed they can receive.**

4. Broadband Coverage

Contract 1

33. Contract 1 focussed on the provision of superfast broadband to as many premises as possible using BT's delivery method of fibre to the cabinet (FTTC). The Review Board established this approach to be the most cost effective way of improving broadband speeds to the greatest number of premises across East Sussex.
34. At the end of Contract 1 (July 2016), 70,443 premises in the Intervention Area (defined in paragraph 14 above) had been physically '*connected*' to the fibre enabled telephone network infrastructure by the project, of which 57,755 (82%) had access to superfast speeds. This was 6% more connections than had been planned for in Contract 1, which equates to an additional 3,550 premises. This raises the overall superfast broadband coverage in the County to 90% (made up of existing coverage including ESCC Broadband Project delivery, and planned commercial rollout).
35. Contract 1 provided around £20m of public funding to provide additional superfast coverage, over and above the suppliers' commercial plans. This is an average of around £350 per additional superfast premises served. Exceeding this figure as an average in Contract 1 would mean that the target number of premises would not have been reached.
36. Some premises are inherently difficult to reach on a cost effective basis. For that reason, a 'premises cap', set for the UK at £1,700, is applied. While that is not an allocation per premises, it is a maximum figure beyond which alternative approaches need to be investigated. Therefore, the project manages expensive premises to '*connect*' using a 'premises cap' concept. Residents and businesses need to understand the implications of this, which are that for every premises costing £1,700 to '*connect*', a further 9 premises needed to be '*connected*' at less than £200 to remain within the contract targets.
37. The take up of fibre based services in the Intervention Area has been 40% (as at March 2017) compared with the national average of 30.2% for similar broadband projects. The take up is in excess of the 20% forecast in the business case. The Board heard evidence that the ESCC contract is arguably the second best performing contract of this type nationally in terms of superfast coverage outcomes and represents good value for money.
38. If the Broadband Project had not been implemented, 50% of premises in East Sussex would have been left without access to superfast broadband services.

Contract 2

39. Contract 2 aims to enable a further 7,000 premises to access superfast services by re-routing telephone cabling and installing more fibre enabled cabinets to reduce the length of telephone cabling connecting premises to the cabinet. It will also use more fibre to the premises (FTTP) as an alternative way to connect properties to the network. This is now commercially more attractive because:
- It is cheaper to install because of an agreement with power companies that allows the shared use of power supply poles;
 - There now exists a widespread fibre network that was not available before;
 - Higher confidence in levels of end-user service take-up of superfast services.

Project delivery information

40. The Board heard evidence that Ofcom require BT Openreach to inform all Internet Service Providers (ISP's) at the same time when new services are available. Currently, rollout information is updated at the end of every quarter at postcode level to comply with this requirement. The Board heard that some residents believe the rollout information on the e-Sussex web site is insufficiently detailed concerning when and where superfast broadband will be available.
41. A number of technical and operational difficulties faced on the ground result in either delays, or a need to substitute for easier (cheaper) premises, meaning that it is difficult to be precise about when faster broadband services will be available e.g.
- The provision of new power supplies needed for the fibre enabled cabinets;
 - Difficulties in obtaining the necessary wayleaves from landowners for new cable routes;
 - Objections to the siting of some of the new cabinets;
 - The condition of existing ducts and cables being unsuitable for use;
 - Inability to share the use of power supply poles to install new fibre cables in Contract 1, thereby making the installation of fibre to the premises unfeasible for widespread use.

The Broadband Project Team have been instrumental in overcoming these operational and technical difficulties.

Findings

42. The delivery of Contract 1 has achieved and exceeded its objectives (see para 34) and has enabled access to superfast broadband speeds for as many premises as possible, within the funding available. Had the County Council used the fibre to the premises (FTTP) delivery method instead of fibre to the cabinet (FTTC), far fewer premises would have obtained access to superfast broadband speeds. In that context, the Review Board takes the view that the correct policy was pursued in setting the objectives in Contract 1.
43. The Review Board found that the broadband coverage delivered by the project in Contract 1 met and exceeded the target for the number of premises enabled to receive superfast broadband. Despite this achievement, there were a number of areas in the county at the end of Contract 1 that did not have access to superfast broadband. At the mid-point of Contract 2 (March 2017) the percentage of premises that had been enabled to access superfast broadband were: Lewes District 92%; Rother District 82%; Wealden District 89%; Eastbourne 98%; Hastings and Rye 94%. However, those who do not have superfast access wish to know when superfast broadband shall become available.
44. The Board heard that the Broadband Project had had a positive impact on businesses in East Sussex, increasing productivity, enabling expansion into new areas and improving employment. In general, businesses stated that they found superfast broadband coverage was good across the County (information about the projects such as the Swift Project operated by Sound Architect/Engage can be found in appendix 3).
45. Good contract management by the Broadband Team has ensured that value for money and coverage targets have been achieved. However, it has not been possible to provide superfast broadband to some of the hardest to reach premises.

46. Evidence from the project rollout tables for Contract 2 indicates that additional premises are able to access superfast broadband speeds. However, due to the technical and operational issues involved in the project, ESCC will not know exactly how many premises will be left without access to superfast speeds until the end of Contract 2 in December 2017, or until a survey is completed as part of Contract 3.
47. It is unlikely Contract 2 will resolve all of the concerns raised by residents and Councillors after the completion of Contract 1. The plans for Contract 3 are encouraging, although there is no certainty at this stage of the project that it will be possible provide superfast broadband access to all remaining premises.

Recommendations

The Board recommends that:

2. Details of coverage, including maps, are published at the end of Contract 2 and further information is provided to explain how and why finite funding levels may prevent the project from enabling superfast broadband access for some harder to reach premises.

5. Coverage for remaining premises

Contract 3

48. The Board heard that, as part of Contract 3, it should be feasible to examine what may help solve the challenges that exist for the remaining (hard to reach) properties, as there are now fewer of them. It is proposed to include the requirement in Contract 3 to carry out a survey to identify:
- precisely where the estimated 20,000 remaining properties are located;
 - the nearest network connection point and;
 - an estimate of how much it would cost to provide superfast broadband access to each of the remaining properties.

The provision of this information will enable communication with residents and businesses in relation to the cost and delivery of feasible superfast broadband services.

49. The Board also heard that Contract 3 will prioritise those that are experiencing speeds less than 15 Mbps and the service provision to any remaining business parks. The right environment for alternative technologies and smaller suppliers shall be available under Contract 3, although the overall outcomes will still be impacted by a finite level of available funding and the most expensive premises may still need to rely on alternative solutions or funding.
50. Identification and location of business parks can be difficult. After considerable effort, the project team has identified only two remaining business parks that are not yet able to order superfast services and these are now planned to be addressed. Given the importance of business connectivity to the local economy, it is recommended that a direct line of communication is established between ESCC Councillors, Parish Councils (or community leaders) and the project team to notify of any business parks that do not yet have connectivity. These will then be prioritised (subject to overall value for money checks) within either the current or subsequent delivery contracts.

51. It may also be possible to develop community based solutions to provide access to superfast broadband for the remaining hard to reach premises. However, the current Broadband Team does not have sufficient staff resources to work on and implement individual community based schemes, which are not part of Contract 3.

Alternative technologies and delivery methods

52. The Board explored a number of alternative technologies and methods to provide access to superfast broadband speeds.

Wireless to the Cabinet

53. BT can deploy this solution, but do not use this technology as part of the current contracts with ESCC, due to the cost of using point to point wireless as part of their delivery method. The Board heard that this could be used in the short term if it is the only option to 'connect' a property.

Satellite

54. There is a government funded voucher scheme offering up to £350 to offset the installation cost of satellite broadband, and other solutions such as wireless, for those premises that cannot receive a basic (2Mbps) broadband service. The Board heard that there have been some technical advances in superfast broadband satellite schemes, which may overcome some of the limitations of satellite and offer a short-term solution for those experiencing slow broadband speeds.

Universal Service Obligation (USO)

55. Government is consulting on the introduction of a Universal Service Obligation (USO) that would require providers to provide a minimum broadband speed of 10Mbps. However, this may be subject to an affordability cap above which subscribers would have to contribute towards the cost of providing the service. This is unlikely to be introduced until 2020 at the earliest, but could provide a way of providing broadband access to premises not covered by the Broadband Project.

Community based solutions

56. There is evidence that residents in areas where there is no superfast broadband provision, are beginning to club together to find alternative solutions to meet their broadband needs. In some cases, approaches are being made to BT's Community Fibre Partnership and options are being explored to pool funding allocated under the subsidised voucher scheme. There are also other providers offering community based solutions.

Findings

57. The requirement to undertake a survey of the remaining properties without superfast broadband, as part of Contract 3, will enable ESCC to target funding effectively. It will also enable ESCC to be clear about which properties will not have access to superfast broadband at the end of the project. This will enable other providers or community organisations, who may wish to set up projects, to fill gaps in coverage.
58. The priorities agreed for Contract 3 will focus on those premises experiencing slower speeds (less than 15Mbps). The Board also observed that the cost will always restrict the number of hard to reach properties that can be given access to superfast broadband.

59. In order to address the issue of fairness and equality of access, some match funding may be required for community based solutions for those premises that will not be covered by the project, and where people wish to work together to provide their own solutions. An approach similar to the existing 'community match' scheme could be adopted where ESCC provides some funding towards the cost of provision, matched by contributions from the community. ESCC funding could be provided by using some of the Gainshare income from Contracts 1 and 2 if this proves necessary.

60. In order to support community based solutions, ESCC should develop resources such as a toolkit or self-help guide, to help communities who want to implement their own broadband schemes. It will be important to provide information on the technology options available to them (e.g. satellite, fixed WiFi, wireless to the cabinet etc.) and how to go about delivering these solutions.

Recommendations

The Board Recommends that:

3. Information is provided at the earliest opportunity outlining those premises that may not be 'connected' to superfast broadband and that the survey results are made available to communities and smaller suppliers to encourage the development of alternative delivery methods.

4. Once the total cost of providing superfast broadband to the remaining premises is known (or can be estimated), the Broadband Team clarifies how those premises receiving the slowest speeds will be prioritised in the context of the remaining available budget.

5. When, and if necessary, a 'community match' type funding programme is established for communities to bid into to pay for community based broadband schemes, in order to provide access for some of the hardest to reach premises not covered by the project, and a 'toolkit' is developed for communities who wish to implement their own broadband schemes.

6. Councillors, business organisations, and Parish Councils are encouraged to contact the Broadband Team with details of any Business Parks that do not have access to superfast broadband, so they can be included in the project rollout.

6. Residents' Expectations and Project Communications

Expectations

61. The vision statement contained in the Broadband Plan agreed by ESCC's Cabinet at the beginning of the project stated:

"Our ultimate vision is for the competitive provision of superfast broadband (both fixed and mobile), offering typical speeds of 100Mbps, to everyone (100% of homes and small businesses) in East Sussex by 2017."

62. As many services go on-line, having good broadband speeds is becoming essential to daily living. Many people regard broadband as the fifth utility service. For school children, having decent internet access to complete homework and to carry out research is becoming increasingly important. Most Doctors Surgeries encourage patients to order repeat prescription on-line.

63. The Board heard evidence that some residents expected:
- an automatic upgrade to faster broadband speeds without having to subscribe to faster services; and
 - the project funding would be sufficient to enable all properties in East Sussex to have superfast internet access, no matter how remote they are.
64. However, the funding from central government was initially provided to enable 90% of premises *to have access* to superfast broadband under Contract 1. None of the broadband projects nationally, including East Sussex, were given enough funding to provide access to all premises.
65. There is also evidence that there is a perception that the project has finished, when in fact Contract 2 is half way through delivery (as at March 2017) and Contract 3 has not yet started. Consequently, some people are unaware of the steps that are still being taken to increase coverage and speeds.
66. The issue of fairness and equality of access for all residents, particularly those living in rural communities, was raised in evidence given by ESCC Councillors. It was put to the Board that some consider it inequitable that the occupiers of some premises are enabled to access superfast broadband while others are not. The Review Board recognises (as indeed the County Council recognised, when the decision was made to provide substantive funding for Contract 1) that the eventual aim of the project would be to enable as many premises in East Sussex to be connected to superfast broadband as possible.
67. The Board also noted that 100% coverage is not possible given limited funding and was not an objective of the project at outset. The Board recognises that in the nature of the three Contracts, delivery of broadband access is, of necessity, a staged process because of the technical requirements of the project. However, the eventual achievement of parity has not been ruled out, given the current success of the programme and now increasingly relates to the timing of provision.

Findings

68. The Board considers there have been a number of misunderstandings and misconceptions about the purpose of the project, which has contributed to unrealistic expectations by the public of what the project can deliver. It also appears that some have misunderstood that they need to subscribe to the right broadband package to get faster speeds.
69. The information on the e-Sussex web site, and particularly the rollout information in the News section, addresses people's expectations and common misunderstandings about the project. However, this information is not very prominent and does not explain how the coverage statistics are derived. This may account for why some residents contest the figures and statistics referred to.
70. ESCC needs to communicate clearly that:
- the project may not provide superfast broadband access for all premises with the funding it has available;
 - the project is still ongoing with details of what is being done when;
 - the options available to get better broadband for those who may find themselves without superfast services once the project is completed; and
 - there are other factors that affect broadband speed, beyond the control of the project.

71. It is recommended that lessons are learnt about management of expectations when embarking upon significant projects of this nature. Specific issues have been:

- Understandable concern with residents and businesses seeking to identify if they are within or outside the 90% coverage areas;
- An inequality in provision;

Project Communications

72. The Project Team, with support from the Corporate Communications Team, has:

- provided communications throughout the Broadband Project; and
- provided updates on the progress of the project through the internet site and press releases.

The web site contains up to date rollout information on both Contracts delivered by BT Group. The Project Team has also delivered presentations and briefings to various community and business groups.

73. The Board heard from representatives of the business community that they were well informed about the Broadband Project and project progress. The quality of the information provided by the Broadband Team was considered very good. However, some considered that once premises were enabled to receive superfast broadband, there was still a need to inform businesses that they have to change broadband package in order to benefit from faster speeds.

74. The Board heard that Parishes need to know when and where broadband will be delivered in their area, together with information about the speeds available. Officers explained that information can be provided on where and when broadband will be delivered at post code level on a quarter by quarter basis. However, it is not possible to obtain information on speeds until services are live. Once live, broadband speed information is publicly available from a number of sources (e.g. BT broadband checker, Ofcom broadband app etc.).

Findings

75. The evidence presented to the Board indicates that there is a need to undertake an additional phase of communication activity now that first contract of the project has been completed. There are a number of communication messages that would help:

- address expectations about the project;
- enable residents and businesses to understand what they can do to get faster broadband speeds; and
- enable better understanding what the project is delivering.

76. Councillors have been kept informed about the project delivery. Some Councillors may find it helpful to have an information sheet, or access to other resources about broadband, to assist them with community engagement when dealing with issues in their respective Division.

Recommendations

The Board recommends that:

7. Lessons are learnt about the management of expectations when embarking upon complex projects of this nature, and to avoid “hype” at the outset, so that there is a careful distinction between the actual projected outcomes and aspirations or vision statements.

8. A phased communications plan is developed to address the expectations of residents and businesses in the County regarding the Broadband Project and recommendations 1, 2 and 3 of the review. The plan should include enhancement of the information available, including:

a. A revision of the web site design and information so that project rollout information, frequently asked questions, and other project information is provided more clearly on the Go East Sussex, e-Sussex and ESCC web sites;

b. An information pack (including information sources to check speeds, ISP service offers and etc.) produced to assist ESCC Councillors, Parish Councils and Community Leaders when dealing with broadband issues in their Division or area; and

c. A fact sheet created to address misconceptions about the Broadband Project and some of the frequently asked questions.

7. Concluding comments

77. Overall, the project has achieved good levels of superfast broadband coverage in East Sussex with 90% of premises being enabled to access superfast services. The Broadband Project Team are now planning to exceed this original target through the delivery of the Contract 2 with BT Group and a third procurement underway. Efficient and effective contract management has enabled Gainshare income to be used to fund Contract 3 to provide superfast broadband access to as many of the remaining premises as possible.

78. While there may be some concern by those residents and businesses in the County that superfast broadband may not be achieved in their area, it needs to be understood and communicated that the task of superfast broadband provision is being continued by East Sussex County Council. A second phase of communications activity is needed to address expectations, explain the work that is in progress, and the proposed action to increase superfast broadband coverage to as near to 100% as possible.

79. There may be a minority of premises, at the end of the project, which will be unable to access superfast broadband. In these circumstances information, advice, and some match funding should be provided to help people to find solutions to meet their broadband needs.

Appendix 1

Scope and terms of reference

The Economy, Transport and Environment Scrutiny Committee understands the important role that broadband, and in particular superfast broadband, plays in developing the economy of East Sussex, in support of one of the County Council's Key Priorities.

The scope of the review is to examine the background to the establishment of the project and what has been achieved so far. The review examined the areas of work to be covered by the Contract 2 delivered by BT Openreach, together with the constraints imposed by the Contracts. The review also examined whether the Contract 2 will address the concerns of residents and businesses.

The review included an examination of the information available about the project and how people find out whether and when they will be able to access superfast broadband services.

Review Board Members

Councillors Richard Stogdon (Chair), Claire Dowling, Michael Pursglove, Pat Rodohan and Barry Taylor

Support to the Board was provided by the following officers:

James Harris, Assistant Director, Economy
Katy Thomas, Team Manager Economic Development

Witnesses

Stephen Frith, Independent Advisor to BDUK and ESCC on Broadband

Stephen Edwards, Director, Next Generation Access – BT Commercial

Parish Councils

Jerry Phillips, Isfield Parish Council

Andrew Wedmore, Brightling Parish Council

County Councillors:

Councillor John Barnes

Councillor Angharad Davies

Councillor Kathryn Field

Councillor Roy Galley

Councillor Rupert Simmons, Lead Member for Economy

Councillor Bob Standley

East Sussex Businesses

Chistina Ewbank, Association of Chambers in East Sussex (ACES)

Rachel Lewis, Managing Director, Sound Architect/ ENGage

Jeremy Woolger, President & Chairman, Crowborough & District Chamber of Commerce

Review Board meeting dates

26 July 2016

26 October 2016

11 January 2017

1 February 2017

23 February 2017

1 March 2017

List of evidence papers

Item	Date
ESCC Cabinet papers – reports and minutes	December 2011
ESCC Cabinet papers – reports and minutes	March 2012
ESCC Cabinet papers – reports and minutes	December 2012
ESCC Cabinet papers – reports and minutes	November 2016
The Superfast (Rural) Broadband Programme: update - National Audit Office Memorandum	January 2015
Members Briefing	October 2015
Rural Broadband and digital only services – Environment, Food and Rural Affairs Committee	November 2015
Members Briefing	December 2015
Emerging Findings from the BDUK Market Test Pilots, DCMS	February 2016
Oral evidence to the Culture Media and Sport Select Committee	April 2016
Digital Economy Bill - Queen's Speech	May 2016
New Broadband Universal Service Obligation consultation Summary of responses and Government response, DCMS	May 2016

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Appendix 2 Glossary of Terms

ADSL – Asymmetric Digital Subscriber Line is a type of digital subscriber line (DSL) technology, a data communications technology that enables faster data transmission over copper telephone lines rather than a conventional (voiceband) modem can provide. It is 'asymmetric' because the line is designed to provide faster download speeds (up to 8 Mbps) than upload speeds.

BDUK - Broadband Delivery UK. BDUK is the Government department located within the Department for Culture Media and Sport (DCMS) responsible for delivering superfast broadband and better mobile connectivity for the nation.

Broadband – A high speed internet connection, distinct from the old dial-up internet ('narrowband') which had a maximum speed of 56Kbps. Broadband is not a particular type of technology and there is no one official definition, so in terms of speed it may be classified differently by governments and regulatory bodies across the world.

Cloud / Cloud technology - Cloud computing is a kind of Internet-based computing that provides shared processing resources and data to computers and other devices on demand. Cloud based applications store data and software on remote computer servers ('the cloud'), rather than on an individual's computing devices.

Contention ratio - Your contention ratio tells you the potential maximum demand on your broadband connection from yourself and other customers. Once your broadband signal leaves your home it joins a line connecting your neighbours and others to the web; so the more people using it at once, the slower it can become. A contention ratio of 50:1 (typical for ADSL broadband) means there are up to 50 people on one connection. This is often why you experience slower speeds during peak usage times.

DSL - Digital Subscriber Line. DSL is a wireline transmission technology that transmits data faster over traditional copper telephone lines already installed to homes and businesses. DSL-based broadband provides transmission speeds ranging from several hundred Kbps to millions of bits per second (Mbps).

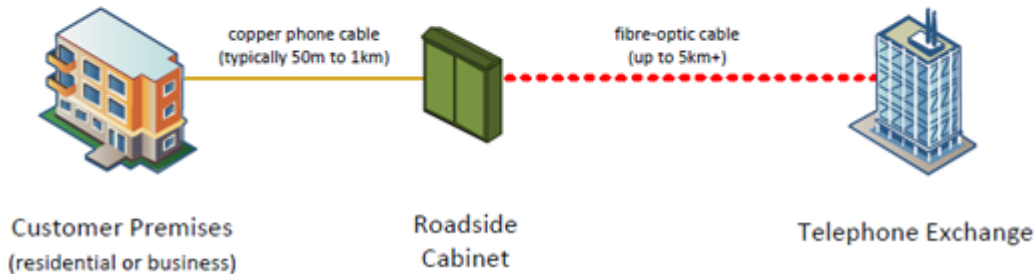
With DSL, a different frequency can be used for digital and analog signals, which means that you can talk on the phone while you upload data. For DSL services, two types of systems exist: Asymmetric Digital Subscriber Line (ADSL) and High-Rate Digital Subscriber Line (HDSL).

FLAN – Fixed Line Access Network. This is the copper cable telephone network originally developed by BT to provide telephone (voice communication) services.

FTTC – Fibre To The Cabinet. A type of broadband service which uses fibre optic cables to street cabinets then regular telephone or cable lines to reach homes. This is cheaper and quicker to deploy, but speeds are more limited than a full fibre solution like FTTH/FTTP (though still much faster than ADSL). If you sign up for fibre broadband now it is most likely to be FTTC, using either the BT Openreach or Virgin Media networks.

Fibre-the-cabinet (FTTC) (also known as 'fibre-to-the-kerb')

FTTC broadband means that most of the 'local loop' (the phone line from your premises to the telephone exchange) is using fibre-optic cable, with the last few metres being copper. This means you get faster speeds as the short copper line can run VDSL rather than ADSL technology.

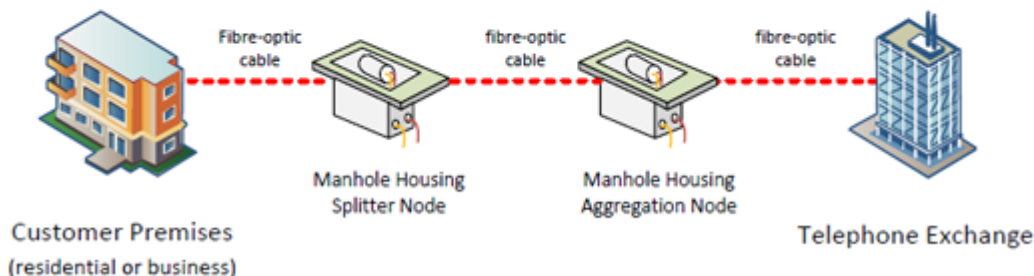


FTTP – aka FTTH – Fibre to the Premises/Home - Fibre To The Home/Fibre To The Premises. These are different terms for the same thing: a full fibre optic broadband connection. The connection speed of such a link is far greater than either ADSL or FTTC. Some FTTH services are now available in the UK and offer home users an incredible 1Gb speed. Vitally, this is not the limit of fibre so it's a future proof technology.

Fibre-the-home (FTTH)

(also known as 'fibre-to-the-premises' / FTTP)

FTTH or FTTP means that your broadband connection is delivered as a fibre-optic service all the way from your home to the telephone exchange. Fibre-optic cabling can deliver the fastest speeds.



(Source: Think Broadband.com)

Fixed Wireless – This is a technology used to provide broadband services, particularly in remote or sparsely populated areas. As the term suggests, broadband access is provided by radio signals (or other wireless link) via a transmitter, rather than a cable, in a similar way to public Wifi hot spots.

ISP – Internet Service Provider. ISP's are the commercial companies and organisations that provide internet and broadband services e.g. BT, Virgin, Talk Talk, Plus Net etc.

NGA – Next generation Access. A term used to describe broadband and mobile communication technologies capable of superfast speeds i.e. greater than 24 Mbps.

Satellite broadband. This is where broadband services are provided via a satellite dish, rather than through a cable network. The signal is sent up to a receiving satellite, and therefore there can be some delay (or latency) in the signals being received. This can mean

that satellite services are not so good for streaming films, videos or other high data capacity applications such as on-line video gaming. There is also often a higher charge or cap for data use, compared with cable based solutions.

Speed - Broadband speed is measured in megabits per second, commonly written as Mb or Mbps (as in 24Mb, or 24Mbps). Megabytes (which is shortened to MB, or GB when referring to gigabytes) - ... denote memory capacity and file size, not speed. There are eight bits in a byte, so, if your download speed is eight megabits per second (8Mb), then that's actually shifting 1 megabyte per second (1MB).

It's an important distinction, because file sizes (such as songs, pictures and movie clips) are described in megabytes, as are download allowances.

Superfast Broadband – 'superfast' broadband is any broadband deemed to run at 24Mb or above. This essentially rules out any service running on old BT lines (ADSL) or any mobile broadband up to and including 3G: leaving us in the UK with 4G (potentially), fibre and cable as 'superfast'. The UK government has made a commitment to have superfast broadband available to 95% of the UK by the end of 2017.

USC – Universal Service Commitment / USO – Universal Service Obligation. These terms tend to be used interchangeably to refer to the minimum statutory service that broadband providers are required to provide. The current USC/USO is 2Mbps and the Government is currently consulting on proposals in the Digital Economy Bill to raise this to 10Mbps.

For example if a USO of 10 Mbps were to be introduced, BT, Virgin and other providers would have to provide access to broadband services of a minimum speed of 10Mbps. However, this may be subject to a reasonable cost threshold above which subscribers would have to pay for access.

VDSL – Very-high-bit-rate Digital Subscriber Line. A digital subscriber line (DSL) technology providing data transmission speeds faster than an asymmetric digital subscriber line (ADSL). VDSL offers speeds of up to 52 Mbit/s download and 16 Mbit/s upload, over a single flat untwisted or twisted pair of copper wires using the frequency band from 25 kHz to 12 MHz. These rates mean that VDSL is capable of supporting applications such as high-definition television, as well as telephone services (voice over IP) and general Internet access, over a single connection.

4G Mobile Communications. This refers to 'Fourth Generation' mobile telephone networks that are capable of providing superfast or Next Generation Access (i.e. greater than 24Mbps) data services. Hence they are seen as alternative to superfast broadband in areas where there is no fixed line network (copper or fibre).

Appendix 3 The SWIFT Project case study from Sound Architect/ ENGage

The Board heard evidence from Sound Architect / ENGage who are a charity that delivers the Swift Project and other projects that promote digital access.

Full details of their work can be found on their web sites <http://www.swiftproject.org.uk/> and www.soundarchitect.org.uk

Some quotes about broadband in East Sussex from Swift Programme participants:

“I have to say that as a potential customer I wasn’t particularly looking forward to our Skype session today but I am now feeling very modern and delighted to have been a Swift Skype pioneer.” BN

“The Skype technology worked, it was very successful and I think we all got a lot out of it. For me it will never completely replace actual meeting up but I can see it is another very useful tool to use in addition or to replace some face to face meetings.” ST

“As a non-digital person at the start of the course, I do feel more confident about trying out things such as social media and I have a much better grasp of how the digital world can affect a small business.” AC

“In all reality, we wouldn’t have been able to run this project without good Broadband connectivity as a lot of publicity was circulated online, all participant arrangements were made online and in order to run courses on Social Media (our most popular course) it was essentials to have good connectivity.” RM Swift Project Manager

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Report to: Economy, Transport and Environment (ETE) Scrutiny Committee

Date of meeting: 14 March 2018

By: Director of Communities, Economy and Transport

Title: Catalysing Stalled Sites

Purpose: To inform the Committee of the work that is involved in the Catalysing Stalled Sites (CaSS) programme, including project outcomes

RECOMMENDATIONS:

1. Members are asked to note the contents of this report and the contribution that funds are making towards driving sustainable economic growth by unlocking investment in housing and commercial property growth;
2. Members are asked to consider whether the change of name from Catalysing Stalled Sites to the Scheme Enabling Fund is appropriate.

1. Background Information

1.1 The Catalysing Stalled Sites Fund (CaSS) was created in 2015-16 with the specific aim of unlocking 'stalled' development sites, whether for housing or employment use. CaSS provides funding to undertake feasibility studies, business cases and in some cases, pre-development activity.

1.2 The County Council allocated £915k in 2015-16 from its capital programme to it, and it contributes to achieving the County Council's core priority of "driving sustainable economic growth" and delivers on the strategic priorities set out within the East Sussex Growth Strategy (2014-2020). £353,700 of the CaSS fund has now been awarded, £230,000 of which has been used for pre-development costs on specific sites.

1.3 There can be a number of reasons for 'stalled sites' including, for example: contamination or flood issues; the viability of the site; environmental/location issues (e.g. dereliction, access); and pre-development work required to secure much larger amounts of funding to deliver the projects.

1.4 Given the increasing need for development space, bringing forward stalled sites also has the benefit of reducing pressure on 'virgin' sites, which is important in the context of the limitations on available development land in the county.

1.5 The fund guidelines were developed and approved by the external Grants and Loans Panel, managed by the County Council (see Appendix 1). Larger sums for pre-development work were agreed to be awarded as a loan thus providing a potential recyclable fund. Any beneficiaries of the fund typically need to provide 50% match funding.

1.6 The first round of CaSS funding, launched in June 2015, was marketed through district and borough partners, Team East Sussex, and Locate East Sussex (the East Sussex inward investment service). This first call remained open for applications for 8 weeks and attracted 11 applications. Two further rounds of funding were held in the period up to June 2017, at which time it was agreed that the fund would remain an open call.

2. Supporting Information

2.1 The CaSS fund has and continues to ensure the development of studies and business cases that enable a strong pipeline of projects that will seek to take advantage of bidding for external funding and to attract much needed private sector investment. One of the benefits of the programme is that the feasibility studies and business cases funded through CaSS enable projects to go on to secure larger sums of funding from the South East Local Enterprise Partnership (SELEP) to deliver the project.

2.2 In total, 26 applications have been received for the CaSS programme. A summary of these applications is shown in Table 1 (below). Further details of individual projects have been circulated to the Committee.

Table 1

Applications	R1 2015	R2 2016	R3 2017	Open 2017 onwards	Total
Received	11	5	9	1	26
Approved	7	4	3	1	15
Rejected / Withdrawn / Referred to another fund	4	1	6	0	11
Status of Approved applications					
Did not proceed	4	1	1	0	6
in progress	0	3	2	1	6
completed	3	0	0	0	3

2.3 Of the 15 approved projects six withdrew for a variety of reasons, of the remaining nine projects three have completed and six are in progress.

2.4 The programme has funded feasibility studies, land surveys, and business case development for four projects that include housing development on brownfield sites. It is anticipated that this investment will be used to identify viability gaps, attract funding and drive forward the development of much needed housing in our towns.

2.5 Three out of the nine applications have been from private and third sector organisations, one of which has progressed and completed pre-development works on a new employment site at the Ivyhouse Lane Industrial Estate, Hastings. A full business case has been prepared by the developers and submitted for consideration by the grants and loans panel for investment through the County Council's Business Incubator Fund.

2.6 In order to broaden the appeal of the CaSS fund and improve understanding of its ambitions to both private and public sector partners we would propose to rename the CaSS fund to the 'Scheme Enabling Fund' (SEF). The proposed renaming has followed conversations held with both LES (the inward investment service for the county) and the county's established developer's forum, Developers East Sussex (DES). This will help clarify, raise awareness and enable an effective marketing campaign for SEF, which will then work alongside other complimentary East Sussex County Council funds and other external funding opportunities available.

3. Conclusion and Reasons for Recommendations

3.1 It is recommended that Members note the contents of this report and the contribution that funds are making towards driving sustainable economic growth by unlocking investment in housing and commercial property growth, and also consider whether the proposed change of name from Catalysing Stalled Sites (CaSS) to the Scheme Enabling Fund (SEF) is appropriate.

3.2 The economic climate is such that there is still an on-going need for this type of funding as, without it, stalled sites will remain undeveloped which inevitably has an impact on virgin sites.

3.3 The County Council continues to have a strong track record of developing business cases to attract external funding. The proposed "Scheme Enabling Fund" makes a contribution towards this objective and ensures the on-going development of a comprehensive project pipeline ready to take advantage of a range of public and commercial investment opportunities. As the report notes, the fund is also proving to be a useful tool for the Locate East Sussex team to promote difficult sites to prospective developers and investors, bringing the potential for new additional jobs to the county.

RUPERT CLUBB

Director of Communities, Economy and Transport

Contact Officer: Richard Dawson, Head of Service Economic Development, Skills and Infrastructure

Tel. No. 01273 482305

Email: richard.dawson@eastsussex.gov.uk

LOCAL MEMBERS

All

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Background

The Catalysing Stalled Sites Fund (CaSS), is an East Sussex County Council one-off capital fund designed to:

- 1) help finance feasibility studies and business case development to support schemes that are not viable without public support to enable them to apply for public funding e.g. Local Growth Fund
- 2) Unlock stalled employment and housing sites¹ that have site specific reasons for remaining undeveloped with loan or equity share finance.

Eligibility

- Public and private sector organisations. Partnerships will be considered.
- The applicant must own the site or be applying on behalf of or in partnership with the owner.
- Applicants can only apply for one of the stages of the project – Feasibility, Business Case or Site Pre-Development Work at a time.

Criteria for Feasibility and Business Case funding

- Employment or housing scheme in East Sussex seeking to develop a bid for future funding streams of a significant size to contribute towards local plan targets.
- 50% match funding - in exceptional circumstances lower match contributions will be considered
- Housing sites with a minimum of 15 units.
- Site stalled for 12 months minimum

Criteria for Site Pre-development funding

- Employment or housing sites identified in the Local Plans only (excluding retail, hotel and catering) that is in the Employment Land Review or Strategic Housing Land Availability Assessment (SHLAA).
- Activity funded: Exceptional site specific pre-development work without which the site would remain undeveloped.
- Site stalled for 12 months minimum
- Normally the site must be a minimum half a hectare.
- 50% match funding of the unlocking cost up to a maximum of £200k
- Minimum size for housing site is 15 units (excluding social housing) with a guide build cost of £120k or less per unit.

Summary table

Qualifying expenditure	Maximum funding per project
1. Feasibility: This may be the first action required for a scheme and could highlight likely viability issues of the proposed development, outline job/home creation figures and potential levels of additional funding required for success of the project.	£20k Grant / loan Minimum 50% match

¹ employment and housing sites in the county means those which are allocated as such in the local plans. Please contact your local planning department to check.

	In exceptional circumstances a higher % will be considered
2 Business case: (Most likely following on from an initial feasibility assessment) – the reason for funding this is to unlock funding for the scheme, either private or public.	£30k Grant / loan Minimum 50% match
3. Site pre development work: this covers a range of site specific work including flood defences, environmental and locational issues (e.g. dereliction, access, low value). This may follow 1 above where it is identified it is required to gain viability. It may also follow on from an existing feasibility report, or be taken forward without. This type of funding is more expensive than 1 and it is dependent on the type of site infrastructure intervention required. It will however be undertaken at a stage where there is less risk and therefore more opportunity to recoup the initial outlay, perhaps with interest. Stalled employment sites will be assessed on the potential level of job creation.	£200k Loan / equity share Minimum 50% match

EOI FORMS CAN BE OBTAINED FROM: economicintervention.fund@eastsussex.gov.uk

Delivery Process

- The fund is delivered by the ESCC Business Funding Team using the existing East Sussex Grants and Loans panel.
- Applications for site development work is a two stage process with an Expression of Interest form (EOI) followed by detailed application stage for successful applications. EOIs are obtained from economicintervention.fund@eastsussex.gov.uk. Applications for feasibility studies and businesses cases are a single stage application on the same EOI forms.
- Applications will be appraised by the Business Funding Team on value for money; the difficulty of the issue; viability and deliverability and; by what percentage the release of the sites will contribute towards Local Plan targets (EOIs will be sent to boroughs and districts for confirmation of this).
- These will then be considered by the East Sussex Grants and Loans (G&L) Panel that meets quarterly at the beginning of June, September December and March. Applications must be received a minimum of 2 weeks prior to the panel meeting.
- The remaining fund is open to applications until the funds are exhausted.
- EOIs for pre-development work projects selected by the G & L Panel will be required to provide detailed project plan and costings for appraisal and presentation to the following G& L Panel. Applicants may be required to present to the panel.
- The level and type of funding will be recommended by the G & L Panel and can include a loan, share of profit or grant. The panel recommendations go the Director for Community Economy and Transport for final approval.
- Successful applicants will be sent an offer letter detailing the conditions of funding for the applicant to accept prior to entering into a contract.

Terms of loan funding

- The maximum loan period is 5 years for a straight loan though repayment can be deferred for the entire period so that it is repaid in a lump sum once the site is developed. If there is interest this will accrue during the deferred period.
- Alternatively a percentage of income can be negotiated for a period of up to 15 years if the project is high risk.

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Report to: Economy, Transport and Environment (ETE) Scrutiny Committee

Date of meeting: 14 March 2018

By: Chief Executive

Title: Reconciling Policy, Performance and Resources

Purpose: To review scrutiny's input into the Reconciling Policy, Performance and Resources process during 2017/18.

RECOMMENDATIONS

The Committee is recommended to:

- 1) Review its input into the Reconciling Policy, Performance and Resources process;**
 - 2) Identify any lessons for improvement of the process in future; and**
 - 3) Note the response to the RPPR Board's comments on the budget.**
-

1 Background

1.1 Reconciling Policy, Performance and Resources (RPPR - i.e. aligning the Council's budget setting process with service delivery plans) has established an effective and transparent business planning process.

1.2 Scrutiny committees actively engage in the process, firstly to allow them to bring the experience they have gained through their work to bear and, secondly, to help inform their future work programmes.

2 Reconciling Policy, Performance and Resources and scrutiny in East Sussex

2.1 In September 2017 each scrutiny committee considered extracts from the *State of the County* report and the existing departmental savings and Portfolio Plans. Requests for further information or reports were made to help the scrutiny committee gain a full understanding of the context for budget and service planning.

2.2 The scrutiny committees established scrutiny boards to provide a more detailed input into the RPPR process. These met in December 2017 to consider the draft 2018/19 Portfolio Plans and the impact of proposed savings. The boards:

- considered any amendments to the Portfolio Plans and how priorities were reflected against the proposed key areas of budget spend for the coming year;
- assessed the potential impact of proposed savings on services provided to East Sussex County Council customers.
- made comments and recommendations to Cabinet on the budget proposals for 2018/19.

2.3 Appendix 1 summarises the comments and recommendations made by the Economy, Transport and Environment Scrutiny Committee RPPR Board to Cabinet together with the response where appropriate.

3. Conclusion and reasons for recommendations

3.1 The committee is recommended to review its input into the RPPR process, establish whether there are lessons for improvement for the future and to note the response to comments made by the RPPR Board. Where relevant, comments relating to the RPPR process will also be fed into the ongoing review of scrutiny arrangements in East Sussex.

BECKY SHAW
Chief Executive

Contact Officer: Martin Jenks

Tel. No. 01273 481327

Email: martin.jenks@eastsussex.gov.uk

LOCAL MEMBERS

All.

BACKGROUND DOCUMENTS

None.

APPENDICES

Appendix 1. Comments and recommendations made by the Economy, Transport and Environment Scrutiny Committee RPPR Board together with the response where appropriate.

Responses to scrutiny comments/recommendations from RPPR process in 2017/8

Economy, Transport and Environment Scrutiny Committee

Scrutiny comment / suggestion / recommendation at Dec 2017 RPPR Board, Grass Cutting Review Board and Waste Review Board	Response
<p><u>ETE Scrutiny Committee RPPR Board 8 December 2017</u> Attendees: Councillors Richard Stogdon (Chair), Godfrey Daniel, Pat Rodohan, and Barry Taylor.</p> <p><u>Comments to Cabinet</u></p> <p>The RPPR Board of the ETE Scrutiny Committee had serious concerns about the savings proposals for waste and grass cutting, in particular, but recognised the corporate need to make the relevant savings against the background of the wider economic context for East Sussex County Council, in which such savings have to be made.</p> <p>The ETE Scrutiny Committee would do its best to work constructively to mitigate the impact of the savings proposals on residents.</p> <p>The work to examine the savings proposals by the Waste Review Board and Grass Cutting Review Board is still ongoing, and the Review Boards will provide further detailed comments (see below).</p>	
<p><u>Grass Cutting Review Board</u> Board Members: Councillors Claire Dowling (Chair), Godfrey Daniel and Barry Taylor</p> <p>The Review Board examined the proposed savings options, their impact and any likely additional costs referred to in the options appraisal. The Board noted that only option 3 was predicted to achieve the full savings requirement of £400,000 per annum.</p>	

Scrutiny comment / suggestion / recommendation at Dec 2017 RPPR Board, Grass Cutting Review Board and Waste Review Board	Response
<p>Comments to Cabinet:</p> <p>Reducing the frequency of grass cutting would be very unpopular with residents and lead to significant additional costs or reductions in service levels. The Board considered that a move to one rural grass cut and one urban grass cut per year (option 3) was untenable due to the impacts this would have.</p> <p>The Board considered there were risks to the Council if one rural cut and one urban cut were to be implemented in terms of:</p> <ul style="list-style-type: none"> • reputational damage to the Council; • additional, reactive costs reducing the amount of savings that can be achieved; and • impaired maintenance of drainage systems particularly in rural areas, potentially undermining existing investment in highway drainage. <p>The Board found that there were significant additional costs for reactive grass cutting maintenance of around £200,000 for two additional grass-cutting gangs; increased demand on the Contact Centre equating to approximately two full time equivalent posts; and potential reductions in the level of service which could lead to reputational damage. This would significantly offset the initial savings and will have longer term impacts.</p> <p>The Board identified potential alternative savings of £84,000 within the verge management budgets. It recommends that alternative options for providing the grass cutting service are investigated within the total verge management budget to mitigate the proposed reduction in the frequency of grass cutting in rural and urban areas.</p> <p>The Board acknowledged the need to make savings, but recommends that the frequency of grass cutting in rural and urban areas is carefully considered, taking into account the potential impacts.</p>	<p>Cabinet recommended to Full Council that:</p> <ul style="list-style-type: none"> • the savings proposals for grass cutting be consulted on during 2018/19 for 2 urban and 2 rural grass cuts; and • the savings target be retained, but implementation be deferred until 2019/20 to allow for the consultation with Parish (and Town), District and Borough Councils.

Scrutiny comment / suggestion / recommendation at Dec 2017 RPPR Board, Grass Cutting Review Board and Waste Review Board	Response
<p><u>Waste Review Board</u> Board Members: Councillors Richard Stogdon (Chair), Godfrey Daniel, Darren Grover and Barry Taylor.</p> <p>The ETE Scrutiny Committee meeting on 14 June 2017 established a Scrutiny Review Board to examine in detail the opportunities for savings and efficiencies in the Waste Contract as part of the Reconciling Policy, Performance and Resources (RPPR) process. The Waste contract net budget is currently £25.927 million per annum, with an original savings target of £800,000 in 2018/19 for the Waste Disposal Service in the Council's Medium Term Financial Plan (MTFP).</p> <p>The Review Board has considered evidence on the work that is underway to review the current Waste contract, and the opportunities for savings that this may produce. The Board supports the approach that has been adopted, and understands the need to examine other aspects of the Waste Disposal Service in order to achieve savings in the shorter term.</p> <p><u>Summary Findings and Recommendations</u></p> <p><u>Household Waste Recycling Site (HWRS) Service – Proposed introduction of charging for non-domestic waste</u></p> <p>A third of local authorities currently charge for non-domestic waste. The Review Board found from the experience of other local authorities that the introduction of charging:</p> <ul style="list-style-type: none"> a) Has not led to an overall increase in fly-tipping compared with national trends. b) Will lead to a drop in the volume of non-domestic waste delivered to the HWRS sites, which could be up to 75% depending on the level of charging. This will produce savings in the form of avoided costs for disposing of waste, in addition to an income from charges. <p>The Review Board examined the possible impact of a number of different levels of charge on waste volumes and levels of savings.</p>	<p>Cabinet recommended to Full Council that authority be delegated to Chief Officers to consult on the savings proposals contained in the budget which included:</p> <ul style="list-style-type: none"> • the introduction of charging for non-household waste (soil, hard core, asbestos, plasterboard and tyres) at household waste recycling sites; • a review of the current use of household waste recycling sites by registered charities; and • the possible closure of the household waste recycling sites at Forest Row and Wadhurst. <p>The full year savings target for the Waste Disposal Service has been revised to £720k, with a part year saving of £558k in 2018/19.</p> <p>At this stage any decision on changes to the HWRS service such as charging, use of the service by charities, and site closures, are subject to a consultation before a decision is taken. So no decisions about the HWRS service have been taken at this point in time.</p>

Scrutiny comment / suggestion / recommendation at Dec 2017 RPPR Board, Grass Cutting Review Board and Waste Review Board	Response
<p>The Board recommends that:</p> <ul style="list-style-type: none"> Based on the evidence, the charging level which is likely to achieve the savings target is considered for inclusion in the savings proposals, which it understands is likely to be in the region of £4.00 per bag of waste. If charging is introduced for non-domestic waste, the waste contractor should be approached to explore whether it would be feasible to introduce a chargeable service for commercial waste at HWRS sites for small to medium sized businesses. <p>The Review Board found that there was some uncertainty around the level of savings it will be possible to achieve from charging. Consequently, it may be necessary to consult on other changes to the Waste Disposal Service in order to deliver the savings required by the Council's Medium Term Financial Plan.</p> <p>HWRS Opening Hours</p> <ul style="list-style-type: none"> The evidence suggests that further reductions in HWRS site opening hours would not achieve the level of savings necessary, and that limited HWRS site closures may need to be considered. <p>HWRS Site Closures</p> <p>The Review Board examined evidence on the impact of limited site closures on the accessibility of the HWRS Service for residents.</p> <ul style="list-style-type: none"> The Review Board has some concerns about the proposals for limited HWRS site closures but understands that, in the context of the need to make savings, they may be necessary. 	

Scrutiny comment / suggestion / recommendation at Dec 2017 RPPR Board, Grass Cutting Review Board and Waste Review Board	Response
<p>Public Consultation</p> <p>The Reviewed Board examined the options for public consultation on the potential changes to the Waste Disposal Service.</p> <p>The Board recommends that:</p> <ul style="list-style-type: none"> Both charging and limited site closure measures are included in the forthcoming consultation, rather than having to consult again separately on site closures should they be necessary. The Council consults on detailed proposals regarding charge levels and specific sites, if closures together with charging, are the only way to achieve the necessary levels of savings. <p>Conclusion</p> <p>The Review Board has undertaken a considerable amount of work, which underpins the summary findings and recommendations. The Board will examine the proposals for the Waste Disposal Service in more detail once the public consultation has been completed, and will submit further comments to Cabinet in due course.</p>	

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Economy, Transport and Environment (ETE) Scrutiny Committee



Future work at a glance

Updated: March 2018

*This list is updated after each meeting of the scrutiny committee
Follow us on Twitter for updates: @ESCCScrutiny*

Items that appear regularly at committee

<p>The Council's Forward Plan</p>	<p>The latest version of the Council's Forward Plan is included on each scrutiny committee agenda. This document lists the key County Council decisions that are to be taken within the next few months together with contact information to find out more. It is updated monthly.</p> <p>The Forward Plan helps committee Members identify important issues for more detailed scrutiny <i>before</i> key decisions are taken. This has proved to be significantly more effective than challenging a decision once it has been taken. As a last resort, the call-in procedure is available if scrutiny Members think a Cabinet or Lead Member decision has been taken incorrectly.</p> <p>Requests for further information about individual items on the Forward Plan should be addressed to the listed contact. Possible scrutiny issues should be raised with the scrutiny team or committee Chairman, ideally before a scrutiny committee meeting.</p>
<p>Committee work programme</p>	<p>This provides an opportunity for the committee to review the scrutiny work programme for future meetings and to highlight any additional issues they wish to add to the programme.</p>

Future committee agenda items		Witnesses
14 June 2018		
East Sussex Road Safety Programme	The Committee will consider a final report on the outcomes of the East Sussex Road Safety Programme and the results from the work that has been undertaken to reduce Killed and Seriously Injured (KSI) road accidents.	Project Manager/Head of Communities/Asst. Director Communities
Dropped Kerbs	An update report on the progress to identify funding for the provision of dropped kerbs and the development of policies to prioritise requests and protect dropped kerbs from obstruction.	Team Manager - Strategic Economic Infrastructure/ Assistant Director , Economy
13 September 2018		
Scrutiny Review of Superfast Broadband	The 12 month monitoring report on the implementation of the recommendations of the Scrutiny Review	Assistant Director /Team Manager, Economic Development.
Reconciling Policy, Performance and Resources (RPPR)	The Scrutiny Committee will start the consideration of the Portfolio Plans and Savings Plans for 2019/20 as part of the Council's budget setting process. This will include consideration of the department's revenue and capital budgets for the services within the Committee's remit.	Scrutiny/Director and Assistant Directors.
15 November 2018		
Emergency Planning	An update report on the work of the Emergency Planning Team to give the committee an understanding of the range and type of work undertaken by the Team	Team Manager – Emergency Planning / Head of Communities
Reconciling Policy, Performance and Resources (RPPR)	The Committee will examine any additional information requested at the September meeting and consider any updated RPPR information for 2019/10.	Scrutiny/Director and Assistant Directors.
Further Ahead		
March 2019	<u>Dutch Elm Disease Strategy.</u> To receive an update report on the sanitation programme to control the spread of Dutch Elm Disease in East Sussex.	Team Manager, Environment / Cambridge Study author

Future committee agenda items		Witnesses
March 2019	<u>Climate Change Adaption.</u> To receive an update report on the measures that have been put in place in response to 2017 national Climate Change Risk Assessment (CCRA) and National Adaptation Programme (NAP).	Team Manager, Environment / Director of CET

Current scrutiny reviews and other work underway	Date to report

Potential future scrutiny work (Proposals and ideas for future scrutiny topics appear here)
<u>Countryside Access Strategy</u> To consider how the Committee wishes to be involved in the work being undertaken concerning the transfer of management of countryside sites to other suitable organisations, which is part of the implementation of the Strategy agreed by Cabinet.

Background / information reports available to the Committee (Items in this list appear on committee agendas when proposed for scrutiny by committee members)		Date available
Performance management	<p>Performance monitoring is an integral part of scrutiny. The committee is alerted to the relevant quarterly reports that Cabinet and lead Members receive. Members can then suggest matters for scrutiny to investigate in more detail.</p> <p>In the performance reports, achievement against individual performance targets is assessed as either 'Red', 'Amber' or 'Green' ('RAG'):</p> <ul style="list-style-type: none"> • 'Green' means that the performance measure is on target to be achieved • 'Amber' means that there is concern about the likelihood of achieving the performance measure by the end of the year • 'Red' means that the performance measure is assessed as inappropriate or unachievable. <p>The 'Red' and 'Amber' indicators also include further commentary and the details of any proposed corrective action.</p> <p>Requests for further information about individual items in the performance reports should be addressed to the listed contact. Possible scrutiny issues should be raised with the scrutiny team or committee Chair.</p>	Every quarter

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Enquiries: Member Services Team Author: Martin Jenks, Senior Democratic Services Advisor Telephone: 01273 481327 Email: martin.jenks@eastsussex.gov.uk Access agendas and minutes of Economy, Transport and Environment Scrutiny Committee: https://democracy.eastsussex.gov.uk/mgCommitteeDetails.aspx?ID=146	Version number: v.58
Accessibility help Zoom in or out by holding down the Control key and turning the mouse wheel. CTRL and click on the table of contents to navigate. Press CTRL and Home key to return to the top of the document. Press Alt-left arrow to return to your previous location.	

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EAST SUSSEX COUNTY COUNCIL'S FORWARD PLAN

The Leader of the County Council is required to publish a forward plan setting out matters which the Leader believes will be the subject of a key decision by the Cabinet or individual Cabinet member in the period covered by the Plan (the subsequent four months). The Council's Constitution states that a key decision is one that involves

- (a) expenditure which is, or the making of savings which are, significant having regard to the expenditure of the County Council's budget, namely above £500,000 per annum; or
- (b) is significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions.

As a matter of good practice, the Council's Forward Plan includes other items in addition to key decisions that are to be considered by the Cabinet/individual members. This additional information is provided to inform local residents of all matters to be considered, with the exception of issues which are dealt with under the urgency provisions.

For each decision included on the Plan the following information is provided:

- Page 67
- the name of the individual or body that is to make the decision and the date of the meeting
 - the title of the report and decision to be considered
 - groups that will be consulted prior to the decision being taken
 - a list of other appropriate documents
 - the name and telephone number of the contact officer for each item.

The Plan is updated and published every month on the Council's website two weeks before the start of the period to be covered.

Meetings of the Cabinet/individual members are open to the public (with the exception of discussion regarding reports which contain exempt/confidential information). Copies of agenda and reports for meetings are available on the website in advance of meetings. For further details on the time of meetings and general information about the Plan please contact Andy Cottell at County Hall, St Anne's Crescent, Lewes, BN7 1UE, or telephone 01273 481955 or send an e-mail to andy.cottell@eastsussex.gov.uk.

For further detailed information regarding specific issues to be considered by the Cabinet/individual member please contact the named contact officer for the item concerned.

EAST SUSSEX COUNTY COUNCIL
County Hall, St Anne's Crescent, Lewes, BN7 1UE

For copies of reports or other documents please contact the officer listed on the Plan or phone 01273 335274.

FORWARD PLAN – EXECUTIVE DECISIONS (including Key Decisions) –1 March 2018 TO 30 June 2018

Additional notices in relation to Key Decisions and/or private decisions are available on the [Council's website](#).

Cabinet membership:

Councillor Keith Glazier - Lead Member for Strategic Management and Economic Development
Councillor David Elkin – Lead Member for Resources
Councillor Bill Bentley – Lead Member for Communities and Safety
Councillor Rupert Simmons – Lead Member for Economy
Councillor Nick Bennett – Lead Member for Transport and Environment
Councillor Carl Maynard – Lead Member for Adult Social Care and Health
Councillor Sylvia Tidy – Lead Member for Children and Families
Councillor Bob Standley – Lead Member for Education and Inclusion, Special Educational Needs and Disability

Date for Decision	Decision Taker	Decision/Key Issue	Decision to be taken wholly or partly in private (P) or Key Decision (KD)	Consultation	List of Documents to be submitted to decision maker	Contact Officer
6 Mar 2018	Cabinet	Council Monitoring: Quarter 3 2017/18 To consider the Council Monitoring report for Quarter 3, 2017/18.			Report, other documents may also be submitted	Jane Mackney 01273 482146
6 Mar 2018	Cabinet	Fair Funding Review Consultation Response To consider East Sussex County Council's response to the Secretary of State for Communities and Local Government consultation on the Fair Funding Review.			Report, other documents may also be submitted	Ian Gutsell 01273 481339

6 Mar 2018	Cabinet	Libraries Transformation Programme revised Libraries Strategic Commissioning Strategy To seek Cabinet approval of the revised Libraries Strategic Commissioning Strategy.	KD	12 week Public Consultation Local Members	Report, other documents may also be submitted	Nick Skelton 01273 482994
6 Mar 2018	Cabinet	Proposals for the creation of a Major Road Network - consultation response Cabinet is asked to review and approve the Council's response to the Government consultation on the creation of a Major Road Network.			Report, other documents may also be submitted	Jon Wheeler 01273 482212
16 Mar 2018	Lead Member for Communities and Safety	Road Safety Policies Update To consider a report regarding the updates to Road Safety Policies.			Report, other documents may also be submitted	Claire Scriven 0345 6080193
19 Mar 2018	Lead Member for Transport and Environment	Capital Programme for Transport Improvements 2018/19 To approve the list of transport schemes and associated expenditure in 2018/19 to be included in the programme	KD		Report, other documents may also be submitted	Andrew Keer 01273 336682
19 Mar 2018	Lead Member for Transport and Environment	East Sussex Statement of Community Involvement adoption The Statement of Community Involvement (SCI) and its accompanying publicity is a statutory requirement under the Planning and Compulsory Purchase Act 2004 and associated regulation	KD		Report, other documents may also be submitted	Sarah Iles 01273 481631

23 Mar 2018	Lead Member for Resources	Annual write off of debts Annual report to request formal approval to write-off debts over a certain value.	P KD		Report, other documents may also be submitted	Janyce Danielczyk 01273 481893
23 Mar 2018	Lead Member for Resources	Hailsham - Delivery of school sites Exercise of options in relation to two schools in Hailsham	KD	Local Members	Report, other documents may also be submitted	Graham Glenn 01273 336237
23 Mar 2018	Lead Member for Resources	Petition - to save the small separately fenced area at the far end of the Pells School site on Landport, Lewes for continued use as a forest school To consider the petition to save the small separately fenced area at the far end of the Pells School site on Landport, Lewes for continued use as a forest school, the area to be given into the care and ownership of the Landport Community Hub charity, or other suitable arrangements made by agreement with the lead petitioners to achieve the same end, that this tiny percentage of the site be kept for local children to have Forest School opportunities.		Lead Petitioner Local Members	Report, other documents may also be submitted	Kate Nicholson 01273 3396487
29 Mar 2018	Lead Member for Education and Inclusion, Special Educational Needs and Disability	Planned Admission Number (PAN) for Ninfield CE Primary School with effect from September 2019 The Lead Member is asked to determine the appropriate PAN for Ninfield CE Primary School following public consultation. This decision was deferred from the Lead	KD	Public consultation between 7 February and 21 March 2018.	Report, other documents may also be submitted	Jo Miles 01273 481911

		Member meeting in February as a result of the decision not to proceed with the building project at the school. This means that the school will be unable to accommodate more than fifteen children in each year group following withdrawal of the temporary classrooms currently on site.				
16 Apr 2018	Lead Member for Transport and Environment	<p>Alexandra Park and St Helen's Road cycle route review</p> <p>To report the outcome of a feasibility study to consider an alternative route alignment on St Helen's Road, as requested by the Lead Member</p>	KD	<p>Hastings Borough Council information exercise June 2015</p> <p>Local Members</p>	Report, other documents may also be submitted	Tracey Vaks 01273 482123
16 Apr 2018	Lead Member for Transport and Environment	<p>Proposed pedestrian crossing in Belgrave Road, Seaford</p> <p>To consider feedback received in response to a local consultation on a proposal to introduce a pedestrian crossing and determine whether the scheme should continue.</p>		<p>Local residents</p> <p>School Community</p> <p>Local Members</p>	Report, other documents may also be submitted	Andrew Keer 01273 336682
24 Apr 2018	Cabinet	CQC Area Review Report and Action Plan Cabinet is asked to note and receive an update on the CQC Area Review Report and Action Plan.			Report, other documents may also be submitted	<p>Samantha Williams 01273 482115</p> <p>Bianca Byrne 01273 336656</p>
24 Apr 2018	Cabinet	<p>External Audit Plan 2017/18</p> <p>To consider the work to be carried out by</p>			Report, other documents may	Ola Owolabi 01273 482017

		the Council's External Auditors for the financial year 2017/18.	KD		also be submitted	
24 Apr 2018	Cabinet	Internal Audit Strategy and Annual Plan 2018/19 To consider the Internal Audit Strategy and Plan for 2018/19.			Report, other documents may also be submitted	Russell Banks 01273 481447
24 Apr 2018	Cabinet	Property Asset Disposal and Investment Strategy To approve the Property Asset Disposal and Investment Strategy for East Sussex County Council.	KD		Report, other documents may also be submitted	Tina Glen 01273 335819
26 Apr 2018	Lead Member for Communities and Safety	Update on East Sussex Road Safety Programme To note the progress made in the East Sussex Road Safety Programme to reduce Killed and Seriously Injured on East Sussex Roads			Report, other documents may also be submitted	Charlotte Marples 01273 482824
30 Apr 2018	Lead Member for Education and Inclusion, Special Educational Needs and Disability	Request to publish statutory notices regarding lowering the age range at Langney Primary School To seek Lead Member approval to publish statutory notices in respect of a proposal to lower the age range at Langney Primary School to enable the school to take 2 year olds in their current nursery provision		Local Members	Report, other documents may also be submitted	Jane Spice 01273 747425

21 May 2018	Lead Member for Transport and Environment	Allocation of the 2018/19 Community Match Funding to a number of community led local transport schemes To seek approval of the proposed allocation of match funding to a number of community led transport improvement schemes	<i>KD</i>	Draft circulated to all Members, and cross party Member Panel to consider draft schemes.	Report, other documents may also be submitted	Sarah Valentine 01273 335724
21 May 2018	Lead Member for Transport and Environment	Review of grass cutting policy and proposed reduction to urban grass cutting To consider the reduction of the minimum urban grass cuts from five to two per annum, and to seek approval for minor updates to the policy to reflect current best practice.		Local Members	Report, other documents may also be submitted	Dale Poore 01273 482207

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